



**Humboldt County Association of Governments
ADA Title II & Section 504 Self-Evaluation**

Date Completed: September 3, 2025

Completed By: Amy Eberwein, Administrative Services Officer

1. ADA / Section 504 Coordinator

Coordinator Name	Brendan Byrd
Title	Executive Director
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2. Purpose of the Self-Evaluation

This self-evaluation fulfills the requirements of:

- Title II of the Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973

It identifies policies, practices, facilities, and communication methods that may affect the accessibility of programs, services, and activities to individuals with disabilities. As a public entity with fewer than 50 employees, this agency is not required to develop a Transition Plan under 28 CFR §35.150(d), but must complete this evaluation, maintain records, and take corrective actions as needed.

3. Programs, Services, and Activities

Question	Yes / No	Notes / Actions Needed
Do all programs and services offer equal access to individuals with disabilities?	Yes	None
Are meetings accessible (physical access, virtual access, accommodations upon request)?	Yes	None
Is there a process for providing reasonable accommodations upon request?	No	This is being created and will be completed by December 31, 2025
Are public events advertised with information about how to	Yes	

request accommodations?		
Are contracted services required to comply with ADA/504?	Yes	None

4. Communications

Question	Yes / No	Notes / Actions Needed
Are all public documents available in accessible formats upon request?	Yes	None
Is the website compliant with WCAG 2.1 AA or higher?	No	This is being corrected and will be completed by December 31, 2025
Is the California Relay Service (7-1-1) advertised for phone communications?	Yes	Information is available in the most recent Title VI plan.
Are auxiliary aids (interpreters, large print, Braille, etc.) available upon request?	Yes	Information is available in the most recent Public Participation Plan.

5. Policies & Procedures

Question	Yes / No	Notes / Actions Needed
Does the agency have a written reasonable accommodation policy?	No	This is being created and will be completed by December 31, 2025
Is there a grievance procedure for ADA/504 complaints?	No	This is being created and will be completed by December 31, 2025
Are staff trained on ADA/504 responsibilities?	No	This is being created and will be completed by December 31, 2025
Are procurement and contracting documents ADA/504 compliant?	Yes	None

6. Public Involvement

Question	Yes / No	Notes / Actions Needed
Are people with disabilities included in outreach and engagement activities?	Yes	None
Is meeting information available in accessible formats upon request?	Yes	None

7. Facility Accessibility

See Appendix A - Facility Accessibility Checklist

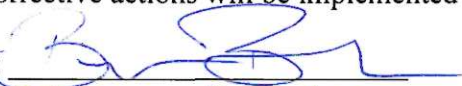
8. Findings & Actions

Summary of barriers or gaps identified and planned actions.

- **Finding:** There is no defined process for providing reasonable accommodations upon request.
- **Action:** Create a Reasonable Accommodation Policy prior to December 31, 2025.
- **Finding:** Some PDFs on the website are scanned images without tags.
- **Action:** Ensure that all documents have alternative text for images and replace with text-searchable accessible PDFs by June 30, 2026. See Appendix B for list WCAG 2.1 AA and PDF Remediation List.
- **Finding:** No ADA Section 504 information is available on the website.
- **Action:** Create an ADA Section 504 page on the Administrative page of the website prior to December 31, 2025.
- **Finding:** No Website Accessibility Statement exists
- **Action:** Add the Website Accessibility Statement section to the ADA Section 504 section of the Administrative page on the website prior to December 31, 2025. This will be known as Appendix C.
- **Finding:** There is no written reasonable accommodation policy, grievance procedures, or staff training.
- **Action:** Create a Reasonable Accommodation Policy, Grievance Procedures, and Staff Training prior to December 31, 2025.

9. Certification

I certify that this self-evaluation is complete and accurate to the best of my knowledge, and that corrective actions will be implemented as listed.

Signature: 

Title: Executive Director

Date: 9/3/25

Appendices

- Appendix A: HCAOG Facility Accessibility Checklist
- Appendix B: HCAOG Website WCAG 2.1 AA and PDF Remediation Checklist