

Green River Area Development District



Self-Evaluation and Transition Plan

Title II of Americans with Disabilities Act of 1990 and
Section 504 of the Rehabilitation Act of 1973

300 GRADD Way
Owensboro, KY 42301
270-926-4433
270-684-0714 (fax)
www.gradd.com

THIS DOCUMENT WAS PREPARED IN COOPERATION WITH THE KENTUCKY TRANSPORTATION CABINET

Purpose of the Self-Evaluation and Transition Plan

The purpose of this document is to review the Green River Area Development District's (GRADD) policies and practices for compliance with applicable provisions of Title II of the Americans with Disabilities Act (ADA) 1990 and Section 504 of the Rehabilitation Act of 1973.

About Green River Area Development District

The Green River Area Development District is a quasi-governmental agency working with the city and county governments in the GRADD area to improve the quality of life for our citizens. GRADD serves as a representative of local units of government and citizens throughout the area as a communication network for cities, counties, state and federal governments. Services the ADD provides include support for senior citizens centers and aging programs, administrative assistance to regional business parks, infrastructure planning and development along with grant writing and administration.

GRADD Jurisdictions

Daviess County

City of Owensboro
City of Whitesville

Hancock County

City of Hawesville
City of Lewisport

Henderson County

City of Corydon
City of Henderson
City of Robards

McLean County

City of Calhoun
City of Island
City of Livermore
City of Sacramento

Ohio County

City of Beaver Dam
City of Centertown
City of Fordsville
City of Hartford
City of McHenry
City of Rockport

Union County

City of Morganfield
City of Sturgis
City of Uniontown
City of Waverly

Webster County

City of Clay
City of Dixon
City of Providence
City of Sebree
City of Slaughters
City of Wheatcroft

Introduction and Statement of Commitment

ADA Title II regulations prohibit discrimination by public entities on the basis of disability. Section 504 regulations prohibit discrimination on the basis of disability in programs or activities receiving Federal financial assistance. As a recipient of federal funding, the GRADD must comply with federal and state legislative regulations. Specifically, Title II of ADA and Section 504 of the Rehabilitation Act apply to all activities of state and local governments, including ADDs, and requires that government entities provide people with disabilities equal access to all programs, services, and activities. To ensure nondiscrimination and access for individuals with disabilities in ADD programs, services, and activities, the ADD must:

- Apply ADA Law and Section 504 Law, including providing accessibility to buildings and meetings, as well as policies, practices and procedures
- Make reasonable changes to policies, practices and procedures where necessary
- Make reasonable accommodations in order to communicate effectively with people who have hearing, vision or speech impairments
- Appoint an ADA/504 Coordinator
- Provide an agency nondiscrimination statement
- Perform an agency self-evaluation of 1) policies and practices; 2) physical premises
- Develop a Transition Plan
- Provide assurance of compliance

GRADD is committed to complying with both the letter and spirit of the requirements set forth in Title II of the ADA and Section 504 of the Rehabilitation Act (ADA/504).

Methodology for Self-Evaluation

The GRADD ADA/504 Coordinator/Executive Director, in consultation with the GRADD Community & Economic Development Department staff developed this document. The Coordinator and staff completed an evaluation of the ADD's premises and meeting locations, as well as an evaluation of the ADD's policies and practices.

Joanna Shake, GRADD Executive Director, ADA/504 Coordinator

This document outlines the policies and procedures that the ADD uses to comply with ADA/504. Any deficiencies identified are detailed in the Transition Plan, along with steps that will be taken to address/remedy the deficiencies.

Grievance Procedure for GRADD Employees

It is the intent of the GRADD to ensure that no qualified individual, because of a disability, is discriminated against with regard to any term or condition of employment, provided that such individual can perform the essential functions of the job with or without reasonable accommodation.

A disability is defined as (1) a physical or mental impairment that renders the individual unable to perform, or significantly limits the individual's ability to perform, one or more major life activities as compared to an average person in the general population; (2) a record of such an impairment; or (3) being regarded as having such an impairment.

Qualified individual is defined as an individual with a disability who satisfied the requisite skill, experience, education and other job-related requirements of the employment such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Reasonable accommodation is defined as a modification or adjustments to the job, the work environment, or the way things usually are done that enable a qualified person with a disability to enjoy an equal employment opportunity. GRADD is not required to take such actions to

accommodate that would result in undue financial and administrative burdens. GRADD, upon request, will provide reasonable accommodation to any/all employee(s) in compliance with the ADA. Any employee who believes they need an accommodation in order to perform the essential functions of the job should notify their immediate supervisor. Requests will be handled on a case-by-case basis.

Any employee who believes they have been or are being discriminated against because or as a result of a disability should first contact their immediate supervisor. If the employee is not satisfied with the conclusion of that interview, they may file a grievance with the ADA/504 Coordinator.

