

**NOTICE OF ADA  
COMPLIANCE  
CERTIFICATION  
AND STATUS  
OF TRANSITION  
PLAN**

December 12, 2017

Margaret Z. Mahler  
ADA Coordinator  
Tennessee Department of Transportation  
Suite 400, James K. Polk Building  
Nashville, TN 37243-1402

RE: ADA Compliance Certification and Status of Transition Plan

Dear Margaret,

This letter is intended to notify you of our status regarding the City of Milan ADA Compliance Certification and Transition Plan.

The physical address of our agency is:

City of Milan  
1061 South Main Street  
Milan, TN 38358

Our ADA Coordinator is:

Jan Shultz  
1061 South Main Street  
Milan, TN 38358  
(731) 686-0774  
[Jshultz@cityofmilantn.com](mailto:Jshultz@cityofmilantn.com)

A copy of our ADA Grievance Procedure can be found online at [www.cityofmilantn.com](http://www.cityofmilantn.com) home page. The website also includes the following information:

- ADA Public Notice
- ADA Grievance Procedure
- ADA Complaint Form
- And our ADA Accommodation Request Form

A copy is also posted in Milan City Hall on the bulletin board in the main entrance. The City of Milan has also provided each department within the city a notice that is available and on display at each office.

Currently, the status of our ADA Self-Evaluation Plan is "In Progress" and the status of our ADA Transition Plan is in the "Self-Evaluation" phase. An inventory of applicable city owned properties and agency managed pedestrian facilities in public right-of-way has been completely.

The City of Milan has committed to employ an engineering student as a summer intern during the summer of 2018 to complete the required self-evaluation of all applicable Public Infrastructure and buildings.

Sincerely,

B W Beasley  
Mayor



# City of Milan

BW Beasley, Mayor

[www.cityofmilantn.com](http://www.cityofmilantn.com) • [cityhall@cityofmilantn.com](mailto:cityhall@cityofmilantn.com)

1061 South Main Street  
Milan, Tennessee 38358

Phone 731-686-3301  
Fax 731-686-2986

September 19, 2018

Margaret Z. Mahler  
ADA Coordinator  
Tennessee Department of Transportation  
Suite 400, James K. Polk Building  
Nashville, TN 37243-1402

RE: 2018 update on ADA Compliance Certification (form enclosed) and Status of the City of Milan ADA Transition Plan

Dear Margaret,

This letter is intended to give you the 2018 required Compliance Certification and update of our status regarding the City of Milan ADA Compliance Certification and Transition Plan.

The physical address of our agency is:

City of Milan  
1061 South Main Street  
Milan, TN 38358

Our ADA Coordinator is:  
Jan Shultz  
1061 South Main Street  
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- ADA Grievance Procedure
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- And our ADA Accommodation Request Form

A copy is also posted in Milan City Hall on the bulletin board in the main entrance. The City of Milan has also provided each department within the city a notice that is available and on display at each office.

Currently, the status of our ADA Self-Evaluation has been completed as of September 1, 2018. A thumb drive containing the data and pictures of the self-evaluation has been mailed to you at your address referenced above. Our ADA Transition Plan is in the "In-Progress" phase. The ADA Transition Plan will be completed by the December 2019 deadline.

The City of Milan is committed to meeting the ADA Transition Plan requirements for Public Infrastructure and buildings.

Sincerely,



Mayor B. W. Beasley  
City of Milan

w/enclosures

2018 UPDATE

Tennessee Department of Transportation



Local Agency ADA Compliance Certification

The Tennessee Department of Transportation (TDOT) is required by the Federal Highway Administration (FHWA) to monitor sub-recipients who receive TDOT assistance (local governments, contractors, consultants or groups) to ensure compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 with respect to TDOT funded (both Federal and State assistance) projects and programs. 28 CFR 35.130(b)(1)(v) and 49CFR27.7(V)

Deadlines have been established to prove compliance. TDOT has listed the deadlines below with the required elements listed. Please submit all information to TDOT via e-mail. The FHWA has indicated that they may not allow federal transportation funds, including State Transportation Block Grant (STBG) Program and Transportation Alternatives Program (TAP) grants, to be spent in your community after 2019 until this work has been developed.

BEFORE December 1, 2016

Physical Address of Agency

CITY OF MILAN
Agency Name
1061 SOUTH MAIN
Street
MILAN City GIBSON County 38358 Zip Code

Name of ADA Coordinator or Contact for ADA Questions

JAN SHULTZ Name of ADA Coordinator OPERATIONS MANAGER Title
731-686-0774 Phone Number jshultz@cityofmilan.tn.com E-mail Address

A copy of the ADA Grievance Procedure

Please provide the location(s) of where a person may find a copy of your ADA Grievance Procedure. (web address, public notices...)

- 1 ON LINE at WWW.CITYOFMILAN.TN.COM
2 POSTED ON THE BULLETIN BOARD IN THE MAIN ENTRANCE TO CITY HALL.

