

**AMERICANS WITH DISABILITIES ACT (ADA)/LIMITED ENGLISH PROFICIENCY (LEP)  
Self-Evaluation Form**

District Otsego Form completed by: Joyce Boyd Phone #: 607-544-2150

Access - ADA

1. Do you have an ADA contact person within DSS who is responsible for social services program access and for the taking and resolution of complaints from applicants/recipients (A/Rs)?

Yes  No

2. If yes to #1, who is your ADA contact? Charles J. Christman, Commissioner

*He contacts Nancy Morfok, the County ADA Representative - Local Resolution 282 of 1992*  
Please provide the ADA contact's telephone # 607-547-7594

3. a. Has your district done a self-evaluation of program access by A/Rs with disabilities?

Yes  See 1993 Transition Plan (Please attach a copy of the report) No

b. Were deficiencies found in the self-evaluation?

Yes  (go to c.) No  (Go to #4)

c. Were corrective actions taken?

Yes  (Please attach copy of the corrective action plan) No   
See Above.

4. Do you have a written procedure for handling complaints from applicants/recipients who claim to have been denied access to social services programs due to a disability?

Yes  Filed with Clerk of the Board of Representatives (Please attach copy) No

5. Do you provide applicants/recipients (A/Rs) for social services programs with information about the ADA's prohibitions against discrimination?

Yes  (Please attach copy) No

6. Reasonable accommodation means an adaptation or alteration that gives an A/R with disabilities meaningful access to social services programs. Do you have written reasonable accommodation procedures?

Yes  (Please attach copy) No   
We have ADA Law on file with standards for Reasonable Accommodation

7. Do you have a procedure to insure that the A/R who is offered reasonable accommodation, but refuses, understands the consequences of that refusal?

Yes  (Please attach copy) No

See #6 Above

Access - General Disabilities

1. a. Are your facilities accessible to, and usable by, individuals with disabilities?

Yes  No

b. Are your parking areas and sidewalks accessible to, and usable by, individuals with disabilities?

Yes  No

c. Is the entrance wheelchair accessible? Yes  No

d. Are bathrooms and drinking fountains wheelchair accessible?

Yes  No

e. If the client area is above or below the 1<sup>st</sup> floor, are there elevators?

Yes  No  1<sup>st</sup> floor only

f. If No to e., are services available at alternate accessible sites? Yes  No

2. In social services districts with more than one district office, are all district offices accessible according to #1. a - c above. *N/A*

Yes  No (go to #3)

3. When one or more district office is not handicap accessible, is reasonable accommodation offered?

Yes (attach copy of reasonable accommodation plan, or specify) \_\_\_\_\_  
 No

4. Do you have procedures for determining when home visits will be provided for A/Rs who are physically or mentally unable to travel to the office/center?

Yes (go to #6)  No (go to #5)

5. If No to #4, what alternate accommodations are provided? *AIR CAN SEND A REPRESENTATIVE; TELEPHONE INTERVIEW, IF NEEDED.*

6. Are the home visit or alternate accommodations procedures in writing? *We have ADA LAW ON FILE WHICH COVERS THIS*

Yes (please attach a copy - go to #7)  No (go to #7)

7. How is the district's policy regarding home visits or alternate accommodations conveyed to A/Rs? *Verbally* (Go to #8)

8. How is the district's policy regarding home visits or alternate accommodations conveyed to the appropriate LDSS staff? *At staff meetings, individually case-by-case*

**Access - Visually/sight Impaired**

1. a. Are there signs in Braille for the visually/sight impaired?

Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Men's and Women's rooms
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Room Numbers
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Exits
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Permanent Rooms and Spaces
Yes <input type="checkbox"/>	No <input type="checkbox"/> n/a	Elevators

b. If NO to any of the above, how does the visually impaired person find a necessary location?

Assisted by staff

2. Do you have procedures in place for A/Rs who, due to visual impairment, are unable to read the application, information booklets, notices, etc.?

Yes  (Please provide copy) <sup>n/a</sup> No  STAFF ASSIST

**Access - Mental Impairment**

1. Do you have procedures in place to assist a mentally impaired A/R?

Yes  (Please provide copy) <sup>n/a</sup> No  STAFF ASSIST

**Access - Hearing Impaired**

1. Do you have procedures in place to assist hearing impaired A/Rs?

Yes  (Please provide copy) <sup>n/a</sup> No  STAFF ASSIST

2. Is a sign-language interpreter provided? Yes  No

3. Does the office/agency have TTY/TTD equipment or New York Relay Services available?

Yes  (Type of Service: TTY/TTD  
listed in phone directory) No

**Access - Limited English Proficiency**

1. Do you have procedures to assist limited or non-English speaking A/Rs?

Yes  (Please provide copy) <sup>n/a</sup> No  Spanish speaking person on staff. Seek out others as needed.

