ADA TRANSITION PLAN



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INTRODUCTION

## About Triangle West Transportation Planning Organization

The Triangle West Transportation Planning Organization (TWTPO) – or Triangle West was created in 1980. When created, Triangle West was originally named the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO). The organization changed its name to Triangle West TPO in January 2025. Triangle West is responsible for transportation planning for the western part of the Research Triangle in North Carolina. Triangle West is an umbrella organization made up of the TPO Board, the Technical Committee (TC), TPO Staff, local governments, and the State of North Carolina.

A colorful umbrella with text and symbols

AI-generated content may be incorrect.

## What is an ADA Transition Plan?

An ADA Transition Plan is intended to identify needs in the transportation system and integrate them with the state of North Carolina’s planning processes. Additionally, an ADA Transition Plan is intended to provide better access to people with disabilities and prohibit discrimination on the basis of disability in planning activities and programs. ADA Transition Plans are prepared in accordance with two pieces of civil rights legislation:

1. American with Disabilities Act of 1990 (ADA), Title II Regulations, Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR Part 35, and
2. Section 504 of Rehabilitation Act of 1973, as amended, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance, 49 CFR Part 27

Additionally, ADA Transition Plans should accomplish the following four tasks per the Federal Highway Administration:

1. Identify physical obstacles in the public agency's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
2. Describe in detail the methods that will be used to make the facilities accessible;
3. Specify the schedule for taking the steps necessary to upgrade pedestrian access to meet ADA and Section 504 requirements in each year following the transition plan; and
4. Indicate the official responsible for implementation of the plan. 28 CFR §35.150(d)(3). (9-12-06)

## Legal Framework – What is ADA? What is Section 504?

Section 504 of the Rehabilitation Act of 1973 is a national law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any federal department or agency.

In 1990, the American with Disabilities Act was signed into law as a comprehensive civil rights law that protects the rights of individuals with disabilities in employment, access to State and local government services, places of public accommodation, transportation, and other important areas of American life.

# TRIANGLE WEST TPO’S ROLE IN REGIONAL ACCESSIBILITY

Triangle West TPO’s primary goals are to:

1. Assist our local governments in meeting the requirements set forth by the Federal Highway Administration regarding ADA Transition Plans
2. Increase and improve accessibility to people with disabilities within the TPO boundaries
3. Provide guidance relating to ADA policies and procedures where feasible

## 

## Evaluation of General ADA Policies and Procedures

### ADA Coordinators

The federal government via §35.107 requires a public entity that employs 50 or more people to designate at least one employee to coordinate its efforts to comply with ADA. Although Triangle West TPO does not employ 50 or more people, it has designated an ADA coordinator to support accessibility for people with disabilities. Below is a table of the ADA Coordinators of local governments and partner agencies within Triangle West TPO’s boundary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization/Agency** | **ADA Coordinator** | **Phone Number** | **Email Address** |
| Triangle West TPO | Monet Moore | 919-503-4116 | [Monet.Moore@twtpo.org](mailto:Monet.Moore@twtpo.org) |
| City of Durham | ADA Coordinators Office | 919-560-1200 | ADA@durhamnc.gov |
| Town of Carrboro | Bear Tose | 919-918-7425 | btose@carrboronc.gov. |
| Town of Chapel Hill | Wage Gulledge | 919-969-5118 | Wgulledge@townofchapelhill.org |
| Town of Hillsborough | Haley Thore | 919-241-4615 | Haley.Thore@hillsboroughnc.gov |
| Orange County | Jamael Wiley | (919) 245-2006 | jwiley@orangecountync.gov |

In addition to designating an employee as ADA Coordinator, §35.107, requires public entities with 50 or more people to adopt and publish grievance procedures that provide for prompt and equitable resolution of complaints alleging any action prohibited by ADA. Although not required, Triangle West TPO has proposed the following Complaint and Grievance Procedures.

