

CITY OF COOKEVILLE
AMERICANS WITH DISABILITIES ACT of 1990
ACCOMMODATION/BARRIER REMOVAL
POLICY AND PROCEDURE

The City of Cookeville ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Carl Sells, ADA/504 Coordinator at 931 520 5256, or Tennessee Relay by dialing 7-1-1.

This Accommodation/Barrier Removal Policy and Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to request an accommodation or the removal of a barrier on the basis of disability in the provision of services, activities, or programs by the City of Cookeville. The City of Cookeville's Personnel Policies and Procedures Manual governs employment-related complaints of disability discrimination.

A person who requires an accommodation on the basis of disability to participate in a City program, service, or activity should submit a [Request for Accommodation or Barrier Removal Form](#) to the ADA/504 Coordinator. The Request Form should be submitted as far in advance as possible, but no later than seventy-two (72) hours before the scheduled event. An individual may also submit a [Request for Accommodation or Barrier Removal Form](#) on the basis of disability when seeking the removal of a physical barrier in order to gain or improve access to a City program, service, or activity.

The Request Form is available in a fillable format on the City's website. Other arrangements for submitting the Request Form, such as personal interviews or tape recordings, as well as assistance in completing the form, are available for persons with disabilities by contacting the City's ADA/504 Coordinator using the information below.

Amy Garrett, ADA/504 Coordinator
45 East Broad Street Cookeville, TN 38501

Phone: 931-520-5256

Tennessee Relay: 7-1-1
agarrett@cookeville-tn.gov

The City will review the request and, when pertaining to an event, will notify the requesting person of the City's proposed resolution as soon as possible. Responses pertaining to other requests will be provided within 15 days of receipt of the request. The City's response will be in writing or a reasonable alternative format if requested. If an individual believes the City's response is unsatisfactory, he or she may submit a formal complaint using the ADA Grievance Form, which is also located on the City's website.