



# ADA TRANSITION PLAN

*APRIL 2019*

## **INTRODUCTION**

The Putnam County ADA Transition plan (hereafter referred to as “the plan”) is intended to guide the County’s efforts to identify deficiencies in ADA compliances and prepare a plan to address these deficiencies.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by any program or activity receiving federal financial assistance. Discrimination may consist of exclusion from participation in or denial of the benefits of programs and activities operated by any department within our local government.

The Americans with Disabilities Act (ADA) of 1990 lends further protection of the basis established by Section 504 by prohibiting discrimination on the basis of disability by public entities regardless of whether they receive federal financial assistance. The Act is divided into five titles describing requirements related to:

- (I) Employment
- (II) State and local government services
- (III) Public accommodations
- (IV) Telecommunications
- (V) Miscellaneous provisions

Title II of the Act specifically applies to state and local government services and the programs and activities they administer, including items built before and after 1990.

Public entities with fifty (50) or more employees must develop a transition plan identifying areas that need (or may need) any structural changes to meet program compliance. At a minimum, the plan must meet the requirements stated in 28 CFR 35.150(d)(3) as follows:

- i. Identify physical obstacles in the County’s facilities that limit the accessibility of its programs or activities to individuals with disabilities
- ii. Describe the methods that will be used to make the facilities accessible
- iii. Specify the schedule for taking the steps necessary to achieve compliance
- iv. Indicate the parties responsible for implementation of the plan

**The County's transition plan addresses minimum plan requirements relating to physical assets that include any County office or maintenance buildings.**

**Although a number of County Officials and County Employees will be involved in carrying out the provisions of the foregoing ADA transition plan, the County Mayor is the party ultimately responsible for the implantation of this plan.**

**The County will provide an opportunity for any interested persons, including individuals with disabilities or organizations representing individuals with disabilities, input on the development of the plan at any time. Comments and suggestions by any interested persons, on ADA compliance will be welcomed and Putnam County will value all suggestions.**

**PUTNAM COUNTY, TENNESSEE**  
**ADA GRIEVANCE PROCEDURE**  
**UNDER THE AMERICANS WITH DISABILITIES ACT**

The grievance procedure is a process developed to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits of Putnam County.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted to the grievant (Putnam County) as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

Debby Francis  
ADA Coordinator  
300 E. Spring St. Room #8  
Cookeville TN 38501  
931-526-2161 phone/931-528-1300 fax

Within fifteen (15) business days after receipt of the complaint, ***Debby Francis, ADA Coordinator or coordinator's designee*** will meet with the complainant to discuss and review the violation and possible resolutions. Within fifteen (15) business days after the aforementioned meeting, the County will respond in writing to explain the position of the County and offer options for resolution. Within fifteen (15) business days after the aforementioned meeting, ***Debby Francis, ADA Coordinator or coordinator's designee*** will respond in writing, and where appropriate, in the format accessible to the complainant, such as large print, Braille, or audio tape to explain the position of the County and offer options for resolutions.

If the response by ***Debby Francis, ADA Coordinator or coordinator's designee*** does satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after receipt of the response to the ADA Coordinator or designee.

Within fifteen (15) calendar days after receipt of the appeal, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the ADA Coordinator or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Debby Francis, ADA Coordinator or designee, appeals to the County Mayor or designee, and responses from these two offices will be retained by Putnam County, Tennessee for at least three (3) years.



Putnam County Mayor, along with Department Heads and Supervisors will complete a ADA self-examination of all buildings and facilities within the County. The goal of this self-examination is to evaluate current services within buildings in regard to accessibility.

It is the full intent of Putnam County to identify any obstacles or barriers to accessibility that need to be addressed by Putnam County.

The survey will be completed by December 31, 2018 so that a transition plan to address all issues can be completed by December 31, 2019.

See ADA Compliance Survey for the findings of this survey.

