

2023 Curb Ramp Post Construction Report Instructions

General

1. The report **must be filled out using Survey123**. The app interface can be accessed via the QR code below. It is required to have the Survey123 app on your device in order to open the QR code. If the device was used for Curb Ramp Post Construction reporting in previous years, delete any existing copies of the Survey 123 app and then re-install the app for use in 2023. Be sure to take a snapshot of the QR code on a computer screen before going out to do field data collection or print out this form to take into the field with you.



2. The passcode for accessing the form is "2023ADA".
3. These reports are to be completed for curb ramps on the **state trunk network** – state highways and connecting highways. This is for any curb ramp installed or updated on the state trunk network, which includes permit work that installs/updates curb ramps as well.
4. For Local Program projects: Reports are to be completed for all curb ramps installed at intersections with state trunk highways (See Figure 1 on Survey 123 form). Documentation does not need to be submitted for other ramps on local highways, but can be kept with regional project records.

5. The report is to be filled out and submitted as soon as possible after a curb ramp(s) has been constructed. All reports for curb ramps constructed this season must be submitted for data entry *no later than December 14, 2023*. If construction extends beyond November, email DOTCurbRampDataCollection@dot.wi.gov for next steps.
6. Incomplete reports will not be allowed and result in notification to the Construction Project Manager for correction and resubmission.

Data Collection and Reporting

1. Curb Ramp Locations - Stand on the center of the individual curb ramp location and the Survey123 app will accurately calculate coordinates.
2. When using the Copy function to create a new point with preexisting attributes from another ramp, be sure to update your location as the Copy function will keep the location of the original point.
3. Attributes – fill in ALL fields, do not leave them blank. **Data fields with measurements must have numeric values.** Only provide N/A in fields with that option.
4. For certain special cases, use the following abbreviations as necessary in the street/highway name fields:
 - Rest Area - RA
 - Park & Ride - PR
 - Mid-block crossing - *distance* (east, west, north or south) of *side street* (i.e. "350 ft east of Pine St")
 - Highway entrance-exit ramps – Use main highway number for STH/USH Number. Put local street name with ramp position: northbound, southbound, etc. in the Intersecting Street field. (i.e. "Johnson St NB Ramp")
 - East Frontage Road - EFR
 - West Frontage Road - WFR
5. See sample curb ramp photo on Survey 123 form. Photos of curb ramps obscured by snow or other materials will not be accepted.

For questions, please contact:

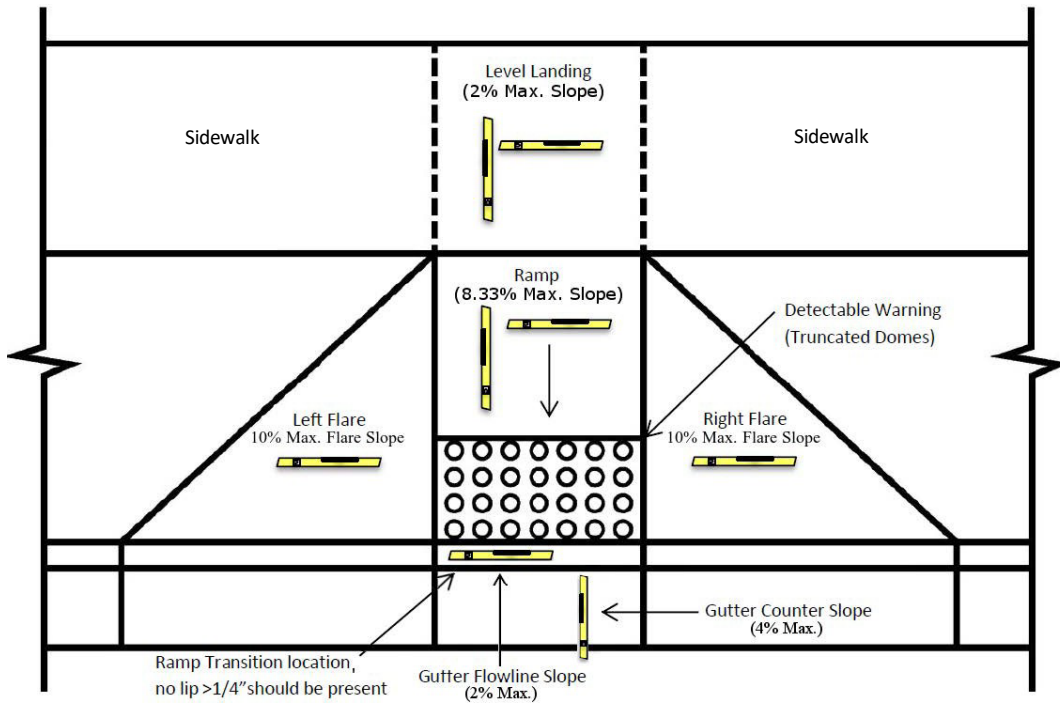
| | |
|----------------------|---|
| North Central Region | Dave Meurett, David.Meurett@dot.wi.gov |
| Northeast Region | Lori Debaere, Laura.Debaere@dot.wi.gov |
| Northwest Region | Dena Ryan, dena.ryan@dot.wi.gov |
| Southeast Region | Jordan Newson, jordan.newson@dot.wi.gov |
| Southwest Region | Michelle Brokaw, michelle.brokaw@dot.wi.gov |

