



November 30, 2017

MEMORANDUM

To: All Section 5311 Subgrantees

From: Kevin E. Olinger, Transit Bureau Chief

Subject: Federal Transit Administration (FTA) Americans with Disabilities Act (ADA) Notification Requirements

The U.S. Department of Transportation has recently amended its ADA regulations for notifying the public regarding ADA accessibility. This new regulation requires some changes to the information you display, and it may require some of you to develop a new written policy for reasonable modification requests from people with disabilities.

In order to comply with the new regulation, all programs must do the following:

1. Update your Title VI Notice to become a Non-Discrimination Notice that includes ADA. We have attached a sample for you to work with (file name: Non-Discrimination\_Notice\_TEMPLATE). This new Non-Discrimination Notice replaces your Title VI notices online and wherever posted.
2. If you haven't already, you have to prepare an ADA Reasonable Modification policy and submit it to your NMDOT program manager for review. We've attached a sample for you to work with (file name: SAMPLE REASONABLE MODIFICATION POLICY).
3. After we have reviewed and approved your reasonable modification policy, you need to prepare a brief description for public notice (file name: Reasonable\_Modification\_TEMPLATE). This notice must be added to your webpage as a new link (we suggest you name it "ADA Reasonable Modification") and it must be displayed wherever you have posted a copy of your Non-Discrimination Notice.

One note about web links: please make sure that any document you link to is in a format that anyone can open and read – for example, a pdf file instead of a Word document.

The deadline for everyone to comply with this regulation is December 31, 2017. If you have any questions or need help, please contact your program manager, Deborah, or me. Thanks as always for the services you provide and for your cooperation.

**Susana Martinez**  
Governor

**Tom Church**  
Cabinet Secretary

**Commissioners**

**Ronald Schmeits**  
Chairman  
District 4

**Dr. Kenneth White**  
Secretary  
District 1

**David Sepich**  
Commissioner  
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Commissioner  
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**Butch Mathews**  
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