



PATH OF TRAVEL COMPLIANCE SCOPING GUIDELINES

1.0 GENERAL GUIDELINES

2.0 ADA PATH OF TRAVEL/BC 1101.4 COMPLIANCE

2.1 Introduction

The following “Scoping Guideline” is provided to give guidance on how to meet the Authority’s obligation under the Americans with Disabilities Act (“ADA”), specifically “Path of Travel” (“PoT”) implementation [2010 ADA §35.151(b)], **and Section BC 1101.4 of the 2022 NYC Building Code.**

When a “Primary Function Area” (“PFA”) in an existing building is altered, accessibility modifications beyond the project scope may be required to provide an accessible PoT to that altered area.

2.2 Project Definition

2.2.1 Capital Improvement Program Projects and Lease Conversion Projects not involving a Change in Use

2.2.1.1 Plan Nodes

All CIP projects that affect a PFA as defined below must investigate PoT requirements.

2.2.1.2 Budget

There is no initial budget assigned to the PoT work, as the PoT report will determine the budgetary obligation and the required scope, and will provide an estimate for the PoT work.

2.3 Background and Approach

2.3.1 Background

The City of New York, including the New York City School Construction Authority, is obligated to comply with Federal and Local Laws as they relate to accessibility. The ADA states that an alteration that affects or could affect the “Usability” of, or access to, a PFA shall be made so that, to the maximum extent feasible, the PoT to the altered area and the restrooms, telephones, and drinking fountains serving the altered area shall be readily accessible to and usable by individuals with disabilities.

Section BC 1101.4 requires the route to a PFA, when the PFA is altered, to be accessible.

2.3.2 Approach

The applicability of PoT compliance shall be identified by the AEOR in the scope report for the referred item (parent project)

For the detailed approach to scoping and preparation of the PoT Report, refer to Exhibit A – Path of Travel Process, Exhibit B – Path of Travel Process Flowchart and Exhibit C – Path of Travel – Capital Categories



2.4 Path of Travel Scoping - Key Elements

2.4.1 PoT Requirement for Projects that Alter a PFA

PoT applicable projects have the potential to affect the “usability” of, or access to, a PFA. Based on the scope of work, below are lists that may or may not trigger PoT requirements.

2.4.1.1 Examples of projects that may trigger PoT requirements include, but are not limited to, the following:

- Projects that affect PFAs
- In an Addition Project, when a PFA is altered in the existing building for reasons other than to provide Program Accessibility
- Room conversions that affect PFAs
- Rehabilitation or renovation of PFAs

By project type:

- Reso A
- CIP
- CTF
- LSP
- Lease Conversions

By Capital Category:

See Exhibit C – Path of Travel – Capital Categories for a list of applicable PoT capital categories.

2.4.1.2 Examples of projects that typically do not trigger PoT requirements include, but are not limited to, the following:

- Projects that do not affect PFAs
- New Buildings
- Program Accessibility projects as per 2010 ADA §35.150
- Projects consisting of repairs/maintenance work, unless the work affects the usability of the element or space.
- Building Envelope projects
- MEP system replacement/upgrades*
- PA system replacement/upgrades*
- Fire Alarm system replacement/upgrades*

*Some work may affect the usability of the altered PFA. The portion of the work may involve usable elements that might be deducted per 2010 ADA §35.151 (4)(iii)(B), resulting in a \$0 PoT obligation amount. Designer shall verify with the SCA **Accessibility Unit** Director. **The Exceptions to Section BC 1101.4 exclude system upgrades if filed solely for that purpose.**

By project type:

- Standalone NB's
- New Additions
- Developer Projects
- Program Accessibility Projects



By Capital Category:

See Exhibit C – Path of Travel – Capital Categories for a list of not applicable PoT capital categories.

2.4.2 Primary Function Area (PFA)

A PFA is an area of major activity for which a facility is intended. The primary function of a school is to educate students, and therefore the rooms and spaces directly involved are considered PFAs.