(Transportation Region offices [map](#))

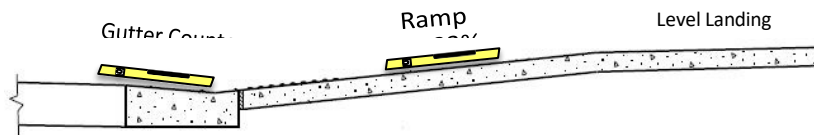
Curb Ramp Data Collection, DOTCurbRampDataCollection@dot.wi.gov



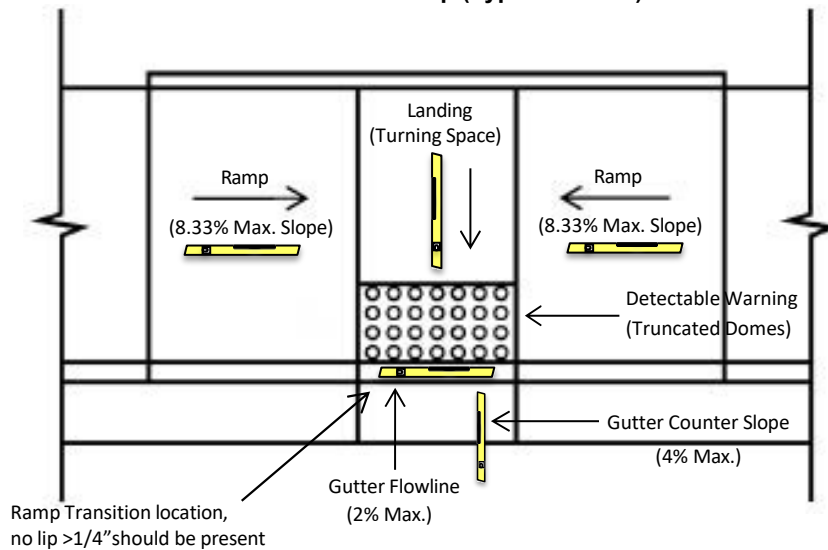
Perpendicular Curb Ramp (Types 2 & 3)



Rollover (gutter counter slope + ramp slope ≤ 11%)

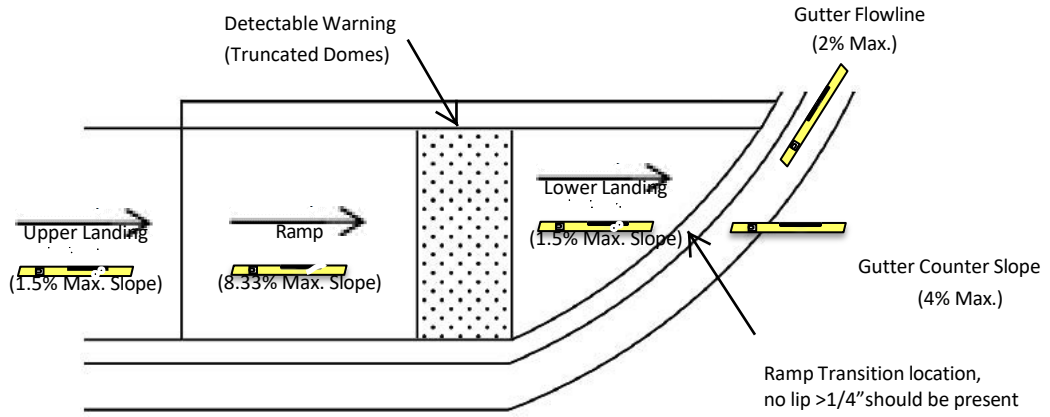


Parallel Curb Ramp (Types 7A & 7B)



Directional Curb Ramp (Types 4A & 4B)

(Non-terraced version shown)



Island Curb Ramp (Type 6)