2. Are the following available in other than English language?

Signs Yes  No   
Posters Yes  No   
Pamphlets Yes  No   
Other client handouts: Yes  (Describe: \_\_\_\_\_) No

3. a. Is the "Language Poster" displayed in the waiting area? Yes  No

b. Are the Language palm cards used? Yes  No



EXECUTIVE SUMMARY

TRANSITION PLAN  
FOR  
OTSEGO COUNTY

JULY 1993

EXECUTIVE SUMMARY

Americans With  
Disabilities Act (ADA)

TRANSITION PLAN  
FOR  
OTSEGO COUNTY

JULY 1993

Adopted 7/7/93

Res. No. 193

## EXECUTIVE SUMMARY

As required under Title II of the Americans with Disabilities Act (ADA), Otsego County has developed a Transition Plan to address accessibility to County owned and leased properties. The Plan contains a building by building profile, in which aspects and elements related to accessibility are reviewed, and, when necessary, remedial actions are advanced.

The ADA requires state and local governments to provide "Program Accessibility" in existing facilities. "Program Accessibility" means that the state or local government (and agencies and instrumentalities thereof) shall operate each service, program or activity so that the service, program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

Program accessibility can be accomplished through structural change, non-structural change, or a combination of both. Non-structural change involves policy, practice and procedural change. This Transition Plan deals solely with the issue of structural changes as necessary to achieve program accessibility.

The following Plan reflects Otsego County's commitment to advancing the rights of individuals with disabilities in accordance with the ADA. Prior to venturing into the body of this summary document, the authors of this Plan would like to make the following points:

1. This Plan is to address accessibility concerns at County owned and operated facilities. The public should not interpret this study as indicative of structural or safety deficiencies at County facilities. Rather, this Plan serves to improve existing access for individuals with disabilities.
2. A rational approach was taken to advance the concept of "Program Accessibility". By rational it is meant that elements of accessibility were prioritized so that those elements of greatest importance (i.e., parking, accessible routes, etc.) will receive prominent attention. Other areas of concern (i.e., height of mirrors in restrooms), were determined to be of lesser importance. As the building profiles indicate, all areas of accessibility have been surveyed and deficiencies noted. Thus while cognizant of all problems, some are of greater magnitude, and thus necessitate heightened attention.

The following pages provide an overview of key issues raised in the Transition Plan, as well as implementation schedules for remedial work at selected buildings. Otsego County truly hopes this Transition Plan will improve accessibility for individuals with disabilities. Any comments or criticisms individuals may have with this Plan should be forwarded to the County's ADA coordinator.



TABLE OF CONTENTS

Executive Summary.....i  
Table of Contents.....iii  
Review of Owned and Leased Properties.....1  
Parking at the Otsego County Office Complex.....3  
Audible and Visual Alarms.....3  
Otsego County Annex Building.....4  
Otsego County Infirmary.....5  
Otsego County Central Kitchen.....6  
Otsego County Satellite Office Building.....7  
Otsego County Public Safety Building.....8  
Otsego County Highway Garage.....9  
Otsego County Offices (Former Jail).....10  
Otsego County Courthouse.....11  
Otsego County Office Building.....12  
Foster Care Home.....13  
Otsego County JPTA Offices.....14  
Otsego County Senior Meals Program Sites.....15  
Elm Park Methodist Church.....17  
Nader Towers.....18  
American Legion Hall.....18  
Veteran's Club.....19  
United Methodist Church.....20  
Appendix A.....21  
Appendix B.....22

## REVIEW OF COUNTY OWNED AND LEASES FACILITIES

Otsego County owns or leases fifty-one (51) properties in the County (see list in Appendix). The majority of these properties are identified as forest lands. In addition, the Otsego County Office of the Aging leases space in six (6) buildings for its senior citizen meal site program. The inventory of County properties was evaluated, and a priority list of sites to be surveyed compiled. Sites were designated Priority 1 through Priority 3, by the number of employees, volume of citizen/client traffic, height and age of the structure.

### Priority 1 Properties:

1. County Satellite Office Building, 242 Main Street, Oneonta
2. County Office Building, 197 Main Street, Cooperstown
3. Courthouse, 195 Main Street, Cooperstown
4. District Attorney/Personnel Office, 193 Main Street, Cooperstown
5. Otsego County Annex Building, Chestnut Street, Cooperstown
6. Otsego County Infirmary (the Meadows), County Route 33, Middlefield
7. Public Safety Building, County Route 33, Middlefield
8. Central Kitchen, County Route 33, Middlefield
9. JTPA (Jobs Training Partnership Act) Office, 12 Dietz Street, Oneonta
10. Senior Meal Sites:
  - Elm Park Church, Nader Towers - Oneonta
  - Veterans Club - Richfield Springs
  - American Legion Club - Worcester
  - United Methodist Church - Unadilla
  - Christ Church - Cooperstown