2.4.2.1 PFAs in school buildings include, but are not limited to, the following:

- Typical and Specialized Classrooms
- Auditoriums/Gymatoriums
- Gymnasiums, including Locker Rooms
- Athletic Fields and Field houses, including Bleachers and Student Locker Rooms
- Playgrounds, Greenhouses and other outdoor Educational Spaces
- Libraries
- Cafeterias
- Offices that a child may need to get to (e.g. general office, principal's/assistant principal's office, guidance office, social worker's office, medical suite, SBST office, etc.)
- Nurses Office and Health Clinics
- Rooftop Educational Spaces
- Swimming Pools

2.4.2.2 Spaces that are NOT PFAs include, but are not limited to, the following:

- Mechanical/Electrical Rooms, Boiler Rooms, and other MEP areas
- Supply Storage Rooms
- OSFNS Kitchens
- Employee Lounges or Employee Locker Rooms
- Janitorial Closets
- Circulation Paths, including Entrances, Lobbies and Corridors
- Restrooms (unless included as part of a Student Locker Room)

2.4.3 Alterations

The definition of "Alteration" in the ADA differs from that of the NYC Building Code.

2.4.3.1 As per ADAAG 106.5, an "Alteration" is a change to a building or facility that affects or could affect the usability of the building or facility or portion thereof. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, resurfacing of circulation paths or vehicular ways, changes or rearrangement of the structural parts or elements, and changes or rearrangement in the plan configuration of walls and full-height partitions. Normal maintenance,



reroofing, painting or wallpapering, or changes to mechanical and electrical systems are not alterations unless they affect the usability of the building or facility.

For example, if a Gymnasium floor (or portion of the floor) is being reconstructed due to water damage, the work would be considered an alteration because it affects the usability of the space. Affecting usability means when an element is covered by a standard in ADAAG. Therefore, this work is considered an “alteration” per ADA definition.

2.4.3.2 As per Section §28-101.5 of the 2022 NYC Administrative Code, an “Alteration” is any construction, addition, change of use or occupancy, or renovation to a building or structure in existence

2.4.4 Usability

2.4.4.1 As per the US Access Board, “the term ‘*usability*’ often means the work (even if it’s maintenance) involving elements or spaces covered by the standards”

For example, a new HVAC system being installed wouldn’t necessarily require compliance with the standards. However, if the new HVAC system involves installing new thermostats that are an operable element, and thus covered in the standards, altering it is considered affecting the “*usability*” and the new thermostats will need to comply with ADA.

2.4.5 Disproportionality

2.4.5.1 Per ADA, an accessible PoT must be provided as part of an alteration project that affects the usability of, or access to a PFA, but only to the extent that the cost to do so is not disproportionate to the overall cost of the alteration to the PFA. This is the comparative analysis referred to as “*disproportionality*”, when the cost exceeds 20% of the cost of the alteration to the PFA.

2.4.6 Prior PoT Applicable Projects

2.4.6.1 If a school has a previously unobligated PoT amount from prior projects (for example, projects that did not have enough PoT allocation to satisfy the PoT priority), the unobligated amounts from those projects shall be applied to the current PoT project.

2.4.8 Priority

2.4.8.1 In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access, in the following order:

1. An accessible entrance to the facility
2. An accessible route to the PFA
3. At least one accessible restroom for each sex, or a single unisex restroom serving the PFA
4. Accessible drinking fountains serving the PFA; and



5. When possible, additional accessible elements, such as parking, storage and alarms.

Examples:

- In an Auditorium renovation, the PoT shall start at the main building entrance at the sidewalk, through the building to the auditorium. The PoT shall include the nearest restrooms and drinking fountain serving the Auditorium.
- In a playground renovation, the PoT should start at the main building entrance at the sidewalk, through the building to the playground. The PoT shall include returning back inside the building to the nearest restrooms and drinking fountains, if no drinking fountain is provided in the playground. The PoT should increase accessibility to the building, as well as accessibility between the building and the playground.

2.4.8.2 When the PoT funding obligation, calculated using the Path of Travel Worksheet in the Path of Travel Report, is not enough to cover the top priority item, the designer is to move to the next priority item, in sequence, until the PoT obligation has been met. There may be only partial work of one priority, or could be work of two priorities that may fit in the PoT Obligation.

2.4.8.3 When the first four priorities cannot be done due to the infeasibility of performing work to meet the requirements, a CCD1 requesting a waiver shall be prepared by the AEOR and submitted to BCC for review. The waiver request must be reviewed by the Accessibility Unit prior submitting to MOPD by the applicant.

2.4.9 Cost Estimate

2.4.9.1 The PoT Cost Estimate is used to verify that the PoT obligation is met. **To demonstrate compliance with ADA and the Building Code, a professional statement along with a cost analysis to prove that the cost of any possible additional accessibility element would exceed 20% of the PFA alteration value is to be provided in the PoT report.**

3.0 Exhibits

- A. [Path of Travel Process](#)
- B. [Path of Travel Process Flowchart](#)
- C. [Path of Travel Applicability by Capital Category](#)

End of ADA Path of Travel Compliance Scoping Guidelines



The following “Path of Travel Process” is intended to supplement the ADA Path of Travel/**BC 1101.4** Compliance Scoping Guideline by providing detailed explanations of the PoT process and creation of the PoT Report during the scope and design phase for different types of projects.

