



ACCESSIBILITY PLAN 2014-2015

1. ARCHITECTURAL

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
1. Create Accessible entry to Thrift and Gift Store	1. Obtain approval from property manager 2. Obtain plans from Architect. 3. Obtain approval from Planning Department. 4. Obtain bids from licensed contractors 5. Obtain BOD approval 6. Hire contractor	Individuals using wheelchairs or walkers can enter the store independently.	1. ED 2. Store Manager	3. \$35,000	10/30/2014	Plans from architect received 09/11/2014. Emailed to property manager with form for owner signature. SINCE COST WAS EXCESSIVE STORE WAS RELOCATED TO ACCESSIBLE LOCATION
2. Modify corporate office bathroom to ADA standards.	1. Design bathroom to meet ADA standards. 2. Obtain bids from contractors. 3. Raise funds or obtain grants for modification.	Office bathroom is accessible to individuals in wheelchairs.	1. ED	TBD	10/30/2015	

2. ATTITUDINAL:

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
1. Increase community awareness of the organization's mission and programs & services provided.	Brain-storm with staff regarding opportunities for education and implement as feasible.	Executive Director or designees will present to various community organizations a minimum of (once) annually.	Executive Directors & Staff	Staff time & Marketing Materials \$200.00 for materials	Annually	Presentation to Kona Rotary 10/2014
2. Customers in the Thrift and Gift Store gain a greater awareness of developmental disabilities.		The art and products of Full Life participants will be featured in the store with a "bio" of the artist or entrepreneur posted nearby. Literature, brochures and information on developmental disabilities will be prominently displayed in the store.	Store Manager Employment Specialist ED	Frames, poster paper printing costs	October 3, 2014	Complete

3. ENVIRONMENTAL:

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
<p>1. Persons served will feel welcome and comfortable in Full Life offices.</p>	<p>1. Office space will accommodate individuals in wheelchairs. 2. Office space will feature photos and art of individuals with developmental disabilities. 3. Office bulletin boards and signs will be readable from a seated position.</p>	<p>1. Office floors will be free of clutter, have sufficient space for wheelchairs to enter all public areas of the offices . 2. Photos of the individuals we support and their art will decorate office spaces. 3. Bulletin Boards in both offices will be no more than 48” high.</p>	<p>1-3 Office Managers</p>	<p>Staff Time</p>	<p>September 30, 2014</p>	<p>Hilo office meets all criteria. Kona office meets all criteria</p>

4. EMPLOYMENT:

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
1. To recruit and retain staff with disabilities.	1. Recruit staff with disabilities in each office.	1. One employee with a disability will have a full time position in either Hilo or Kona	Executive Director, Program Director and Office Managers	Cost of advertising and position hired for.	On-going	Ongoing

5. COMMUNICATION:

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
1. Full Life is working toward barrier free access to communications.	1. Research web content accessibility guidelines and discuss feasibility of implementation with Wordpress.	<p>1. Website will be accessible to the vision impaired.</p> <p>2. Marketing materials will be available in large print and in audio format.</p> <p>3. Marketing materials and all participant information will be easy to understand.</p>	1, 2 and 3 ED and Marketing Support	<p>\$ 300/ web designer</p> <p>\$200.00</p> <p>Staff Time</p>	1. June 30, 2015	Added alt text to all pictures and tables on the website, January 2014. COMPLETE

6. FINANCIAL:

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
1. Offer additional service locations in rural areas of the Big Island	1. Explore opening offices in Waimea and Pahao.	Proposal presented to BOD at regularly scheduled meeting.	ED	Staff time	February 2015	ON HOLD
Diversify services by offering Autism Specific ADH in Hilo	1. Develop Business Plan 2. Present to Program and Finance Committee for Approval. 3. Submit grant proposals or LOI to three funding sources by September 2013. 4. If funding is received a. Hire Staff b. Open center	Autism Center Business Plan is developed and submitted to funding sources.	ED	Staff Time \$75,000	1. March 2013 completed 2. April 2013, completed 3. 9/30/13 COMPLETED 4. 9/15/2014 Staff hired 5.	COMPLETE

7. TRANSPORTATION:

Goal	Objectives	Measure	Responsible	Cost/Source	Target Date	Status
1. Provide safe, economical transportation for Autism Center Participants.	Have available one minivan for Autism Center participants.	Autism Center Participants will have access to and from the Center and throughout the day regardless of their disability.	ED		June, 2015	May 2015- Seat belts in are being repaired.