### Complaint and Grievance Procedures

1. File a written (or audio recording when applicable) complaint via email, online form, mail, or in-person to Triangle West TPO’s ADA Coordinator within 60 days of the issue occurring. All complaints should be signed (physically or digitally) and should contain the following, at minimum:
   1. An explanation of what took place, the issue presented, or discrimination experienced.
   2. Contact information of the filer:
      1. Name
      2. Email Address
      3. Phone Number
   3. Date(s) of the event or issue presented.
2. The Triangle West TPO ADA Coordinator will meet (virtually or in-person) with the filer within 15 calendar days after receipt of the filed complaint.
3. The Triangle West TPO ADA Coordinator will investigate the complaint.
4. 30 calendar days of meeting with the filer, the Triangle West TPO ADA Coordinator will issue a report of the findings and possible solutions and meet (virtually or in-person) with the filer. If the proposed resolutions do not satisfactorily resolve the issue, the complainant may file a grievance with a federal transportation agency (i.e., USDOT, FHWA, FTA) within 180 days of the last date of the alleged discrimination USDOT and Federal Highway Administration | ADA Complaint Form: <https://highways.dot.gov/civil-rights/ada-complaint>
5. The Triangle West TPO will maintain records of all complaints, responses, resolutions, and appeals for at least a period of three years.

This grievance procedure is applicable to any ADA complaints related to Triangle West TPO projects, programs, services, and activities. Complaints received by Triangle West TPO relating to projects, programs, services, and activities related to its member jurisdictions (local governments), or partner organizations will be referred to an appropriate organization. If grievance procedures do not exist for the organization, Triangle West TPO may choose to refer the complaint to the North Carolina Department of Transportation, Federal Highway Administration, or the Federal Transit Authority, depending on the nature of the complaint.

### Triangle West ADA Focus Group

To better understand the transportation needs of people with disabilities within the Triangle, the Triangle West TPO hosted a focus group with people with disabilities for the development of this ADA Transition Plan on June 23rd 2025. The following recommendations and policy changes are the result of the findings from the focus group.

## Evaluation of Programs and Facilities

### Triangle West TPO Office

The Triangle West TPO Office is located at 4307 Emperor Blvd Suites 110 and 130, Durham, NC 27703. The office space is shared with our Lead Planning Agency, Central Pines Regional Council, and is accessible via GoDurham and GoTriangle Access. Access via Orange County Paratransit or Chapel-Hill Transit’s EZRider system requires a transfer to either GoDurham or GoTriangle Access.

The office space is on the ground level and is fully wheelchair accessible with at-grade doors, and ADA push buttons. Multiple accessible parking spots are available in front of the building. Triangle West TPO meetings feature large text and high contrast signage directing people to the appropriate room. Office rooms also have braille text signs.

### Triangle West TPO Public Meetings

The Triangle West TPO hosts its public meetings (Board and Technical Committee) meetings in the Long Leaf Meeting room at the TPO office. Meetings include a hybrid option utilizing zoom, the zoom call includes live transcription. ASL interpretation can be provided upon request if made at least 48 hours before the meeting. The TPO live streams these meetings on YouTube, YouTube live streams also include auto-generated live captioning.

Triangle West TPO’s public meeting agenda and minutes can be found on our website ([here](https://www.twtpo.org/board-and-technical-coordinating-committee/agendas-minutes-0)), the TPO can provide large text and braille copies of these documents at the TPO meeting upon request. Request for agendas must be made at least 48 hours before the meeting and Minutes requests can be made at any time. Minutes from Technical Committee or Board meetings will not be available until they are approved at the next meeting. Once approved, they can be provided in large text format or braille 48 hours after request.