### Priority 2 Properties:

1. Otsego County Highway Department Garage and Office
2. Foster Care Home, Depot Street, Worcester

Priority 3 Properties:

1. County Highway Garages -  
Butternuts, Burlington, Maryland and New Lisbon
2. Copes Corner Park, Town of Butternuts\*
3. Forest of the Dozen Dads, Town of Middlefield\*

(\* indicates site was closed during compliance survey)

For assistance with the compliance survey, the County accepted an offer from the Catskill Center for Independence, a not-for-profit group which advocates the rights of individuals with disabilities. The Catskill Center provided the services of an architectural barrier consultant to conduct a compliance survey of the properties identified. The Catskill Center also provided information and literature regarding Title II compliance.

At each location surveyed, the architectural barrier consultant from the Catskill Center was accompanied by a representative of Otsego County. At each site, the consultant took measurements and made notes of potential compliance problems. Of particular concern were the means of ingress and egress, existence of an accessible route, adequate clearance in doorways, accessible restrooms, appropriate public safety equipment, and adequate parking.

From the notes made during the site visit, the consultant would write a report after verifying applicable codes with existing conditions. The completed reports were forwarded to the County for consideration in the development of the transition plan. Input for the strategies espoused in this plan came from the consultant, program officials, and the Buildings Committee.

This transition plan strives to meet the letter of the law regarding compliance with Title II of the Americans with Disabilities Act. Compliance in some situations does not translate into convenience. In those cases where inconvenience may arise, the County has acted in the manner deemed most appropriate when considering ADA compliance, program goals, availability of resources, and other constraints.

## PARKING AT THE OTSEGO COUNTY COMPLEX

The Otsego County Office Complex is located in the Village of Cooperstown. The Complex is composed of the following buildings: The Main County Office Building, The County Courthouse, The Former Jail and Sheriff's Residence (District Attorney/Personnel), and The County Annex Building. At present there are five designated parking spaces for the physically disabled throughout the Complex. Currently none of the existing spaces have an adjacent access aisle.

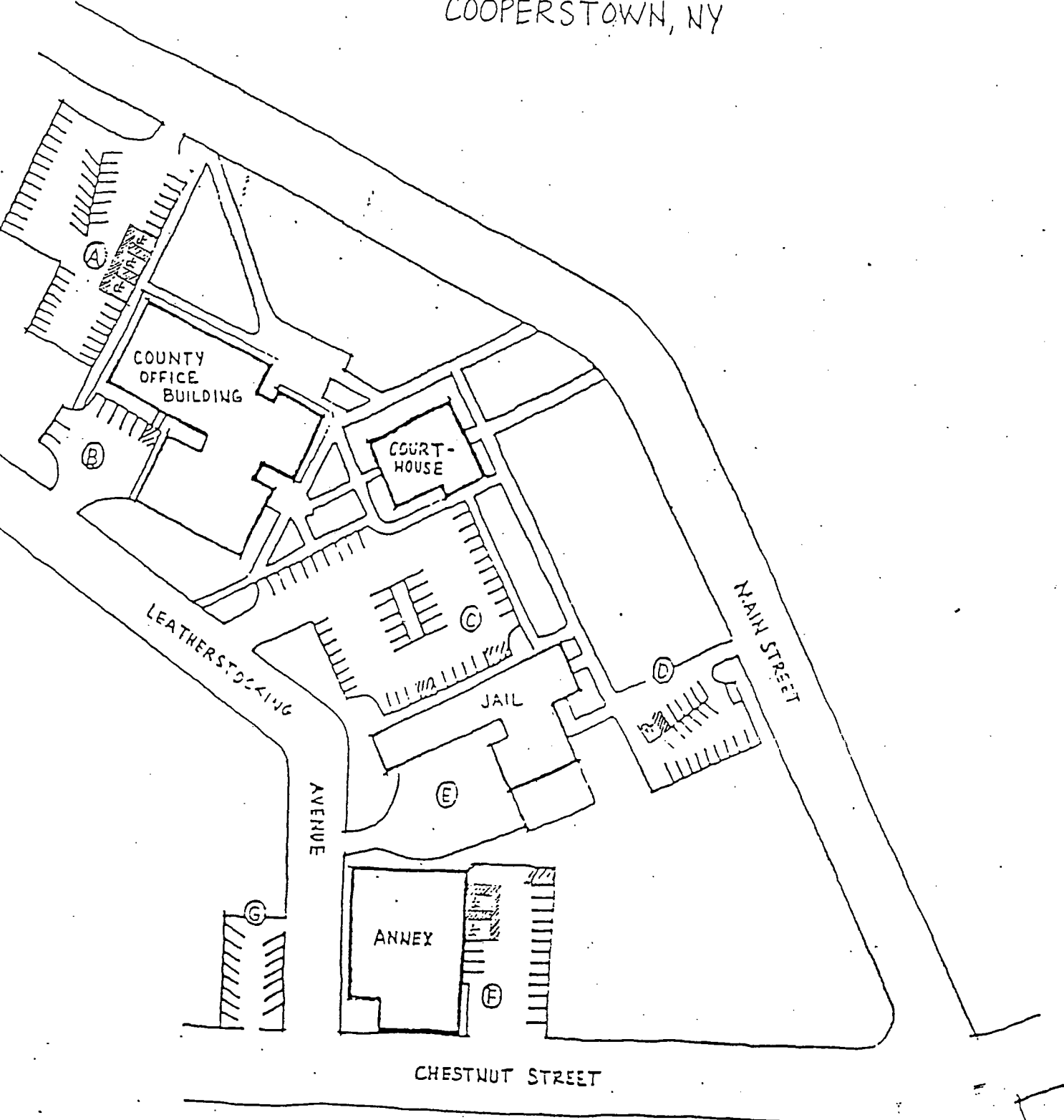
The map on the following page provides a spatial perspective of the new parking configuration for accessible spaces at the County Office Complex. Several important features should be stressed. First, the number of designated spaces has increased from five to six. Six designated spaces will meet guideline standards for offices with between 151 and 200 total parking spaces. Second, each grouping of accessible parking spaces will have an access aisle, for added safety and convenience in loading and discharging passengers. And third, the parking spaces have been strategically located to provide maximum convenience when considering slope, traffic safety, distance and services provided at each location.