# **ADA Compliance Survey**

## **Buildings that are compliant**

EMS/911

Justice Center

Library

Courthouse

County Clerk

Family Justice Center

Codes

Health-Elections

## **AG-UT Extension Building**

Main Entry Doors too narrow

Partitions/toilets do not meet standards

Sink/faucets do not meet standards

mirrors do not meet standards

## **Veterans Building**

Outside hand rails

Bathrooms do not meet standards

## **Planning Office**

Needs pavement markings and signage

## **Maintenance Dept**

Bathrooms

## **Community Centers**

### **Cookeville Community Center**

- Front sidewalks are all unlevel and need to be ground or replaced
- Needs ramps into pool locker rooms
- No handicap lift for pool
- No handicap shower for men's or women's pool locker rooms
  - Men's shower lip could be simply removed
  - Women's doorway must be widened and lip removed
- No handicap bathroom stall in men's and women's bathrooms

### **Monterey Community Center**

- Bathroom doors are not wide enough
- Pool Bathroom doors are not wide enough
- Needs ramp into men's and Women's pool locker rooms
- No handicap stall or pull up bars in bathrooms (4)
- Shower entrances are not wide enough
- No handicap pool lift
- Needs ramp into side door of center

### **Bangham**

- Doorway to library, auditorium, kitchen and bathroom are not wide enough
- No handicap stall in men's bathroom
  - Remove stall wall and install pull up bars and rail

### **Brotherton**

- Bathrooms doors are not 36"
- No handicap stall

### **Double Springs**

- No handicap bathroom
  - Open up doorway creating handicap bathroom and install pull up bars



## **Bloomington Springs**

- Bathroom downstairs with no path around
- Doors to bathroom and stalls are not handicap accessible
  - Needs new handicap sink
- Basement door leading to bathrooms is not 36"
- No handicap parking space

## **Cedar Hill**

- No parking spot
- Bathroom doors are not 36"
- Handicap stalls need pull up bars
- No handicap stall in men's restroom
  - Move door hinge to wall
  - Add pull up bars

## **Gentry**

- No parking spot
- Entry door is not 36"
- Access door to bathroom is not 36"
- Bathroom doors are not 36"
  - Take out toilet and make each set of bathrooms into individual stalls and install pull up bars

## **Boma**

- Needs pull up bars for handicap stalls

## **Silver Point**

- Doors are not 36" to bathrooms
  - No pull up bars in bathrooms
- Handicap spot needs to be repainted

## **Sand Springs**

- Bathroom doors need to be widened to 36"

- No pullup bars in bathrooms
- Boards need replaced on handicap ramp

### **Glade Creek**

- No marked handicap parking space

### **Algood Ballpark**

- Handicap spaces need repainted
- Bathroom stall doors are 32"
  - Has pull up bars

### **Monterey Little League**

- Needs handicap spaces lined and signs posted

### **Jere Whitson**

- Needs handicap spaces lined and signs posted

### **Baxter Little League**

- Needs handicap spaces lined and signs posted

**PUTNAM COUNTY ADA SURVEY WITH COSTS**

<b>AG Building</b>	<b>Main Entry Doors too narrow</b>	<b>Estimated Cost</b>	<b>Est. Completion Date</b>
	Partitions/toilets do not meet standards	2,075.00	9/30/2019
	Sink/faucets do not meet standards	included	9/30/2019
	mirrors do not meet standards	included	10/1/2019
<b>Veterans Building</b>	Outside Handrails	1,900.00	9/30/2019
	bathrooms do not meet standards	12,515.00	9/30/2019
<b>Planning Office</b>	Needs pavement markings and signage	750.00	6/30/2019
<b>Maintenance</b>	bathrooms do not meet standards	8,280.00	9/30/2019
<b>Cookeville Community Center</b>	Front sidewalks are all unlevel and need to be ground or replaced	4,000.00	9/30/2019
	Needs ramps into pool locker rooms		completed
	No handicap lift for pool	2,000.00	9/30/2019
	No handicap shower for men's or women's pool locker rooms		completed
	Men's shower lip could be simply removed		completed
	Women's doorway must be widened and lip removed		completed
	No handicap bathroom stall in men's and women's bathrooms	4,000.00	9/30/2019
<b>Monterey Community Center</b>	Bathroom doors are not wide enough	2,000.00	9/30/2019
	Pool Bathroom doors are not wide enough	2,000.00	9/30/2019
	Needs ramp into men's and Women's pool locker rooms		completed
	No handicap stall or pull up bars in bathrooms (4)	8,000.00	9/30/2019