### Off Site Events

The TPO will select spaces for offsite events using the following criteria to ensure that these events are accessible to all:

* Accessible via paratransit
  + Locations should be within a paratransit service area (see the Triangle West Transit Guide in the Appendix for regional paratransit service areas and hours)
    - Ideally within multiple partner agencies paratransit service areas to limit transfers
  + Events should be scheduled during regional paratransit service hours.
* At-grade entrances or service ramps
* Single-story or have accessible elevators.
  + TPO staff should confirm that elevators are working day of the event
* Pedestrian ROW (sidewalks, greenway, multi-use path etc.) connectivity from nearest transit stop
* Seating
  + Event set up should accommodate a 60” turning radius for wheelchair users
* Accessible entrances with clearly marked pathways
* Signage with raised large print lettering and braille

### General Guidelines for TPO Events

Following the Guidance of the Southeast ADA Center, the TPO should select sites and host events to allow participants with disabilities to do the following:

* Obtain information and directions in an accessible format prior to or during the event. Accessible formats may include pictures, visual schedules or other supports that may be requested as accommodation.
* Find and use accessible parking.
* Navigate from accessible parking to event space entrances.
* Move around the site as needed.
* Participate in activities and enter exhibits.
* Use public restrooms, telephones, water fountains, shelters, first aid stations, and other common amenities.

### Federal Transit Administration

The Federal Transit Administration (FTA) provides annual, population-based funding to transit agencies, state departments of transportation, and metropolitan planning organizations to support different types of transportation projects and activities. This funding is given to these agencies by the Federal Transit Administration and the amount each agency gets is determined by a formula which is written by congress. Agencies that meet the criteria for funding receive this money automatically. These funding programs are named based on the section where they are located within the United States Code (i.e., Section 5307). Formula-based funds include:

* Section 5307 (Urbanized Area)
* Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities)
* Section 5311 (Rural Areas)
* Section 5337 (State of Good Repair)
* Section 5339 (Bus and Bus Facilities)

Multiple funding sources are used in transportation planning because of diverse needs across different areas and populations, the need for an equitable distribution of funds, for predictability of funds so that recipients can properly budget for their needs, and other critical factors. FTA also has funding programs that are not formula-based; those programs require agencies like Triangle West TPO to apply for the funds.

Section 5310 Funding

The Enhanced Mobility of Seniors and Individuals with Disabilities Funding (“Section 5310 funding”) seeks to provide funding: “for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs.” (FTA Circular 9070.1G). This program provides funding for the purpose of meeting the transportation needs of older adults and people with disabilities, when the transportation services provided are unavailable, insufficient, or inappropriate to meeting these needs. Funding is distributed based on factors such as population, age, and disability status statistics. For more information about the currently funded grants, check the TPO’s website [here.](https://www.twtpo.org/funding-programs-and-databases/human-services-transportation-grants)

Eligible projects under Section 5310 funding are divided into three categories: “traditional”, “nontraditional”, or “other.” At least 55% of program funds must be used on traditional projects. “Traditional projects” typically means capital projects, new infrastructure, vehicles, scheduling, and technological systems. Some examples are below.

* Transit vehicles: buses and vans
* Wheelchair lifts, ramps, and securement devices
* Transit-related information technology systems, including scheduling/routing/ one-call systems
* Mobility management programs
* Acquisition of transportation services under a contract, lease, or other arrangement

“Nontraditional” or “other” Section 5310 projects are most other projects, and could include any of the below:

* Travel training
* Volunteer driver programs
* Providing accessible paths to bus stops, including sidewalks, curb cuts, accessible pedestrian signals (APS) or other features
* Wayfinding and signage
* Incremental cost of providing same day service or door-to-door service
* Purchasing vehicles to support new accessible taxi, ride sharing and/or vanpooling programs
* Mobility management programs

Triangle West’s Section 5310 Funds come from the FTA through the City of Durham. While the city receives the money from the Federal Government, the TPO manages the funds and decides which projects to fund in a call for projects every two years. The projects funded by the 5310 programs must meet selection criteria defined by the TPO’s Comprehensive Human Services Plan and management of the grant is defined by the 5310 Program Management Plan. Previous funding years include projects and investments such as:

* Fare Free Paratransit in Orange County (Go Orange Mobility Management).
* Adding an additional Chapel Hill Transit Senior Shuttle service route and on-demand van pilot program.
* Purchase of 3 new light transit vans for GoDurham Access paratransit system
* Expanded Orange County Mobility Management, including expanded volunteer driver program, and funding for a mobility manager educating and supporting older adults on their mobility options.