The Grievance Procedure consists of the following:

- A written complaint containing the name and address of the person filing it as well as a brief description of the alleged violation of the regulations or discriminatory act should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Note: The complaint can be submitted in alternate format depending on the needs of an individual's disability.)
- An investigation will be conducted by the ADA/504 Coordinator with input from the ADD Board of Directors and other partner agencies as needed.
- The ADA/504 Coordinator will then respond to the complainant in writing within a reasonable time frame that is not to exceed 45 days from receipt of the complaint. The response will provide information concerning the resolution of the complaint.
- A record of all ADA/504 complaints will be maintained by the ADD for a minimum of five years.

Complaint Procedures for the General Public

GRADD has established a process for investigating and resolving complaints alleging disability discrimination related to ADD services, programs and its office. Regulations implementing provisions of Section 504 and Title II of the ADA can be found at 49 CFR Parts 27 and 37, and 28 CFR Part 35.

The GRADD ADA/504 Coordinator is responsible for overseeing investigations and responses to complaints of discrimination based on disability. All complaints must include:

- Complainant's name, mailing address and contact phone number
- Specific information relating to the incident in question such as date, time, location, how the person was discriminated based upon disability, and any other applicable details.

Complaints submitted with incomplete information may result in delayed investigations and responses. The ADD will not respond to complaints without the complainant's name and mailing address.

Complaints may be submitted to the ADD as follows:

- By telephone to the ADD, 270-926-4433 or TDD 800-648-6056. The ADA/504 Coordinator will talk to the complainant and obtain detailed information relating to the complaint. Information obtained from the telephone interview will be recorded in writing and read to the complainant.

- In writing to the ADA/504 Coordinator, 300 GRADD Way, Owensboro, KY, 42301. Complaints may also be faxed to 270-684-0714
- In person at 300 GRADD Way, Owensboro, KY, 42301. Normal office hours are 8 a.m. to 4 p.m., Monday through Friday. It is advisable to call 270-926-4433 or TDD 800-648-6056 in advance to schedule an appointment.

Within three business days upon receipt of a complaint, a letter will be mailed to the complainant with the following information:

- Acknowledgement that the complaint has been received and is pending investigation.
- Estimated date by which a response will be sent to the complainant.

As listed above, upon receipt of the formal grievance, the ADA/504 Coordinator will collect information, investigate the complaint, and make a recommendation to the GRADD Board of Directors within fourteen business days. The ADA/504 Coordinator will then respond to the complainant in writing within a reasonable time frame that is not to exceed 45 days from receipt of the complaint. The response will provide information concerning the resolution of the complaint.

A record of all ADA/504 complaints will be maintained by the ADD for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint, and any resulting modifications made to an ADD program, service or office facility.

Evaluation of ADD Premises

The GRADD office is located at 300 GRADD Way, Owensboro, KY, 42301.

The attached ADA/504 Self-Evaluation Questionnaire and Transition Plan is completed every three years by the ADD ADA/504 Coordinator. Deficiencies noted within the Self-Evaluation are recorded in the Transition Plan, along with recommended remedies and a time frame for making the recommended improvements.

ADA/504 SELF-EVALUATION QUESTIONNAIRE

Area Development District: **Green River ADD**

Address: **300 GRADD Way, Owensboro, Ky., 42301**

Person Completing This Form: Tom Lovett

General Requirements

Please check the appropriate answers. If necessary, attach additional pages of explanation.

1. Do you have an ADA/504 coordinator? ☒ Yes ☐ No ☐ N/A

If so, who?

Name: Joanna Shake

Title: Executive Director

Phone: 270-926-4433

2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with ADA/504? ☒ Yes ☐ No ☐ N/A
3. Do you have a policy that provides for notifying participants, applicants, employees, unions and professional organizations holding collective bargaining or professional agreements that you do not discriminate on the basis of disability? ☒ Yes ☐ No ☐ N/A
4. Have you notified these individuals of your nondiscrimination policy? ☒ Yes ☐ No ☐ N/A
5. Do you provide ongoing staff training to ensure that staff fully understand your policy of nondiscrimination on the basis of disability and can take all appropriate steps to facilitate the participation of individuals with disabilities in agency programs and activities? Yes ☒ No ☐ N/A

Program Access

1. Do you notify the public and other interested parties that agency meetings board of director meetings, hearings, conferences, public appearances by elected officials, and interviews will be held in accessible locations? ☒ Yes ☐ No ☐ N/A
2. Do you notify the public and other interested parties that auxiliary aids (sign language interpreters, readers) will be provided, upon request, to participants with disabilities? ☒ Yes ☐ No ☐ N/A
3. Do you have a Teletypewriter (TTY), or do you use the statewide Telecommunications Relay Service to facilitate communication with individuals who use TTYs for communication purposes? ☒ Yes ☐ No ☐ N/A
4. Do you provide ongoing training to familiarize appropriate staff with the operation of the TTY (or Relay Service) and other effective means of communicating over the telephone with people with disabilities? Yes ☒ No ☐ N/A
5. Do you make available, upon request, written material in alternate formats for people who have disabilities? (Alternate formats include large print, Braille, and audiocassette tapes) ☒ Yes ☐ No ☐ N/A
6. Are printed posters, announcements, and printed materials (including graphics) clearly legible and placed in physically accessible locations where print can be read from a wheelchair? ☒ Yes ☐ No ☐ N/A
7. If you have a mailing list for the purposes of information dissemination, does it include various disability groups? Yes ☒ No ☐ N/A