Parking, not only for the disabled, but also County employees and the general public remains a vexing problem for the County. Preliminary investigations have been undertaken to help solve the parking problems. As solutions are advanced, and additional parking is made available, the County will insure that the required number of accessible spaces and access aisles are provided.

## AUDIBLE AND VISUAL ALARMS

Existing audible and visual alarms systems in the buildings surveyed may need to be upgraded to comply with ADA guidelines. At the time of the building surveys, information regarding the alarm systems was not readily available. Otsego County recognizes the importance of audible and visual warning devices, and thus will conduct further research into what is required on a site by site basis. Systems found to be non-compliance will be rectified in a timely manner, but in no event later than January 1995.

# OTSEGO COUNTY OFFICE COMPLEX COOPERSTOWN, NY



SCALE  
1 INCH = 135 FEET

IMPLEMENTATION SCHEDULE - ANNEX BUILDING

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Relocate designated accessible parking spaces adjacent to rear entrance (new accessible entrance). Create two spaces with required access aisle and signs.	Asphalt, paint, parking signs, accessible entrance sign	Otsego County Highway Department	By year end 1993
Retrofit existing door hardware along accessible route with lever-action door hardware.	Retrofit door hardware	Maintenance Department	By year end 1993
Install paper cup dispenser on wall beside water fountain.	Paper cup dispenser	Maintenance Department	By year end 1993
Retrofit existing restroom in Public Health Nursing Office to a fully accessible, unisex restroom.	<ol style="list-style-type: none"> <li>1. Rehang door (outward swing)</li> <li>2. Install grab bars</li> <li>3. Retrofit door hardware</li> <li>4. Add signage</li> </ol>	Maintenance Department, County Highway Department Carpenter	By year end 1994

IMPLEMENTATION SCHEDULE - OTSEGO COUNTY INFIRMARY

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Reconfigure parking lot to contain three (3) accessible spaces and one (1) access aisle. Mount appropriate signage.	(3) signs, paint	Otsego County Highway Department	By year end 1993
Enhance accessible entrance by repaving apron area. Mount appropriate signage.	Asphalt, (1) sign	Otsego County Highway Department	By year end 1993
Add signage at new Staff/Visitor accessible restroom.	(1) sign	Maintenance Department	By year end 1993
Retrofit existing non-compliant door hardware with lever-action handles and pull/push plates.	Lever-action handles, pull/push plates	Maintenance Department	By year end 1993

IMPLEMENTATION SCHEDULE - OTSEGO COUNTY CENTRAL KITCHEN

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Retrofit existing door hardware with lever-action handles.	(2) pair lever-action handles	Maintenance Department	By year end 1993
Installation of side and rear grab bars in restrooms and affix signage.	(2) pair grab bars (2) signs	Maintenance Department	By year end 1993
Install paper cup dispenser on wall beside water fountain.	(1) paper cup dispenser	Maintenance Department	By year end 1993
Fill-in existing curb ramp segment, install new curb ramp with level approach area, affix signage.	Cement, paint, sign	Otsego County Highway Department	By year end 1994