A. Applicable Projects by Type

All standalone new buildings, new additions, and developer projects shall be designed to comply fully with **Building Code and** ADA requirements and are therefore exempt from the Path of Travel process. Program Accessibility projects, both full and partial, are also exempt **per Exception 3 of Section BC 1101.4 of the 2022 NYC Building Code.**

Lease conversion projects are exempt from the PoT process if the project involves a change of use and upgrading the entire facility. Further clarifications regarding the various types of lease conversion projects are indicated below.

All CIP, Reso A, CTF and LSP projects are subject to the PoT process.

B. PoT Process through Scope and Design Phases

1. Lease Conversions Projects not involving a Change of Use (i.e.: Non-Public School)

All non-public school lease conversion projects are PoT applicable since they will affect primary function areas.

A non-public school lease conversion project is typically initiated when Real Estate requests a study to determine the feasibility of converting the parochial school into a public school. A&E prepares a site assessment report with a cost estimate. For the report, 20% of the general construction cost shall be used as a placeholder estimate for the Path of Travel requirement until the project is authorized to proceed to scope and design. At such time, Capital Plan Management (CPM) will issue an llw# for the non-public school lease conversion and another llw# for the PoT. A PoT Report shall be required once the scope report has been finalized, a cost estimate has been derived and the project enters the design phase. The PoT Report shall be generated under the PoT llw# and the obligation amount shall be based on the eligible work in the parent project. An electronic copy of the draft PoT Report shall be reviewed by the DM and DPM for clarity and completeness and then forwarded to the Authority’s **Accessibility Unit (AU)**. Once **AU** accepts the final PoT Report, the DM and DPM shall follow the standard lease conversion scope report distribution and proceed to design. **The PoT work and the parent project shall be bundled as one project to be filed with DOB or BCC.**

2. Lease Conversions Projects involving a Change of Use

If the school is the sole tenant of a leased facility, the project shall be designed to comply fully with ADA requirements and the project is therefore exempt from the PoT process.

If the school has a dedicated entrance within a multi-tenant facility, the project shall be designed to comply fully with ADA requirements and the project is therefore exempt from the PoT process.

If the school shares an entrance within a multi-tenant facility, the project is subject to the PoT process and the DM shall request a PoT llw# from CPM. A PoT Report shall be required once the scope report is finalized, a cost estimate has been derived and the project enters the design phase. The PoT Report shall be generated under the PoT llw# and the obligation amount shall be based on the eligible work in the parent project. An electronic copy of the draft PoT Report shall be reviewed by the DPM and DM for clarity and completeness and forwarded to **AU**. Once **AU** accepts the final PoT Report, the DM and DPM shall follow the standard lease conversion scope report distribution and the



project shall proceed to design. **The PoT work and the parent project shall be bundled as one project to be filed with DOB or BCC.**

3. Reso A/CIP

The Scope Report and Reso A Scope/Field Report templates both contain questions that must be answered to determine whether the scope of work for the project is PoT applicable. The majority of the PoT applicable projects are Reso A projects since many of them affect primary function areas. There are two separate PoT processes for Reso A and CIP projects. (If a project is transferred to the Division of School Facilities (DSF), then the parent project will be transferred **and the PoT project will be cancelled.**)

a. Reso A Projects

For many Reso A projects, CPM will create a PoT llw# from the onset. Refer to the table below for the list of Reso A types for which a PoT will automatically be created. If the project is deemed not PoT applicable by the **AU**, the **AU** shall notify CPM as such and request that the PoT llw# be cancelled.

Cap Cat	Project Type
1D1	Athletic Fields
1D3	Swimming Pool
1E17	Auditorium Upgrade
1E18	Gymnasium Upgrade
1E21	Cafeteria Upgrade
2C2	Playground Upgrade
3A2	Room Conversion
3A5	Science Lab Upgrade
3A6	Library Upgrade

When a draft Reso A Scope/Field Report is received, an electronic copy of the draft Reso A Scope/Field Report shall be reviewed by the DPM and DM to ensure all PoT questions based on the current scope template are correctly answered and forwarded to **AU**. The DPM shall include the ADA Director as a scope reviewer when filling out the staff request form for scope reviewers. The ADA Director shall review the report to verify whether the PoT questions were answered correctly.