**PUTNAM COUNTY ADA SURVEY WITH COSTS**

	Shower entrances are not wide enough	2,000.00	9/30/2019
	No handicap pool lift	2,000.00	9/30/2019
	Needs ramp into side door of center		completed
<b>Bangham Community Center</b>	Doorway to library, auditorium, kitchen and bathroom are not wide enough	2,500.00	9/30/2019
	No handicap stall in men's bathroom	200.00	9/30/2019
	Remove stall wall and install pull up bars and rail	included	9/30/2019
<b>Brotherton Community Center</b>	Bathrooms doors are not 36"	1,000.00	completed
	No handicap stall	included	completed
<b>Double Springs Center</b>	No handicap bathroom	500.00	completed
	Open up doorway creating handicap bathroom and install pull up bars	500.00	completed
<b>Bloomington Springs Center</b>	Bathroom downstairs with no path around	included	9/30/2019
	Doors to bathroom and stalls are not handicap accessible	200.00	9/30/2019
	Needs new handicap sink	100.00	9/30/2019
	Basement door leading to bathrooms is not 36"	1,000.00	9/30/2019
	No handicap parking space	1,000.00	6/30/2019
<b>Cedar Hill Comm Center</b>	No parking spot	1,000.00	6/30/2019
	Bathroom doors are not 36"	200.00	9/30/2019
	Handicap stalls need pull up bars	100.00	9/30/2019
	No handicap stall in men's restroom	included	9/30/2019
	Move door hinge to wall	included	9/30/2019
	Add pull up bars	included	9/30/2019
<b>Gentry Community Center</b>	No parking spot	1,000.00	6/30/2019
	Entry door is not 36"	1,000.00	9/30/2019

**PUTNAM COUNTY ADA SURVEY WITH COSTS**

	Access door to bathroom is not 36"	500.00	9/30/2019
	Bathroom doors are not 36"	500.00	9/30/2019
	Take out toilet and make each set of bathrooms into individual stalls and	included	9/30/2019
	install pull up bars	included	9/30/2019
<b>Boma Community Center</b>	Needs pull up bars for handicap stalls	100.00	9/30/2019
<b>Silver Point Comm Center</b>	Doors are not 36" to bathrooms	500.00	9/30/2019
	No pull up bars in bathrooms	100.00	9/30/2019
	Handicap spot needs to be repainted	included	9/30/2019
<b>Sand Springs Comm Center</b>	Bathroom doors need to be widened to 36"	500.00	completed
	No pullup bars in bathrooms	100.00	completed
	Boards need replaced on handicap ramp	100.00	completed
<b>Glade Creek Comm Center</b>	No marked handicap parking space	100.00	6/30/2019
<b>Algood Ballpark</b>	Handicap spaces need repainted	included	6/30/2019
	Bathroom stall doors are 32"	1,000.00	9/30/2019
	Has pull up bars	included	9/30/2019
<b>Monterey Little League Field</b>	Needs handicap spaces lined and signs posted	100.00	6/30/2019
<b>Jere Whitson Ball Fields</b>	Needs handicap spaces lined and signs posted	100.00	6/30/2019
<b>Baxter Little League Field</b>	Needs handicap spaces lined and signs posted	100.00	6/30/2019
	<b>TOTAL</b>	<b>65,620.00</b>	