IMPLEMENTATION SCHEDULE - COUNTY SATELLITE OFFICE BUILDING

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Repaint lines around accessible parking space and mount appropriate signage.	Paint, sign	Otsego County Highway Department	By year end 1993
Install new door (by DMV office) which provides required 32" clearance, with appropriate door hardware and signage.	(1) new single or double leaf door w/ 32" clearance (1) set accessible hardware (1) sign	Contractor	By year end 1993
Retrofit existing elevator to comply with hall lantern and audible signal requirements.	Hall lanterns (all floors), audible signal devices	Contractor	By January 1995
Renovate existing restroom on first floor (Main St. level) to ensure full compliance.	Re-hang doors for outward swing, retrofit existing door hardware, add grab bars, replace existing water faucets with lever-action handles, add signage.	Maintenance Department, Contractor	By year end 1994
Address 18" from center requirement for toilets.	Construction of a knee wall	Contractor	By year end 1994
Retrofit door hardware to Chemical Dependency Clinic, Mental Health Clinic and Veteran Services Agency.	(3) pair retrofit hardware	Maintenance Department	By year end 1993
Lower public telephone to required height.	N/A	New York Telephone Co.	By year end 1993



IMPLEMENTATION SCHEDULE - OTSEGO COUNTY CENTRAL KITCHEN

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Retrofit existing door hardware with lever-action handles.	(2) pair lever-action handles	Maintenance Department	By year end 1993
Installation of side and rear grab bars in restrooms and affix signage.	(2) pair grab bars (2) signs	Maintenance Department	By year end 1993
Install paper cup dispenser on wall beside water fountain.	(1) paper cup dispenser	Maintenance Department	By year end 1993
Fill-in existing curb ramp segment, install new curb ramp with level approach area, affix signago.	Cement, paint, sign	Otsego County Highway Department	By year end 1994

IMPLEMENTATION SCHEDULE - COUNTY SATELLITE OFFICE BUILDING

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Repaint lines around accessible parking space and mount appropriate signage.	Paint, sign	Otsego County Highway Department	By year end 1993
Install new door (by DMV office) which provides required 32" clearance, with appropriate door hardware and signage.	(1) new single or double leaf door w/ 32" clearance (1) set accessible hardware (1) sign	Contractor	By year end 1993
Retrofit existing elevator to comply with hall lantern and audible signal requirements.	Hall lanterns (all floors), audible signal devices	Contractor	By January 1995
Renovate existing restroom on first floor (Main St. level) to ensure full compliance.	Re-hang doors for outward swing, retrofit existing door hardware, add grab bars, replace existing water faucets with lever-action handles, add signage.	Maintenance Department, Contractor	By year end 1994
Address 18" from center requirement for toilets.	Construction of a knee wall	Contractor	By year end 1994
Retrofit door hardware to Chemical Dependency Clinic, Mental Health Clinic and Veteran Services Agency.	(3) pair retrofit hardware	Maintenance Department	By year end 1993
Lower public telephone to required height.	N/A	New York Telephone Co.	By year end 1993

IMPLEMENTATION SCHEDULE - PUBLIC SAFETY BUILDING

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Bevel 1/2" step near front entrance to a slope no greater than 1:2.	Metal strip or other fill material	Maintenance Department	By year end 1993
At least one exit to the recreational yard shall be appropriately ramped, and designated by appropriate signage.	Asphalt, sign	Otsego County Highway Department	By year end 1993
Retrofit existing door hardware on public restrooms (lobby) with lever-action handles. Adjust door for opening force compliance.	(2) pair retrofit door handles	Maintenance Department	By year end 1993
Retrofit existing shower unit in Medical Unit to come into full compliance with curbing and ramping requirements.	Ramping apparatus	Otsego County Highway Department	By year end 1993

IMPLEMENTATION SCHEDULE - OTSEGO COUNTY HIGHWAY GARAGE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Reconfigure parking lot to contain two (2) accessible spaces and one (1) access aisle by accessible entrance. Mount appropriate signage.	(2) signs, paint	Otsego County Highway Department	By year end 1993
Replace existing entry door hardware with pull/push plate. Mount appropriate signage.	(1) pull/push plate, (1) sign	Otsego County Highway Department	By year end 1993
Install paper cup dispenser on wall beside water fountain.	(1) paper cup dispenser	Otsego County Highway Department	By year end 1993

IMPLEMENTATION SCHEDULE - DA/PERSONNEL OFFICE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Provide access aisle in parking lot	paint	Otsego County Highway Department	By year end 1993
Add handrails at both sides of ramp. Extend ramp to overcome 1" step between landings.	(2) handrails, cement	Contractor	By year end 1994
Retrofit door hardware on accessible entrance, add signage, and check for closure compliance.	(1) pull handle (1) sign	Contractor	By year end 1994
In former shower room, enlarge existing door frame to accommodate new frame and door which comply with 32" clear width, and swings outward.	(1) door frame (1) door (1) pair lever-action handles	Contractor	By year end 1994
Install toilet, sink and mirror which meet full compliance.	(1) toilet (1) sink (1) mirror	Contractor	By year end 1994
Add signage to door of new accessible restroom.	(1) sign	Contractor	By year end 1994

