

**New Jersey Division of Fish and Wildlife
ADA Facility Compliance Plan
Initial Report**

DFW Contact: (as of April 23, 2021) Lisa Barno, Assistant Director

Background

The New Jersey Division of Fish and Wildlife (NJDFW) has 18 facilities located throughout the state. The facilities are a mix of larger regional offices, a natural resource education center, and various field entities, including fish culture facilities, small field offices, maintenance/garage facilities, and shooting ranges scattered throughout the state (Table 1). Except for the Central Region Office at Assunpink WMA and the Intensive Building at the Hackettstown State Fish Hatchery, all facilities were constructed before 1991. Following several decades of no dedicated funding to maintain infrastructure, a restructuring of revenues from the Corporate Business Tax has provided a stable but limited source of funding to address long-standing facility needs, including ADA compliance issues.

In 2016 and 2017, NJDFW assessed some of its facilities for ADA compliance, see Table 1 below. The assessment included ADA compliance and an estimate of costs to upgrade each office's condition and meet ADA compliance. The results of this assessment are included in the transition plan below.

Facility ADA Inspection Plan

In partnership with the ADA National Network, the Institute for Human Centered Design produced an *ADA Checklist for Existing Facilities* to assist organizations, agencies, and businesses in performing self-assessments of their facilities to evaluate if they comply with ADA standards. The checklist is based on the 2010 ADA Standards for Accessible Design. The 93-page checklist (Appendix A) follows the four priorities listed in the U.S. Department of Justice ADA Title III regulations. As noted on the checklist, these priorities are equally applicable to state and local government facilities.

Priority areas include:

- Priority 1 - Accessible approach and entrance
- Priority 2 - Access to goods and services
- Priority 3 - Access to public toilet rooms
- Priority 4 - Access to other items such as water fountains and public telephones

Assessments of ADA compliance for the NJDFW's Assunpink Conservation Center, Pequest Natural Resource Education Center, Hackettstown Satellite Classroom and Hatch building (used periodically to host meetings), Nacote Creek Marine Fisheries Office, and Millville Shellfish Office will be conducted by a professional contractor. As many of the assessments are structural in nature, these assessments will be performed every 10 years or following any

renovations or upgrades to the specific facility. Between assessments, any necessary upkeep or maintenance of ADA-related items will be addressed under general building maintenance activities (signs, doors in working order, parking lot painting/signage, etc.).

Assessments of ADA compliance for the remaining NJDFW facilities will be conducted by NJDFW staff through a self-assessment. To assist staff in conducting these self-assessments, the *ADA Checklist for Existing Facilities* will be modified for each specific facility to remove any non-applicable items. Curtailing the checklist to a particular facility will provide clarity to NJDFW staff conducting the self-assessment regarding the parameters to measure, ensure all relevant items to a particular facility are assessed, and ensure consistency between assessments over time. The NJDFW anticipates completion of these modified checklists by December 31, 2021. The designated facility contact person will work with the NJDFW's Assistant Director of Operations to ensure the assessments are completed in accordance with the schedule.

Completed checklists, along with relevant photos will be submitted to the NJDFW's Assistant Director of Operations for review. Completed facility-specific checklists, photos, and other ADA-related files will be stored on the NJDFW's SharePoint platform under the folder ADA. According to ADA state and local government guidelines, once a facility has been assessed, the facility contact will submit a draft transition plan within two weeks of the assessment. The transition plan will identify any deficiencies, methods and/or suggestions to correct the non-compliance issue and include a general assessment of the cost and time needed to complete the corrective action. Due to the age of many of the NJDFW facilities, assessments may identify the need for significant repairs. As these arise, the NJDFW may need to further prioritize or reevaluate infrastructure needs to determine the best course of action to meet all facility needs.

Table 1, Status of NJDFW Facilities ADA Compliance, identifies the NJDFW's 18 facilities, the type of facility (i.e., field office, range, etc.), whether it is open to the public, the date the last assessment was conducted, whether the facility is ADA compliant and any comments regarding ADA compliance of that facility.

NJDFW FACILITIES TRANSITION PLAN

In 2016 and 2017, NJDFW assessed some of its facilities for ADA compliance, see Table 1 below. The condition of each facility, including ADA compliance, was assessed and an estimate of costs to upgrade each facility to meet the ADA was performed. NJDFW Administration reviewed this information and as a result, a facility prioritization plan was developed. The facility prioritization plan, encapsulated in a PowerPoint presentation, serves as an ADA Compliance Transition Plan for NJDFW facilities.

The NJDFW Facilities Transition Plan is as follows:

1. Close the following NJDFW facilities. No further upgrades will occur at these facilities and no additional ADA assessments will be conducted.
 - a. ENSP Office, Lebanon Field Office, Northern Region Office, and Whittingham Field Office. None of these facilities are ADA compliant due to significant

structural deficiencies. Staff at these facilities will be integrated into a new ADA compliant Northern Region Office on VanSyckels Road, Clinton, NJ. Funding for design and construction has been secured. Design is underway, and completion of construction is anticipated in 2024.