Once the final Reso A Scope/Field Report is received, the DPM shall follow the standard Scope Turnover transmittal process.

If the Reso A Project referred item is within the Reso A budget, the scope transmittal will note that the referred item will proceed to design. The associated PoT llw# will be used to track the generation of the PoT Scope Report. The obligation amount will be based on the eligible work in the parent Reso A project.

If the Reso A Project referred item exceeds the Reso A budget, the scope transmittal will note that the referred item shall not proceed to design. The associated PoT llw# shall not proceed to the scope phase until the parent project is approved.



Once the referred Reso A project is **finalized with the intended scope**, the PoT Report shall be generated under the PoT llw# and the obligation amount shall be based on the eligible work in the parent Reso A project. The PoT Report duration shall range from 6 to 8 weeks. The draft PoT Report shall be submitted 3 to 5 weeks from the start of the PoT effort. An electronic copy of the draft PoT Report shall be reviewed by the DM and DPM for clarity and completeness and then forwarded to **AU**. Once **AU** accepts the final PoT Report, the DM and DPM shall follow the standard Scope Turnover transmittal process and the project shall proceed to design. **The PoT work and the parent project shall be bundled as one project to be filed with DOB or BCC.**

b. CIP Projects

When a draft Scope Report is received, an electronic copy of the draft Scope Report shall be reviewed by the DPM and DM to ensure all PoT questions based on the current scope template are correctly answered and forwarded to **AU**. The DPM shall include the ADA Director as a scope reviewer when filling out the staff request form for scope reviewers. The ADA Director shall review the report to verify whether the PoT questions were answered correctly.

If **AU** confirms that the CIP project is PoT applicable, **AU** shall notify CPM and DPM. **The PoT report shall be generated under the PoT llw# and the obligation amount shall be based on the eligible work of the parent CIP project.**

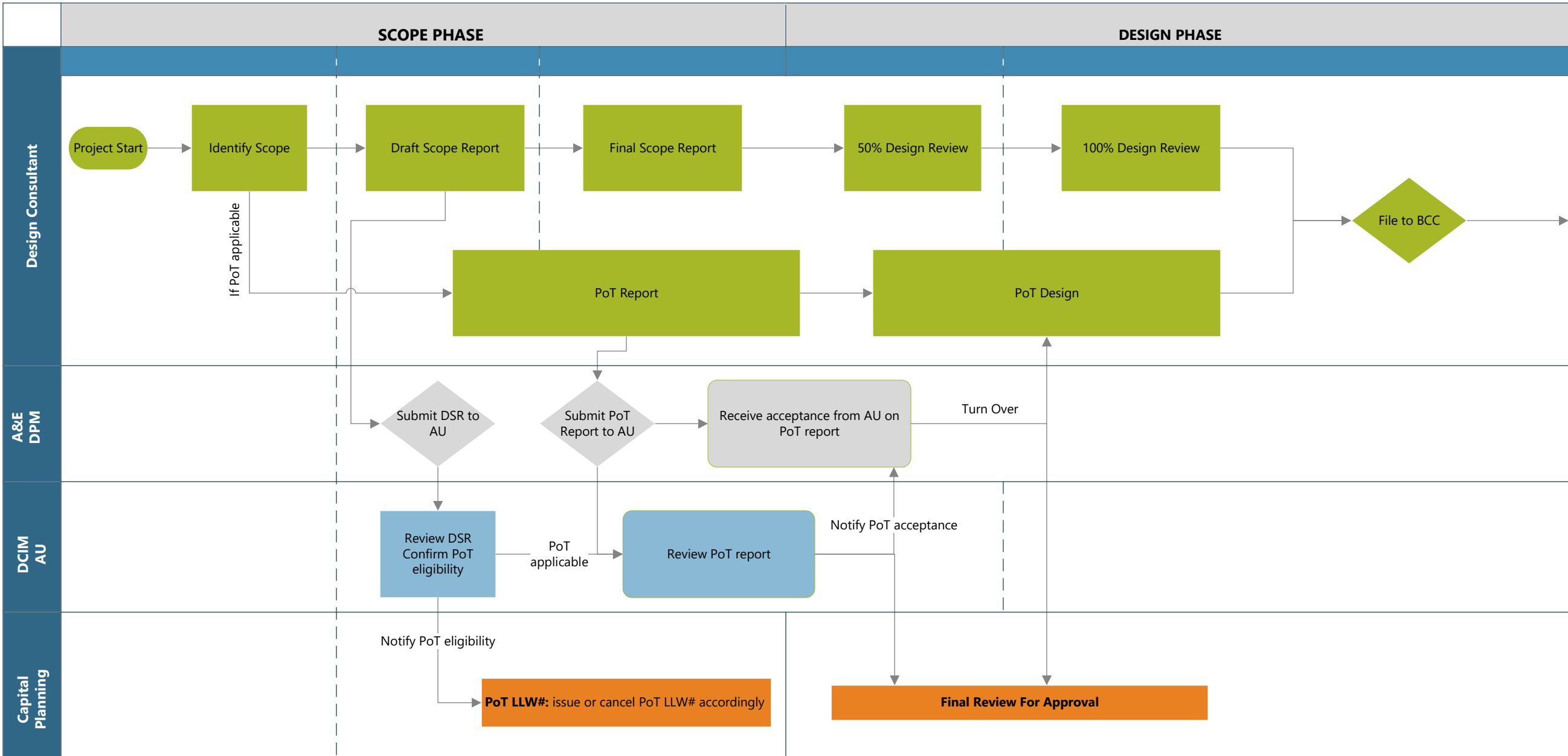
Once the final Scope Report is received, the DPM shall follow the standard Scope Turnover Transmittal process.