IMPLEMENTATION SCHEDULE - OTSEGO COUNTY HIGHWAY GARAGE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Reconfigure parking lot to contain two (2) accessible spaces and one (1) access aisle by accessible entrance. Mount appropriate signage.	(2) signs, paint	Otsego County Highway Department	By year end 1993
Replace existing entry door hardware with pull/push plate. Mount appropriate signage.	(1) pull/push plate, (1) sign	Otsego County Highway Department	By year end 1993
Install paper cup dispenser on wall beside water fountain.	(1) paper cup dispenser	Otsego County Highway Department	By year end 1993



IMPLEMENTATION SCHEDULE - DA/PERSONNEL OFFICE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Provide access aisle in parking lot	paint	Otsego County Highway Department	By year end 1993
Add handrails at both sides of ramp. Extend ramp to overcome 1" step between landings.	(2) handrails, cement	Contractor	By year end 1994
Retrofit door hardware on accessible entrance, add signage, and check for closure compliance.	(1) pull handle (1) sign	Contractor	By year end 1994
In former shower room, enlarge existing door frame to accommodate new frame and door which comply with 32" clear width, and swings outward.	(1) door frame (1) door (1) pair lever-action handles	Contractor	By year end 1994
Install toilet, sink and mirror which meet full compliance.	(1) toilet (1) sink (1) mirror	Contractor	By year end 1994
Add signage to door of new accessible restroom.	(1) sign	Contractor	By year end 1994

IMPLEMENTATION SCHEDULE - OTSEGO COUNTY HIGHWAY GARAGE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Reconfigure parking lot to contain two (2) accessible spaces and one (1) access aisle by accessible entrance. Mount appropriate signage.	(2) signs, paint	Otsego County Highway Department	By year end 1993
Replace existing entry door hardware with pull/push plate. Mount appropriate signage.	(1) pull/push plate, (1) sign	Otsego County Highway Department	By year end 1993
Install paper cup dispenser on wall beside water fountain.	(1) paper cup dispenser	Otsego County Highway Department	By year end 1993

IMPLEMENTATION SCHEDULE - DA/PERSONNEL OFFICE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Provide access aisle in parking lot	paint	Otsego County Highway Department	By year end 1993
Add handrails at both sides of ramp. Extend ramp to overcome 1" step between landings.	(2) handrails, cement	Contractor	By year end 1994
Retrofit door hardware on accessible entrance, add signage, and check for closure compliance.	(1) pull handle (1) sign	Contractor	By year end 1994
In former shower room, enlarge existing door frame to accommodate new frame and door which comply with 32" clear width, and swings outward.	(1) door frame (1) door (1) pair lever-action handles	Contractor	By year end 1994
Install toilet, sink and mirror which meet full compliance.	(1) toilet (1) sink (1) mirror	Contractor	By year end 1994
Add signage to door of new accessible restroom.	(1) sign	Contractor	By year end 1994



IMPLEMENTATION SCHEDULE - OTSEGO COUNTY COURTHOUSE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Install raised floor designations on both jambs of all elevator entrances.	Raised characters	Maintenance Department	By year end 1993
Retrofit existing door hardware with lever-action handles.	Retrofit lever-action door handles	Maintenance Department	By year end 1993
Adjust door closure force on accessible restroom doors to 5 lbf maximum.	N/A	Maintenance Department	By year end 1993
Remove facades on outside of toilet stalls to provide 32" clearance.	N/A	Maintenance Department	By year end 1993
Lower mirrors in accessible restrooms to comply with 40" mounting height.	N/A	Maintenance Department	By year end 1993
Replace and lower public telephone.	N/A	New York Telephone Co.	By year end 1993

IMPLEMENTATION SCHEDULE - OTSEGO COUNTY OFFICE BUILDING

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Relocate accessible parking spaces (3) and access aisle to Main Parking Lot (see Map A), with required curb cut and signage.	Paint, signs	Otsego County Highway Department	By year end 1993
Ensure all elevator entrances have raised floor designations provided on both jambs.	Raised characters	Maintenance Department	By year end 1993
Retrofit existing elevator to comply with requirements for door reopening devices, audible car position indicators, and if necessary lower existing control panel.	Reopening device, audible car position indicator, raised characters, lowered/new control panel	Contractor	By January 1995
Install paper cup dispensers at side of existing water fountains.	(4) paper cup dispensers	Maintenance Department	By year end 1993
Installation of correct side and rear grab bars in the first floor accessible restroom, mount appropriate signage.	(1) side grab bar (1) rear grab bar (1) sign	Maintenance Department	By year end 1993
Lower fire alarm pull stations to within required maximum height for a side or forward reach.	N/A	Contractor	By January 1995
Lower public telephone to comply with maximum allowable reach guidelines.	N/A	New York Telephone Co.	By year end 1993