- b. Southern Regional Office (SRO) at Winslow will be closing as the NJDFW has recently acquired a larger building at the Menantico Wildlife Management Area. In addition, the SRO is undersized to meet NJDFW needs, and its location in the Pinelands makes the construction of much-needed storage facilities problematic.
2. Modify the *ADA Checklist for Existing Facilities* for each field office by December 31, 2021. These modified checklists will depict how the self-evaluations are being stepped down to each respective facility. Location-specific checklists will also ensure continuity of assessments for the individual facilities over time.
3. Conduct self-assessments for facilities utilizing modified ADA checklists.
4. Complete a Transition Report (see Appendix B) within two weeks of the assessment for each field office not in compliance.
5. Utilize individual NJDFW Facility Transition Plans to identify ADA infrastructure needs.
6. Review the ADA infrastructure needs with the NJDFW Facility Workgroup. Prioritize as necessary against other ADA compliance needs and the urgency of other facility upgrade needs.

Table 1. Status of NJDFW Facilities ADA Compliance

FACILITY	TYPE	OPEN TO PUBLIC	DATE OF FORMAL ASSESSMENT	STATUS	COMMENTS
Assunpink WMA					
Central Region Office	Regional Office	Yes		Compliant	This building was constructed after the law and is therefore ADA compliant. It is in the 10-year cycle to be reassessed.
Conservation Center	Field Meeting Room	Yes		Compliant	Building was retrofitted to make it ADA compliant in early 2000. It is in the 10-year cycle to be reassessed.
Garage (new)	Garage	No		Compliant	This building was constructed in 2018 and is therefore ADA compliant.
Archery Range	Range	Yes	To be assessed		
Shotgun Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Black River WMA					
Workshop/Office	Workshop	No	November 14, 2016	Not Compliant	Not open to the public - ADA accommodations not required at this time.
Shotgun Range	Range	Yes	To be assessed		
Archery Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Clinton WMA					
Clinton Office	Field Office	No	November 14, 2016	Not Compliant	Not open to the public - ADA accommodations not required at this time.
Pathology Lab	Field Office	No	November 14, 2016	Not Compliant	Not open to the public - ADA accommodations not required at this time.

FACILITY	TYPE	OPEN TO PUBLIC	DATE OF FORMAL ASSESSMENT	STATUS	COMMENTS
Archery Range	Range	Yes	To be assessed		
Rifle Range	Range	Yes		Compliant	Within the last two years - Recently updated to be ADA compliant
Colliers Mills WMA					
Field Building	Field Meeting Room	No	To be assessed		
Archery Range	Range	Yes	To be assessed		
Centerfire Rifle Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
ENSP Office	Field Office	No	November 14, 2016	Not Compliant	CLOSED
Flatbrook-Roy WMA					
Maintenance/Storage	Maintenance/Storage	No	To be assessed		
Archery Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Rifle Range	Range	Yes		Complaint	Within the last two years - updated to be ADA compliant.
Shotgun Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Hackettstown State Fish Hatchery					
Intensive Culture Building	Hatchery Operation	No	To be assessed		
Original 1912 Intensive Building	Meeting Room	Yes	To be assessed		
Garage Bay	Garage	No	To be assessed		
Remote Classroom		Yes	To be assessed		
Lebanon Field Office				Not Compliant	CLOSING
Office Building	Field Office	No	November 14, 2016	Not Compliant	CLOSING
Storage Barns (2)	Garage/Storage Bay	No	November 14, 2016	Not Compliant	CLOSING

FACILITY	TYPE	OPEN TO PUBLIC	DATE OF FORMAL ASSESSMENT	STATUS	COMMENTS
Makepeace Lake WMA					
Shotgun Range	Range	Yes	To be assessed		
Muzzleloader Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Millville WMA					
Field Office (Land Mgmt)	Field Office	No	To be assessed		
Archery Range	Range	Yes	To be assessed		
Centerfire Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Shotgun Range	Range	Yes	To be assessed		
Shellfish Office	Field Office	No	To be assessed		
Shop	Field Office	No	To be assessed		
Nacote Creek					
Blue Garage	Storage	No	To be assessed		
Chem lab	Lab	No	To be assessed		
Chicken coop	Storage	No	To be assessed		
Marine Fisheries Office	Office	No	To be assessed		
MFA Licensing Office	Office	Yes	To be scheduled		
Shellfish Office	Office	No	To be assessed		
White Garage	Storage/Laboratory	No	To be assessed		
WM Trailer	Office	No	To be assessed		
Yellow Barn	Storage	No	To be assessed		
Northern Regional Office – Hedge Haven	Regional Office	Yes	November 14, 2016	Not Compliant	CLOSING
Pequest Trout Hatchery					
Natural Resource Education Center	Education center	Yes	May 28, 2021	Not Compliant	

FACILITY	TYPE	OPEN TO PUBLIC	DATE OF FORMAL ASSESSMENT	STATUS	COMMENTS
Maintenance Building		No	To be assessed		
Garage Bays		No		Compliant	
Archery Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Stafford Forge WMA					
Archery Range	Range	Yes	To be assessed		
Centerfire Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Shotgun Range	Range	Yes	To be assessed		
Tuckahoe WMA					
Field Office	Field Office	No	December 5, 2017	Compliant	
Archery Range	Range	Yes	To be assessed		
Turkey Swamp WMA					
Archery Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.
Whittingham WMA					
Field Office	Field Office	No	November 14, 2016	Not compliant	CLOSING
Winslow WMA					
Southern Regional Office	Regional Office	Yes	December 5, 2017	Compliant	
Archery Range	Range	Yes		Compliant	Within the last two years - updated to be ADA compliant.