If a project is a 'Scope Only', the scope transmittal will note that the design team will not proceed to design for the referred item(s) unless approval is obtained from CPM.

If a project is a 'Scope and Design Only', the scope transmittal will note that the design team will proceed to design with the referred items but will not proceed with the additional recommended item(s) until CPM issues an llw# for the additional recommended item(s).

Once CPM approves the PoT, CPM will create a PoT llw# that will be forwarded to the A&E station (Note that the budget amount associated with the PoT llw# is only a placeholder). This will trigger A&E to proceed with the PoT Report. (If the project has the potential to increase in costs during the design phase due to assumptions made during the scope phase, the DM may decide to start the PoT Report after receipt of the 50% submittal and base the PoT obligation on the 50% cost estimate.) The PoT Report shall be generated under the PoT llw# and the obligation amount shall be based on the eligible work in the parent project. The PoT Report duration shall range from 6 to 8 weeks. The draft PoT Report shall be submitted 3 to 5 weeks from the start of the PoT effort. An electronic copy of the draft PoT Report shall be reviewed by the DM and DPM for clarity and completeness and then forwarded to **AU**. Once the **AU** accepts the final PoT Report, the DM and DPM shall follow the standard Scope Turnover transmittal process and the project shall proceed to design. **The PoT work and the parent project shall be bundled as one project to be filed with DOB or BCC.**

Exhibit B - PATH OF TRAVEL / BC 1101.4 Flowchart



***PoT Applicable Projects:**

- Reso A and CTF (CP creates additional PoT llw# at onset for certain project types)
- CIP, LSP, Lease Conversion

NON - PoT Applicable Projects:

- Standalone NB's
- New Additions
- Program Accessibility Projects
- Developer Projects

Abbreviations:

CM – Construction Management	PoT - Path of Travel	AU – Accessibility Unit
CP - Capital Planning	SOW – Scope of Work	BCC – Building Code Compliance
DM - Design Manager	ARI – Additional Recommended Item	
DPM - Design Project Manager	DSR –Draft Scope Report	



The following is a list of Capital Categories for Capital Improvement Projects. Those rows that are highlighted in green are typical categories that would affect a PFA and thus are subject to the PoT Process.