IMPLEMENTATION SCHEDULE - FOSTER CARE HOME

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Replace existing door hardware along accessible route with lever-action handles.	Retrofit door handles	Maintenance Department, Department of Social Services	By year end 1993
Widen doors into bedroom and toilet room to provide 32" clear width.	New 32" door frames and doors	Contractor	By January 1995
Installation of grab bars behind toilet and in bathtub which comply as fully as possible with structural limitations taken into consideration.	Grab bars	Maintenance Department, Department of Social Services	By year end 1993
Installation of seat and hand-held shower unit in bathtub.	Seat, hand-held shower unit	Maintenance Department, Department of Social Services	By year end 1994

RECOMMENDED IMPLEMENTATION SCHEDULE - JPTA OFFICE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Installation of raised floor designations on both jambs of elevator.	Raised characters on both jambs on all floors	Property owner	By year end 1993
Retrofit existing door hardware to designate accessible restrooms with lever-action handles.	(2) pair retrofit door hardware	Property owner	By year end 1993
Add grab bars at side and rear of toilets in both designated restrooms.	(2) side grab bars (2) rear grab bars	Property owner	By year end 1993
Consult with contractor to rectify deficiencies associated with location on toilets and clear knee space under sinks.	N/A	Property owner, Contractor	By year end 1994



## OTSEGO COUNTY SENIOR MEALS PROGRAM SITES

As stated in the introduction to this Transition Plan, full compliance with the requirements set forth under Title II may not necessarily translate into convenience for some patrons of County services. In fact, compliance may result in inconvenience for some who in reality stand to gain the most under the legislation. The most telling example of this revolves around the County's relationship with those properties in which it leases space for its senior meals program.

Currently Otsego County leases space in six properties throughout the County. The sites were selected because of their strategic location in regard to the stated purpose of the program. In a nutshell, properties utilized are located in areas targeted to reach low income senior citizens. Because of the myriad of regulations set forth by the state and federal government, the range of acceptable sites is severely limited. As such, the County has a vested interest to insure that the existing sites continue to serve their role as hosts for the senior meals program.

The Americans with Disabilities Act is quite specific in its requirements for public entities which operate programs and/or services in leased space. As stated under section 6.4000 Leased Buildings, "Although a public entity is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space." In other words, Otsego County is required to provide for program accessibility in the space leased, inclusive of means of ingress and egress, an accessible route, restroom facilities and parking.

Like all County owned facilities, the six senior meals sites were subjected to a compliance survey. (It should be noted that the compliance surveys were limited to the leased area and accessible routes). Compliance deficiencies were noted at each site surveyed, ranging from minor problems in some of the newer buildings to significant problems in the older structures. The question is what needs to be done?

Otsego County has three main objectives. One, maintenance of the senior meals program in the targeted communities. Two, safety for participants in its senior meals program. And three, compliance with the law. With a concerted effort we hope to achieve all these objectives.

Four of the six sites have great potential for achieving full accessibility status through minor modifications. The other two locations present severe structural obstacles which limit options to bring their facilities into compliance. One thing is for certain - an existing meal site will not be abandoned because it is not full accessible. With the potential for four sites becoming fully accessible, the County will be able to provide the meals

## OTSEGO COUNTY SENIOR MEALS PROGRAM SITES

As stated in the introduction to this Transition Plan, full compliance with the requirements set forth under Title II may not necessarily translate into convenience for some patrons of County services. In fact, compliance may result in inconvenience for some who in reality stand to gain the most under the legislation. The most telling example of this revolves around the County's relationship with those properties in which it leases space for its senior meals program.

Currently Otsego County leases space in six properties throughout the County. The sites were selected because of their strategic location in regard to the stated purpose of the program. In a nutshell, properties utilized are located in areas targeted to reach low income senior citizens. Because of the myriad of regulations set forth by the state and federal government, the range of acceptable sites is severely limited. As such, the County has a vested interest to insure that the existing sites continue to serve their role as hosts for the senior meals program.

The Americans with Disabilities Act is quite specific in its requirements for public entities which operate programs and/or services in leased space. As stated under section 6.4000 Leased Buildings, "Although a public entity is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space." In other words, Otsego County is required to provide for program accessibility in the space leased, inclusive of means of ingress and egress, an accessible route, restroom facilities and parking.

Like all County owned facilities, the six senior meals sites were subjected to a compliance survey. (It should be noted that the compliance surveys were limited to the leased area and accessible routes). Compliance deficiencies were noted at each site surveyed, ranging from minor problems in some of the newer buildings to significant problems in the older structures. The question is what needs to be done?

