

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN13-72

Date: June 13, 2014

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ADA SURVEY REIMBURSEMENT FOR AJCC PARTNER SITES

This Information Notice provides additional information regarding the Employment Development Department (EDD) financially contributing toward the cost of conducting an Americans with Disabilities Act (ADA) survey. This topic was originally addressed in Workforce Services Information Notice [WSIN 13-26](#), Funding for ADA Surveys in AJCC Partner Sites.

Under federal and State law, the EDD cannot enter into a sublease agreement with an America's Job Center of CaliforniaSM (AJCC) partner until the facility meets ADA compliance. This process requires the AJCC partner to complete an ADA survey and ensure any identified ADA deficiencies are corrected.

Due to the high cost associated with conducting an ADA survey, AJCC partners may have difficulties getting the survey completed. This requirement, in some cases, has curtailed lease negotiations or prevented EDD staff from moving into partner sites.

Effective October 7, 2013, AJCC partners who are required to complete an ADA survey for an EDD sublease agreement have been allowed to request up to a 50 percent reimbursement from the EDD for the survey as long as the EDD's portion remains under \$4,999 (see attachment for reimbursement requirements). This policy change will assist in better integrating EDD and Local Workforce Investment Area services, leveraging staff and fiscal resources, and promoting premises cost savings.

For more information, please contact EDD Lease Coordinators Andrew Mock at Andrew.Mock@edd.ca.gov or Wendy Mendoza at Wendy.Mendoza@edd.ca.gov.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Workforce Services Division

Attachment

Americans with Disabilities Act Accessibility Survey EDD Reimbursement Policy

Background

The Department of General Services (DGS) represents the Employment Development Department (EDD) in lease negotiations. Under federal and State law, the DGS cannot execute sublease agreements until Americans with Disabilities Act (ADA) compliance is met in a facility. The ADA compliance certification process begins when the America's Job Center of CaliforniaSM (AJCC) hires a licensed architect to complete an ADA survey. If any deficiencies are cited during the survey, the AJCC ensures they are corrected. Once all deficiencies have been corrected, the AJCC hires the licensed architect to complete a 'State Leased Buildings and Facilities Verified Report – Form G' (Form G).

Policy

The EDD can financially contribute toward the cost of an ADA survey at an AJCC partner site when one is necessary. The EDD can reimburse the AJCC partner up to 50 percent of the cost of the survey, as long as the EDD's portion remains under \$4,999, and the partner meets the requirements below:

- The ADA Survey must be completed by a licensed architect* using the DGS [Accessibility Checklist](#).
- The AJCC partner must obtain a cost estimate/bid from a licensed architect prior to scheduling/completing the actual survey.
- The AJCC partner must forward a copy of the cost estimate/bid from a licensed architect to EDD's lease coordinator. Upon the lease coordinator's review, verification, and acceptance, the EDD will prepare a Purchase Service Agreement (PSA) to reimburse the AJCC partner up to 50 percent of the survey (not to exceed \$4,999.00). Once the AJCC partner receives their copy of EDD's PSA, they may commission a licensed architect to conduct the ADA survey. Note: EDD has two lease coordinators and depending on the location of the AJCC partner, the cost estimate/bid is to be sent to Andrew.Mock@edd.ca.gov or Wendy.Mendoza@edd.ca.gov.

The EDD cannot contribute toward the following:

- The cost to correct any ADA deficiencies cited in the ADA survey. Note: Local Areas can, however, request approval to use WIA funds to pay for ADA related building accommodations; see WIA Directive [WIAD03-10](#) for more information.
- The cost incurred to obtain a valid Form G prepared and signed by a licensed architect. A valid Form G confirms that any corrections to the deficiencies outlined in the ADA survey have been corrected and the building is in compliance with ADA requirements.

* Note: Licensed architects are the only parties authorized to complete the Form G. Since licensed architects will not complete a Form G for an ADA survey they did not perform, the EDD will only financially contribute toward an ADA survey completed by a licensed architect (not a Certified Access Specialist).