8. Are your TTY number and procedures for accessing your services printed on all material distributed to the public? Yes No N/A
9. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(s)? Yes No N/A

Employment and Reasonable Accommodation

1. When gathering affirmative action data regarding disabilities, do you make it clear that:
 - a) the information requested is intended for use solely in connection with reporting requirements;
 - b) the information is voluntary;
 - c) the information will be kept confidential; and
 - d) refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment?Yes No N/A
2. If you make pre-employment medical inquiries or conduct preemployment medical examinations:
 - a) Is the inquiry related to the applicant's ability to perform the job? Yes No N/A
 - b) Do you condition offers of employment on the results of these examinations? Yes No N/A
 - c) Is the examination required for all employees in the same job classification? Yes No N/A
 - d) Are all applicants in the same job classification asked the same medical and/or interview questions? Yes No N/A
3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities? Yes No N/A
4. Do you have a written policy stating the following?

ADA/504 requires that information concerning an applicant's medical condition or history must be kept separate from personnel records and may be shared in only three ways:

 1. supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodation(s);
 2. first aid and safety personnel may be informed if the condition might require emergency treatment; and
 3. government officials investigating compliance with ADA/504 shall be provided with relevant information upon request.Yes No N/A

Physical Accessibility (answer after the "Quick Look" Barriers Checklist)

1. Is the building(s) where your business is located barrier-free? Yes No N/A
2. If you checked no to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)? Yes No N/A

If access would be impacted, describe on the Transition Plan what steps will be taken to eliminate the barrier(s). If there are extenuating circumstances which would make barrier removal a financial or administrative burden, please explain in the Transition Plan.

"Quick Look" Barriers Checklist

Building Access

- Garage/lot has required number of accessible parking spaces? Yes No N/A
- Are accessible parking spaces near main building entrance? Yes No N/A
- Walkways are level (44" wide min.) or ramped (max. 1:12)? Yes No N/A
- Does the entrance doorway have at least 32" wide clearance? Yes No N/A
- Is the door threshold maximum ¼" high (½" if beveled)? Yes No N/A
- Door hardware is lever handles, pulls or push-pull activating bars? Yes No N/A
- Are the doors easy to open (exterior doors max. 8.5 lbs. opening force, interior doors 5 lbs. max.)? Yes No N/A
- If revolving doors used, alternate accessible entrance available? Yes No N/A

Building Corridors

- Is path of travel free of obstruction and at least 36" wide? Yes No N/A
- Is floor surface stable, firm and slip resistant? Yes No N/A
- Do obstacles (phones, fountains, etc.) protrude no more than 4"? Yes No N/A
- If provided, minimum one public phone or water fountain accessible? Yes No N/A
- Are elevator controls no higher than 48"? Yes No N/A
- Are elevator markings in Braille and raised letters/numbers? Yes No N/A
- Does elevator provide audible and visible signals? Yes No N/A
- Floor of elevator cab is min. 51" x 68" (door offset) or 51" x 80" (door centered)? Yes No N/A

Restrooms

- Door hardware is lever handles, pulls, or push-pull activating bars? Yes No N/A
- Do restroom entrance doors have at least 32" wide clearance? Yes No N/A
- Is restroom large enough for wheelchair turnaround (5' diameter)? Yes No N/A
- Does accessible stall door have at least 32" wide clearance? Yes No N/A
- Are grab bars provided in accessible toilet stalls? Yes No N/A
- Toilet seat top is 17-19" above floor? Yes No N/A
- Sink has clear knee space under basin; exposed pipes are insulated? Yes No N/A
- Faucets are lever-operated or push-type? Yes No N/A
- Are soap and towel dispensers no more than 40" from the floor? Yes No N/A

Reception and Personnel Office

- Lower counter space in reception, customer service areas? Yes No N/A
- Do doors have at least 32" wide clearance? Yes No N/A
- Is the door easy to open (max. 5 lbs. opening force)? Yes No N/A
- Door threshold is maximum ¼" high (½" if beveled)? Yes No N/A
- Is the path of travel between furniture at least 36"? Yes No N/A

Transition Plan

As a recipient of federal funding, the ADD must comply with a variety of federal and state legislative regulations. Regarding matters of discrimination, the ADD falls under two federal laws, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (ADA/504). These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs or activities.

The ADD conducted a Self-Evaluation of its policies and practices, in addition to its physical premises. This Transition Plan was developed as a result of the Self-Evaluation.

Prepared By:  Date: 7/18/22

General Requirements

Actions To Be Taken

Completion Date

Program Access

Actions To Be Taken

Completion Date

Employment and Reasonable Accommodation

Actions To Be Taken

Completion Date

Physical Accessibility

Actions To Be Taken

Completion Date

Soap and paper towel dispensers will be lowered to meet 40-inch requirement.

Exposed pipes under the bathroom sinks will be insulated.

The self-evaluation and this transition plan were prepared with the assistance of employees and citizens from the Area Development District. No handicapped persons were involved with the development of the plan in that none volunteered to participate.