Between the 5310 funds and required local match, these projects represent a 1.2-million-dollar investment into mobility and accessibility for aging adults and people with disabilities. Additional information about the currently funded program of projects is available on the TPO’s website at the following link: <https://www.twtpo.org/funding-programs-and-databases/human-services-transportation-grants>.

### Transit Planning for People with Disabilities

Triangle West TPO is responsible for coordinating with the following transit operators:

* GoTriangle
* GoDurham
* Chapel Hill Transit
* Orange County Transit
* Chatham Transit

The Triangle West Transit Guide in the [Appendix](#_APPENDIX) outlines the details of the current transit and paratransit services within the Triangle West TPO boundaries. During the focus group on June 23rd 2025, several observations and experiences were shared along with several opportunities for improvement.

#### Service and Performance Related Observations and Opportunities for Improvement:

Transit riders with disabilities shared the following experiences:

* Paratransit operators not identifying themselves upon arrival resulting in riders being stranded.
* Difficulty arranging and taking inter-city trips as certifications and operations across paratransit providers differ.
* Long paratransit wait times and poor communication between reservation staff and operators resulting in missed connections and appointments.
* Limited service hours resulting in restricted social life, work opportunities, and access to public meetings.
* Inadequate training for paratransit operators on identifying and accommodating people with hidden or non-visible disabilities.
* Lack of clear education for riders about available services and their rights.
* Lack of clarity regarding how to schedule pick-ups for appointments with uncertain end times.

The following recommendations for improvements were identified:

* Train paratransit operators:
* Identify themselves clearly upon arrival.
* Adjust pick-up approaches during bad weather or for riders with vision impairments.
* Better understand and respect visible and non-visible disabilities.
* Improve educational resources for riders by:
* Create easy-to-understand guides on ADA services
* Share information relating to paratransit during call hold times (like utility calls)
* Increase uniformity of services and certification amongst the paratransit providers in the Triangle
* Extend or adjust service hours to allow increased access to evening activities and public meetings.
* Improve coordination between dispatch, operators, and riders to prevent missed trips.
* Require paratransit to offer door-to-door service instead of curb-to-curb.
* Partner with “mobility as a service” providers (e.g., Uber, Lyft) to increase service during evenings, nights, and weekends.
* Include user input when planning changes to service schedules or processes.

#### Transit Facilities Related Observations and Opportunities for Improvement:

Transit riders with disabilities shared the following experiences:

* Many bus stops lack shelters or shade and expose riders to heat and bad weather
* Unsafe walking environment connected to bus stops, such as:
* Uneven or missing sidewalks
* Micromobility devices blocking pathways
* Bus/vehicle designs do not always accommodate people with disabilities well:
* Slippery equipment, such as smooth grab bars
* Height differences between buses and sidewalks create a challenge when boarding

The following opportunities for improvements were identified:

* Install more shaded bus shelters, especially in hotter areas where natural shade does not exist.
* Include people with disabilities in resiliency planning efforts.
* Improve bus accessibility by:
* Adding rubber grips to handrails.
* Provide step stools upon request where height gaps exist.
* Ensure bus stop areas and pathways are clear of micromobility devices.