Tennessee Department of Transportation



Local Agency ADA Compliance Certification

BEFORE December 1, 2017

Status of ADA Transition Plan or ADA Self-Evaluation

ADA Self-Evaluation

Complete  Completion Date: 9-1-18
In-Progress  (AS OF 12-12-17)
Not Started

ADA Transition Plan

Complete  Completion Date: \_\_\_\_\_ Submit PDF Copy or Link
In-Progress 
Not Started

Please attach the letter of commitment from the mayor. If you've completed your self-evaluation, but haven't completed your Transition Plan, please provide a brief description of the programs and facilities included as part of your agency's self-evaluation.

[Empty rectangular box for text entry]

BEFORE December, 2018

Status of ADA Transition Plan or ADA Self-Evaluation

ADA Self-Evaluation

Complete  Completion Date: 9-1-18
In-Progress 
Not Started

ADA Transition Plan

Complete  Completion Date: \_\_\_\_\_ Submit PDF Copy or Link
In-Progress 
Not Started

BEFORE December, 2019

Submit completed copy of your agency's ADA Transition Plan and a Letter certifying your entity has completed the required ADA Transition Plan

Completion Date: \_\_\_\_\_ Submit PDF Copy

**Tennessee Department of Transportation**



**Local Agency ADA Compliance Certification**

If Transition Plan is not complete, please describe your action plan to complete your agency's ADA Transition Plan.

Letter Date: 9-19-18      Submit PDF Copy of Signed Letter





**ADA Self-Evaluation and Transition Plan Status**  
If your ADA Transition Plan is not completed

This is to certify our agency has been working on to develop ADA Self-Evaluation and Transition Plan (TA) to ensure agency' commitment toward compliance of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The current status of the document is,

**Status of ADA Self-Evaluation**

Not Started   
 In-Progress   
 Projected Completion Date of TA: COMPLETE

**Status of ADA Transition Plan (Inventory, timeline)**

Not Started   
 In-Progress   
 Projected Completion Date of TA: DECEMBER 2019

**Official in charge of developing Transition Plan**

JIM PILLLOW CONSULTING  
 Name Title  
731-487-0016 jimpillow56@yahoo.com  
 Phone Number E-mail Address

**Name of ADA Coordinator**

JAN SHULTZ OPERATIONS MANAGER  
 Name Title  
731-686-0774 jshultz@cityofmilentn.com  
 Phone Number E-mail Address

**ADA Grievance Procedure**

The ADA Grievance Procedure is published at (web address, public notices, etc.)  
www.cityofmilentn.com

**Send this form with supporting documentation of a draft digital copy of your agency's ADA Transition Plan (if available) to**

TDOT, Long Range Planning Division, Office of Community Transportation  
 James K. Polk Building, Suite 900, 505 Deaderick Street, Nashville TN 37243

CITY OF MILAN



**ADA Self-Evaluation and Transition Plan Status**

If your ADA Transition Plan is not completed

This is to certify our agency has been working on to develop ADA Self-Evaluation and Transition Plan (TA) to ensure agency' commitment toward compliance of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The current status of the document is,

**Status of ADA Self-Evaluation**

Not Started   
In-Progress   
Projected Completion Date of TA: COMPLETE

**Status of ADA Transition Plan (Inventory, timeline)**

Not Started   
In-Progress   
Projected Completion Date of TA: DECEMBER 2019

**Official in charge of developing Transition Plan**

JIM PILLLOW CONSULTING  
Name Title  
731-487-0016 jimpillow56@yahoo.com  
Phone Number E-mail Address

**Name of ADA Coordinator**

JAN SHULTZ OPERATIONS MANAGER  
Name Title  
731-686-0774 jshultz@cityofmilantn.com  
Phone Number E-mail Address

**ADA Grievance Procedure**

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WWW.CITYOFMILANTN.COM

**Send this form with supporting documentation of a draft digital copy of your agency's ADA Transition Plan (if available) to**

TDOT, Long Range Planning Division, Office of Community Transportation  
James K. Polk Building, Suite 900, 505 Deaderick Street, Nashville TN 37243

Tennessee Department of Transportation, Roadway Design Division, ADA Office 615-741-4984

## Jim Pillow

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**From:** Jim Pillow  
**Sent:** Tuesday, November 19, 2019 3:55 PM  
**To:** karyssa.helton@mchra.com  
**Subject:** doc20191119152002.pdf  
**Attachments:** doc20191119152002.pdf

Good afternoon Karyssa. Attached are ADA Self-Evaluation and Transition Plan Status Forms for the following cities. The self-evaluations have been completed on all 4 cities.

The City of Waverly  
The City of Camden  
The City of McKenzie  
The City of Milan

The final ADA Transition Plans are scheduled to go to the city governing bodies at their December 2019 meetings with the exception of the City of Waverly which is scheduled for their January 2020 meeting. If I need to send these to any other offices please let me know.

Thanks,