

Retailer Accessibility Program Overview

Definitions:

Americans With Disabilities Act (ADA)

For purposes of this program, compliance with the Americans With Disabilities Act will be focused solely on accessibility to Lottery products. Generally, accessibility will be required for parking, path of travel, and counter access. Specific criteria are detailed on the Retailer Accessibility Survey form and further explained in the Retailer Accessibility Guidelines at valottery.com/retailer.

Modification Cost Standards

Cost estimates for making common accessibility modifications (e.g. creating an accessible parking spot, adding a parking sign, installing a ramp, etc.)

Retail Location

For purposes of this program, a retail location is defined as a particular **physical location** – irrespective of ownership.

Retailer Compliance Coordinator (RCC)

Lottery employee responsible for overseeing program activities.

Retailer Compliance Representative (RCR)

Lottery employee(s) responsible for conducting retailer accessibility surveys.

Policy & Procedures

for all new retail locations licensed and activated **after January 1, 2011:**

- **Must be ADA compliant, within 12 months after their license is activated.**
 - RCR will conduct an initial on-site survey after retailer is activated.
 - RCC will notify retailer – in writing – of survey findings and what actions, if any, the retailer needs to take.
- **Retailer must make all necessary modifications.**
 - RCC will send retailer “reminder” letters every 90 days until modifications are completed.
- **Retailer must certify to the Lottery – in writing, using designated Lottery certification form – that the modifications have been completed.**
 - RCR will conduct a follow-up survey.
 - RCC will notify retailer – in writing – of survey findings and what actions, if any, the retailer needs to take.
- **If retail location is not accessible by last day of 12th month after activation (*date coincides with license expiration/renewal date*), retailer’s license will be suspended until all necessary modifications have been made.**

SAMPLE SURVEY

In the coming weeks, Lottery Retailer Compliance Representatives will begin conducting on-site surveys of retail locations. The survey findings will be used to determine your compliance with established accessibility criteria, and what modifications – if any – you may need to make to your store. Below is a sample of this survey.

To Be Completed by Lottery Representative Only

RETAILER ACCESSIBILITY SURVEY

Store Name _____ Retailer # _____ Chain # _____

Address _____ City _____ Zip _____

Latitude _____ Longitude _____ Phone number _____

GENERAL:

1. Does this retailer rent/lease its space from a landlord? Yes No
2. Does the lease agreement and/or property management agreement:
Allow retailer to make changes to parking area, curb cuts, ramps, and doors without obtaining permission from a third party? Yes No N/A
- Allow for these changes only with third party permission? Yes No N/A

PARKING:

3. What type of parking does this retailer have?

- Private Lot – paved Yes No
- Private Lot – unpaved Yes No
- Street parking – if yes, please go to question #6 Yes No
- Strip Mall – if yes, please go to question #7 Yes No
- Other (please describe) _____ Yes No

4. Describing the parking spaces:

- Are there **1-25** public parking spaces? Yes No
- *Is at least one of these spaces designated as Accessible? Yes No N/A
- *Is this space Van Accessible? (96" space + 96" access aisle, 192" total) Yes No N/A
- *Is the proper signage in place?
(International symbol sign, Van Accessible sign, and penalty sign) Yes No N/A
- Are there **26-50** public parking spaces? Yes No
- *Are at least two of these spaces designated as Accessible? Yes No N/A
- *Is one space Van Accessible? (96" space + 96" access aisle, 192" total) Yes No N/A
- *Is the proper signage in place?
(International symbol sign, Van Accessible sign, and penalty sign) Yes No N/A
- *Is the other designated space a Standard space (96" space + 60" access aisle) or a Universal space (132" space + 60" access aisle)? Yes No N/A
- *Is the proper signage in place for Standard or Universal spaces?
(International symbol sign and penalty sign) Yes No N/A
- Are there **more than 50** public parking spaces? Yes No
- *Is there at least one designated Accessible parking space for every 25 public parking spaces? Yes No N/A
- *Is one of every eight Accessible parking spaces, but not less than one, designated as Van Accessible? (96" space + 96" access aisle, 192" total) Yes No N/A

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- *Is the proper signage in place for Van Accessible parking spaces? (International symbol sign, Van Accessible sign, and penalty sign) Yes No N/A
- *Are the other designated spaces standard Accessible spaces (96" space + 60" access aisle) or Universal spaces (132" space + 60" access aisle, 192" total)? Yes No N/A
- *Is the proper signage in place for Standard and Universal parking spaces? (International symbol sign and penalty sign) Yes No N/A
- 5. *Is/Are the accessible parking space(s) the closest to the entrance of the facility? Yes No
- 6. *If the retailer has street parking, is a street parking space designated for Accessible parking? Yes No
- 7. *If the parking lot is in a strip mall, are the Accessible parking spaces located on the shortest accessible route of travel to an accessible pedestrian exit from the parking facility? Yes No

PATH OF TRAVEL:

- 8. Is a curb cut or ramp required to get from the parking lot to the retailer? Yes No
- 9. If yes, is the curb cut or ramp:
 - *Present? Yes No
 - *In good repair? Yes No
 - *At least 36" wide? Yes No
 - *Made of a slip resistant surface? Yes No
 - *If ramp, are edges flush with street and sidewalk? Yes No N/A
 - *If ramp, is the slope ratio no greater than 1" H for 12" L? Yes No N/A
 - *If ramp and ramp is more than 6" H or 72" L, is there a hand railing? Yes No N/A
- 10. Does the path of travel from the Accessible parking space to the interior of the store:
 - *Have a clear path of travel at least 36" wide? Yes No
 - *Have doors at least 32" wide? Yes No
 - *Have doors that may be opened with a closed fist – both directions? Yes No
 - *Have door thresholds 1/2" high or less? Yes No

INTERIOR:

- 11. *Is the path to the point where lottery tickets are sold/cashed clear and at least 36" wide? Yes No
- 12. *If the floor has mats, are they secured and non-sliding? Yes No N/A
- 13. *If the purchase point is a counter, is it 36" high or less **OR** will store personnel offer an alternative method to accommodate customers with disabilities and allow them to purchase/cash tickets? Yes No
- 14. *Is there a turning diameter of at least 60" **OR** T-shaped floor space with 36" aisles to allow a wheelchair user to reverse direction? Yes No