

# ADA Inventory Process

**Objective:** Inventory all curb ramps and sidewalks in the Public Right of Way to be in compliance with ADA guidelines for the use of Federal Funds.

***The Pre-Award Certifications and Assurance must be completed prior to entering information into the ADA Inventory.***

1. Navigate to [www.indot.in.gov](http://www.indot.in.gov)
2. Select from left side panel: "Doing Business with INDOT"
3. Select Local Public Agencies and MPO's.
4. Scroll down to "\*LPA ADA Inventory & Transition Plan Guidance".
5. Select ITAP.
6. On ITAP page, select the circle in front of "other".
7. Sign up for an ITAP ID and Password
  - a. Refer to How to Enroll as a User if the LPA already has an ITAP ID.
  - b. Refer to How to Enroll as a Business if the LPA does not have an ITAP ID.  
(Instructional videos are available for your use)
8. After obtaining an ITAP User ID and password, sign into ITAP.
9. After signing into ITAP, select on left side Application; Request New Application; Select LPA Annual Pre-Award Certification and Assurance and submit.
10. Complete the Pre-Certification and Assurances Survey; only one per LPA.
11. A Work Management System (WMS) ID, link to the WMS site and a link to the instructions on how to conduct the inventory will be sent to each LPA within approximately two weeks after completion of the survey.
12. Login to WMS
13. Left click setup/inventory
  - a. Pull down Inventory and PM, and to ADA.
14. Using the intersection diagram provided, Identify all curb ramps, or lack thereof, in the Public Right of Way (PROW) and enter the information in the spaces provided.
  - a. Answer all required LPA questions for all curb ramps and sidewalks.
15. Navigate to the curb ramp, detectable warning or sidewalks inventory
  - a. Right click and select insert to enter data.
  - b. All required data is marked with an asterisk.
16. To insert data for all sidewalks and curb ramps in an intersection, right click on the last entry and select "insert like". This will duplicate the information previously entered.
  - a. Tab over and make the necessary changes to the data.
17. Go to the LPA aerial maps or other aerial mapping system and locate the intersections.
  - a. (Other options include driving the streets and making a video log (for inventory use only, not to upload), reviewing the video and entering the data; Walking the streets with inventory questions or with computer to input data at site visit)
- 18. REMEMBER ALL INVENTORY ON STATE ROUTES WILL BE CONDUCTED BY INDOT**

19. In WMS complete:

- a. Location not including Lat/Long unless readily available.  
( **ONLY INSERT ONE LAT/LONG PER INTERSECTION**)
  - b. Curb Ramps-Y/N
    - i. Landing? Y/N
  - c. Detectable Warnings? Y/N
  - d. Sidewalks Y/N
    - i. Sidewalk Obstructions? Y/N
    - ii. Passing Space? Y/N
    - iii. Surface – Continuous? Y/N
  - e. Enter date to visit site and confirm by measuring, the items thought to be in compliance.
  - f. Update all ADA inventory information, including all tabs and fields present in the Work Management System (WMS) under the ADA Inventory. All information is required to ensure that all Public Rights of Way Accessibility Guidelines (PROWAG) are addressed.
20. If the LPA has ADA Inventory data to upload, please log into ITAP to upload the data on the ITAP website by clicking in the upper left corner of the page after login.
21. After completing the ADA Inventory, prioritize what public right of way has greater pedestrian traffic and need.  
(These priorities should guide the priority list for correction or replacement in the LPA Transition Plan)
22. Run a report in WMS for transition priorities. Make a list of sites to visit to enter the data in for the sites believed to be compliance.

\*LPA-Local Public Agency

