



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

BUREAU OF ENGINEERING
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JOHN C. SCHROER
COMMISSIONER

BILL HASLAM
GOVERNOR

November 14, 2016

Mayor James S. Mayberry
392 North Main Street
Crossville, TN 38555-4232

RE: Americans with Disabilities Act (ADA) Compliance and Self-Certification

Mayor James S. Mayberry:

Attached you will find a letter from the Federal Highway Administration Tennessee Division, in which the Tennessee Department of Transportation (TDOT) has been informed we must ensure every city and county with fifty (50) employees or more must have an ADA Transition Plan and Self-Evaluation in order to receive Transportation Funds.

This letter also serves as notice of the deadline for submission of compliance documentation. The deadlines for submission are as follows:

December 2016

- Communities with 50 employees or more in their jurisdiction must provide TDOT with documentation stating they have named a qualified person as their ADA Coordinator
- Communities must provide TDOT the Coordinator's contact information
- Communities must develop and publish an ADA grievance procedure

December 2017

- Communities must provide a written letter from the Mayor outlining the development of their Transition Plan
- Letter from the Mayor must be adopted by the City Council or County Commissioners using the city's or county's own procedures

September 2018

- Communities must provide documentation showing they have completed or are making significant progress towards completing an ADA Transition Plan and Self Evaluation
- All self-certification forms are expected to be returned to TDOT.

Note: Projects may not be advanced within the city or county without this self-certification form

December 2019

- FHWA will require all Transition Plans be completed prior to communities resigning TIP certification

Submission of these deliverables will place TDOT and your community in compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504.

Following submission, the ADA Transition Plan Form will be received by Deborah Fleming, TDOT's Senior Regional Planner and Margaret Mahler, TDOT's ADA Coordinator. Copies of this form must accompany all applications for funding.

For additional information concerning ADA requirements, please contact Ms. Margaret Zeman Mahler, ADA Coordinator for TDOT, at Margaret.Z.Mahler@tn.gov.

Sincerely,



Paul D. Degges, P.E.

Deputy Commissioner/Chief Engineer