### Pedestrian Planning for People with Disabilities

The Triangle West TPO continues to include pedestrian (and cyclist) improvements within our long-range transportation plans including the Metropolitan Transportation Plan (MTP) and the Comprehensive Transportation Plan (CTP). Additionally, Triangle West TPO supports its member jurisdictions in pedestrian planning activities such as:

|  |  |  |
| --- | --- | --- |
| **Member** **Jurisdiction** | **Plan Name and Adoption Status** | **Description** |
| City of Durham | 2017 Durham Bike + Walk Plan (ongoing update) | The Bike + Walk plan guides the City of Durham and Durham County development and prioritization of bike lanes, sidewalks, and multi-use paths |
| Town of Carrboro | ADA Transition Plan (Ongoing) | The Carrboro ADA Transition Plan will include an inventory of public facilities and their accessibility in the Town of Carrboro |
| Town of Chapel Hill | 2020 Mobility and Connectivity Plan | The Mobility and Connectivity plan outlines the steps the town needs to take to make biking, walking and transit safe and convenient option. It includes a prioritized list of short- and long-term pedestrian projects. |
| Town of Hillsborough | N/A | N/A |
| Chatham County | 2016 Chatham County CTP | Chatham Counties CTP is a multi-modal long range transportation plan that includes projects for improving mobility and pedestrian accessibility |
| Durham County | 2017 Durham Bike + Walk Plan (ongoing update) | The Bike + Walk plan guides the City of Durham and Durham County development and prioritization of bike lanes, sidewalks, and multi-use paths |
| Orange County | Orange County Bike Ped Plan (Ongoing: expected completion in December 2025) | The Bicycle and Pedestrian Plan is Orange County’s first comprehensive vision to create a safer, more equitable experience for walking or rolling around the county, and to make getting around more convenient and accessible for everyone. |

Member Agencies and ADA Compliance

During the focus group with people with disabilities, several observations and experiences were shared along with several opportunities for improvement.

#### Pedestrian-Related Observations and Opportunities for Improvement:

Participants shared the following observations and experiences:

* Sidewalks and curb ramps are often unsafe or missing, forcing people to travel in the roadways or on uneven surfaces.
* E-scooters and other micromobility devices are often abandoned on sidewalks, creating obstacles for pedestrians with disabilities.
* Audible signage is lacking at intersections and bus stops, making it hard for people with visual impairments to navigate safely.
* Crosswalks are often blocked by vehicles and drivers run red lights without penalty.
* The following opportunities for improvement were identified:
* Repair and maintain sidewalks, prioritizing sidewalks connecting to transit stops.
* Increase and enforce regulations relating to the use and parking of micro-mobility devices.
* Install audible crossing signals.
* Improve crosswalk safety through enforcement and design (e.g., curb extensions, improved markings,)
* Incorporate resiliency into pedestrian planning efforts to include improvements that increase shade infrastructure and accessible seating in high-heat areas.

## Evaluation of Communication Methods

### In-Person

Triangle West TPO should provide accommodation for participants in meetings, engagement events and other in person events. Triangle West TPO is prepared to provide ASL interpretation, braille documents, large print and screen reader compatible documents and navigational assistance for individuals with disabilities.

### Written

Triangle West TPO will accommodate all reasonable requests for access to written materials including requests for documents in large print, braille and document formats more easily read by screen readers. Additionally, Triangle West TPO will include an announcement on all notices of Triangle West TPO planning activities that states that people with disabilities will be accommodated. Special provisions will be made if notified within 48 hours in advance. The required announcement is provided below:

“In compliance with the Americans with Disabilities Act (ADA), Triangle West TPO will not discriminate against qualified individuals with a disability on the basis of disability. Anyone who requires accommodations for effective communications or assistance to participate in a Triangle West TPO program, service, or activity should contact Monet Moore, ADA Coordinator, Voice: 919-503-4116, North Carolina Relay Services: 711(Request Triangle West TPO) Email: [Monet.Mooret@twtpo.org](mailto:Monet.Mooret@twtpo.org), as soon as possible but no later than 48 hours before the scheduled event. “

### Website

On July 1st, 2025, Triangle West TPO launched a new website (www.twtpo.org), the website aligns to ADA Section 508 and WCAG 2.1 Level AA web accessibility standards. This standard includes more than 50 accessibility requirements that ensures web content is

