

ADA/504 SELF-EVALUATION QUESTIONNAIRE

Area Development District: Purchase Area

Address: P.O. Box 588, 1002 Medical Drive, Mayfield, KY 42066

Person Completing this Form: Jim LeFevre

General Requirements

	Yes	No	N/A	Explanation
1 Do you have an ADA/504 coordinator? Name: Christy Henley Title: Human Resources Manager Phone: 270-247-7171	X			
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?	X			
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?	X			
4 Have you notified these individuals of your nondiscrimination policy?	X			
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?		X		Will incorporate ongoing staff training for ADA.

Program Access

	Yes	No	N/A	Explanation
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?	X			
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?	X			
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?	X			
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?		X		Will incorporate ongoing staff training for TTY operation.
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)	X			
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?	X			
7 If you have a mailing list for the purposes of information dissemination, does it include various disability groups?	X			
8 Are your TTY number and procedures for accessing your services printed on all material distributed to the public?		X		Will add TTY number/procedures to printed material.
9 Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(s)?	X			

Employment and Reasonable Accommodation				
	Yes	No	N/A	Explanation
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;			X	PADD does not gather affirmative action data regarding disabilities.
b) the information is voluntary;			X	
c) the information will be kept confidential; and			X	
d) refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment?			X	
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?			X	
b) Do you condition offers of employment on the results of these examinations?			X	
c) Is the examination required for all employees in the same job classification?			X	
d) Are all applicants in the same job classification asked the same medical and/or interview questions?			X	
3 During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities?	X			
4 Do you have a written policy stating the following?		X		
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:	X			PADD keeps medical records separate from personnel records.
1. supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of necessary accommodation(s);		X		These three ways of allowed sharing of medical history will be added to PADD ADA Policy.
2. first aid and safety personnel may be informed if the condition might require emergency treatment; and		X		
3. government officials investigating compliance with ADA/504 shall be provided with relevant information upon request.		X		
Physical Accessibility (answer after the "Quick Look" Barriers Checklist)				
1 Is the building(s) where your business is located barrier-free?		X		See "Quick Look" Barriers Checklist below.
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)?		X		PADD is committed to providing any assistance necessary to ensure that programs and services can be accessed by anyone.
"Quick Look" Barriers Checklist				
Building Access				
	Yes	No	N/A	Explanation
Garage/lot has required number of accessible parking spaces?	X			
Are accessible parking spaces near main building entrance?	X			
Walkways are level (44" wide min.) or ramped (max. 1:12)?	X			
Does the entrance doorway have at least 32" wide clearance?	X			
Is the door threshold maximum ¼" high (½" if beveled)?	X			
Door hardware is lever handles, pulls, or push-pull activating bars?	X			
Are the doors easy to open (exterior doors max. 8.5 lbs. opening force, interior doors 5 lbs. max.)?	X			
If revolving doors used, alternate accessible entrance available?			X	

Building Corridors				
	Yes	No	N/A	Explanation
Is path of travel free of obstruction and at least 36" wide?	X			
Is floor surface stable, firm and slip resistant?	X			
Do obstacles (phones, fountains, etc.) protrude no more than 4"?		X		Water fountains protrude more than 4".
If provided, minimum one public phone or water fountain accessible?	X			
Are elevator controls no higher than 48"?			X	
Are elevator markings in Braille and raised letters/numbers?			X	
Does elevator provide audible and visible signals?			X	
Floor of elevator cab is min. 51" x 68" (door offset) or 51" x 80" (door centered)?			X	
Restrooms				
	Yes	No	N/A	Explanation
Door hardware is lever handles, pulls, or push-pull activating bars?	X			
Do restroom entrance doors have at least 32" wide clearance?	X			
Is restroom large enough for wheelchair turnaround (5' diameter)?	X			
Does accessible stall door have at least 32" wide clearance?	X			
Are grab bars provided in accessible toilet stalls?	X			
Toilet seat top is 17-19" above floor?	X			
Sink has clear knee space under basin; exposed pipes are insulated?	X			
Faucets are lever-operated or push-type?	X			
Are soap and towel dispensers no more than 40" from the floor?	X			
Reception and Personnel Office				
	Yes	No	N/A	Explanation
Lower counter space in reception, customer service areas?	X			
Do doors have at least 32" wide clearance?	X			
Is the door easy to open (max. 5 lbs. opening force)?	X			
Door threshold is maximum ¼" high (½" if beveled)?	X			
Is the path of travel between furniture at least 36"?	X			

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:

General Requirements

Actions To Be Taken

Will incorporate ongoing staff training on ADA requirements.

Completion Date

7/1/2023

Program Access

Actions To Be Taken

TTY will be incorporated into staff training and distributed meeting materials.

Completion Date

7/1/2023

Employment and Reasonable Accommodation

Actions To Be Taken

Will revise ADA policy to incorporate those items listed above.

Completion Date

7/1/2023

Physical Accessibility

Actions To Be Taken

ADA compliant water fountains will be installed.

Completion Date

7/1/2023

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.