Capital Category Codes	Capital Category Description	Funding Source
1A1	New Construction - Building Replacement	Capacity
1B1	Full Modernizations	Capital
1B2	Interior Modernizations	Capital
1B3	Exterior Modernizations	Capital
1C1	Asbestos	Citywide
1C10	Flood Elimination	Capital
1C11	Air Conditioning Retrofit	Capital
1C12	Lead Paint Abatement	Citywide
1C13	Reinforcing Support Elements	Capital
1C14	Interior Spaces	Capital
1C2	Boiler Conversion	Capital
1C3	Climate Control	Capital
1C4	Indoor Air Pollution Abatement	Capital
1C5	Kitchen Conversion	Citywide
1C6	Low-Voltage Electrical System	Capital
1C7	Electrical Lighting Fixtures	Capital
1C8	Elevators and Escalators	Capital
1C9	Reinforcing Cinder Concrete Slabs	Capital
1D1	Athletic Fields	Capital
1D2	Playground Redevelopment	Capital
1D2a	Parking Lots to Playgrounds	Capital
1D3	Swimming Pools	Capital
1E1	Roofs	Capital
1E10	Toilets - Staff	Capital
1E11	Floors	Capital
1E12	Paved Areas - Blacktop	Capital
1E13	Paved Areas - Concrete	Capital
1E14	Fencing	Capital
1E15	Kitchen Areas	Citywide
1E16	Containerization	Capital
1E17	Auditorium Upgrade	Capital
1E18	Gymnasium Upgrade	Capital
1E19	Multi-Purpose Exercise Room Program	Capital
1E2	Parapets	Capital
1E21	Cafeteria / Multipurpose Room Upgrade	Capital
1E3	Painting and Plastering	Capital
1E4	Windows	Capital
1E5	Exterior Masonry	Capital
1E50	Ansul Systems	Citywide



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EXHIBIT C – PATH OF TRAVEL – CAPITAL CATEGORIES

1E51	Walk-In Freezer Replacements	Citywide
1E52	Kitchen Equipment Replacements	Citywide
1E6	Electrical Systems	Capital
1E7	Heating Plant Upgrade	Capital
1E7a	Air Conditioning Split System	Capital
1E7b	Ventilation	Capital
1E8	Domestic Piping	Capital
1E8a	Waste System	Capital
1E8b	Fire System Sprinklers	Capital
1E9	Toilets - Students	Capital
2A1	New Schools	Capacity
2A2	Building Additions	Capacity
2A2a	Building Additions/Modernizations	Capacity
2A3	Leased Facility Improvements	Capacity
2A4	Room Partitioning	Capital
2A5	Portables	Capital
2A6	Modulars	Capital
2A7	Interior Build out	Capital
2A8	Pre-Kindergarten Initiative	Capacity
2B1	Lunchrooms	Capital
2B2	Auditoriums	Capital
2B3	Gymnasiums	Capital
2B4	Swimming Pools	Capital
2C1	Athletic Fields	Capital
2C2	Playgrounds	Capital
2D1	Lunchrooms	Capital
2D2	Auditoriums	Capital
2D3	Gymnasiums	Capital
2D4	Swimming Pools	Capital
2E1	Site Acquisition	Capital
2E2	Demolition/Site work	Capital
2F1	System Relocation - New	Capacity
2F2	System Relocation - Addition	Capacity
2F3	System Relocation - Lease	Capacity
2F4	System Relocation - Interior Modernization	Capacity
3A1	Technology	Citywide
3A1a	Classroom Connectivity	Citywide
3A1b	New/Retrofit Telephone/Intercom Systems	Citywide
3A1c	Wireless Laptop Program	Citywide
3A1d	Computer Lab	Citywide
3A2	Room Conversions / Partitioning	Citywide
3A3	Accessibility	Citywide
3A4	Facility Restructuring	Citywide
3A5	Science Lab Upgrades	Capital & Citywide
3A6	Library Upgrade	Citywide



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EXHIBIT C – PATH OF TRAVEL – CAPITAL CATEGORIES

3A7	CHARTER/INNOVATIVE SCHOOL	Citywide
4A1	School Safety	Capital
4A1a	School Safety	Citywide
4A1b	IP Surveillance Camera Installation	Citywide
4A1c	Entrance Access Control System Installation	Citywide
4A1d	Digital Trunked Radio System	Capital
4A1e	Computer Network Upgrade	Capital
4A1f	Frequency Radio	Capital
4A1g	Detection Equipment	Capital
4A2	Emergency Lighting & Fire Safety Retrofits	Citywide
4A3	Code Compliance	Citywide
5A1	Administrative Support	Citywide
5A2	Central Board Complex	Capital
5A3	Capital Purchases	Capital
6A1	Research & Development	Citywide
6A2	Research & Development	Citywide
6B1	SCA Administration	Citywide
6C1	BOE Administration	Citywide
6D1	Wrap-Up Insurance	Citywide
6E1	Emergency, Unspecified	Citywide
6E2	Emergency Stabilization Program	Citywide
6E3	Emergency Response	Citywide
6E4	Sidewalk Bridge - Non Project	Capital
6F1	FY 90-94 Prior Plan Completion	Citywide
6G1	Resolution A	Citywide
6H1	Mayor Council	Citywide
6H10	Miscellaneous	Citywide