* Perceivable
* Operable
* Understandable
* Robust

This includes but is not limited to:

* A high contrast color scheme and large font/print
* Screen reader compatibility and the ability for staff to add alt text to featured images
* Full content review with simplified content, navigation, and a focus on plain language
* Future plans and documents being uploaded in .Doc format and as PDFs for screen reader compatibility
* Keyboard only accessibility
* Website content can be easily zoomed in on while maintaining easy user experience
* The full list of standards can be found [here.](https://www.w3.org/TR/WCAG21/)

These standards ensure that our web content is widely accessible but may not be comprehensive. If content on the Triangle West TPO Website is not accessible to you, please contact ADA Coordinator Monet Moore ([Monet.Moore@twtpo.org](mailto:Monet.Moore@twtpo.org)).

### Social Media

Triangle West TPO aims to ensure its social media content meets web accessibility guidelines. Including large text and high contrast fonts and color schemes, avoiding serifed fonts, and including alt text on all images. Social media content should be written in plain language and be in terms understandable by all users. Participants shared at the ADA focus group that all methods of communication can be helpful for people with disabilities. Advertisements for engagement events should mention any accessibility issues that may be present at the event venue and if the event is accessible using area paratransit.

## Findings and Next Steps

Triangle West TPO is committed to improving accessibility in our planning processes and promoting accessibility and mobility freedom across the TPO region. Based on the conversations and input during the ADA focus group Triangle West TPO has developed the following recommendations for increasing accessibility in the region.

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommendation** | **Description** | **Responsible Agency** | **Time Frame** |
| Host an Annual Triangle West ADA Summit. | Triangle West TPO should host a yearly ADA summit convening ADA stakeholders to discuss progress toward universal accessibility and areas for future improvement across the area. | Triangle West TPO | Short Term |
| Investigate single seat paratransit region wide. | Triangle West TPO should investigate how to ensure paratransit users are able to get to any location within a TPO paratransit service area without needing to transfer to a different paratransit service upon crossing a county/city border | Triangle West TPO, GoTriangle, GoDurham, Chapel-Hill Transit, Orange County Transit | Long Term |
| Ensure future engagement events are held at accessible locations. | TPO staff will develop a short list of venues that are accessible and have paratransit access to share with partners and use that as first line locations for public engagement. | Triangle West TPO | Short Term |
| Revamp paratransit information distribution | Work with Paratransit providers to ensure that information on hours of service, service boundaries, and cost are easily accessible. | Triangle West TPO, GoTriangle, GoDurham, Chapel-Hill Transit, Orange County Transit | Short Term |
| Improve paratransit scheduling and hours of operation. | Work with Paratransit providers to extend call scheduling hours for paratransit service and work to extend nighttime paratransit service hours. | Triangle West TPO, GoTriangle, GoDurham, Chapel-Hill Transit, Orange County Transit | Medium-Long term |
| Maintain and prioritize improvements to sidewalks and pedestrian right of way. | TPO partners should ensure all sidewalks and pedestrian right of way in the region are maintained and accessible for users. | City of Durham, Town of Chapel-Hill, Town of Carrboro, Town of Hillsborough, Orange County, Chatham County, Durham County | Long term |
| Fully implement audible pedestrian signals | TPO partners should ensure their signalized intersections and high visibility crosswalks include auditory signals informing pedestrians when it is safe to cross. | City of Durham, Town of Chapel-Hill, Town of Carrboro, Town of Hillsborough, Orange County, Chatham County, Durham County, NCDOT | Long Term |
| Improve and facilitate coordination with ADA coordinator and planners | Triangle West TPO should work with the regional ADA Coordinators to improve regionwide coordination between ADA coordinators and planning staff. | City of Durham, Town of Chapel-Hill, Town of Carrboro, Town of Hillsborough, Orange County, Chatham County, Durham County, GoTriangle | Short Term |

# APPENDIX: Paratransit Guide