Otsego County has three main objectives. One, maintenance of the senior meals program in the targeted communities. Two, safety for participants in its senior meals program. And three, compliance with the law. With a concerted effort we hope to achieve all these objectives.

Four of the six sites have great potential for achieving full accessibility status through minor modifications. The other two locations present severe structural obstacles which limit options to bring their facilities into compliance. One thing is for certain - an existing meal site will not be abandoned because it is not full accessible. With the potential for four sites becoming fully accessible, the County will be able to provide the meals

RECOMMENDED IMPLEMENTATION SCHEDULE - JPTA OFFICE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Installation of raised floor designations on both jambs of elevator.	Raised characters on both jambs on all floors	Property owner	By year end 1993
Retrofit existing door hardware to designate accessible restrooms with lever-action handles.	(2) pair retrofit door hardware	Property owner	By year end 1993
Add grab bars at side and rear of toilets in both designated restrooms.	(2) side grab bars (2) rear grab bars	Property owner	By year end 1993
Consult with contractor to rectify deficiencies associated with location on toilets and clear knee space under sinks.	N/A	Property owner, Contractor	By year end 1994



RECOMMENDED IMPLEMENTATION SCHEDULE - JPTA OFFICE

ACTION	HARDWARE/MATERIALS	RESPONSIBLE PARTY	TIME FRAME
Installation of raised floor designations on both jambs of elevator.	Raised characters on both jambs on all floors	Property owner	By year end 1993
Retrofit existing door hardware to designate accessible restrooms with lever-action handles.	(2) pair retrofit door hardware	Property owner	By year end 1993
Add grab bars at side and rear of toilets in both designated restrooms.	(2) side grab bars (2) rear grab bars	Property owner	By year end 1993
Consult with contractor to rectify deficiencies associated with location on toilets and clear knee space under sinks.	N/A	Property owner, Contractor	By year end 1994

## OTSEGO COUNTY SENIOR MEALS PROGRAM SITES

As stated in the introduction to this Transition Plan, full compliance with the requirements set forth under Title II may not necessarily translate into convenience for some patrons of County services. In fact, compliance may result in inconvenience for some who in reality stand to gain the most under the legislation. The most telling example of this revolves around the County's relationship with those properties in which it leases space for its senior meals program.

Currently Otsego County leases space in six properties throughout the County. The sites were selected because of their strategic location in regard to the stated purpose of the program. In a nutshell, properties utilized are located in areas targeted to reach low income senior citizens. Because of the myriad of regulations set forth by the state and federal government, the range of acceptable sites is severely limited. As such, the County has a vested interest to insure that the existing sites continue to serve their role as hosts for the senior meals program.

The Americans with Disabilities Act is quite specific in its requirements for public entities which operate programs and/or services in leased space. As stated under section 6.4000 Leased Buildings, "Although a public entity is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space." In other words, Otsego County is required to provide for program accessibility in the space leased, inclusive of means of ingress and egress, an accessible route, restroom facilities and parking.

Like all County owned facilities, the six senior meals sites were subjected to a compliance survey. (It should be noted that the compliance surveys were limited to the leased area and accessible routes). Compliance deficiencies were noted at each site surveyed, ranging from minor problems in some of the newer buildings to significant problems in the older structures. The question is what needs to be done?

Otsego County has three main objectives. One, maintenance of the senior meals program in the targeted communities. Two, safety for participants in its senior meals program. And three, compliance with the law. With a concerted effort we hope to achieve all these objectives.

Four of the six sites have great potential for achieving full accessibility status through minor modifications. The other two locations present severe structural obstacles which limit options to bring their facilities into compliance. One thing is for certain - an existing meal site will not be abandoned because it is not full accessible. With the potential for four sites becoming fully accessible, the County will be able to provide the meals

## OTSEGO COUNTY SENIOR MEALS PROGRAM SITES

As stated in the introduction to this Transition Plan, full compliance with the requirements set forth under Title II may not necessarily translate into convenience for some patrons of County services. In fact, compliance may result in inconvenience for some who in reality stand to gain the most under the legislation. The most telling example of this revolves around the County's relationship with those properties in which it leases space for its senior meals program.

Currently Otsego County leases space in six properties throughout the County. The sites were selected because of their strategic location in regard to the stated purpose of the program. In a nutshell, properties utilized are located in areas targeted to reach low income senior citizens. Because of the myriad of regulations set forth by the state and federal government, the range of acceptable sites is severely limited. As such, the County has a vested interest to insure that the existing sites continue to serve their role as hosts for the senior meals program.

The Americans with Disabilities Act is quite specific in its requirements for public entities which operate programs and/or services in leased space. As stated under section 6.4000 Leased Buildings, "Although a public entity is not required to lease accessible space, once it occupies a facility, it must provide access to all of the programs conducted in that space." In other words, Otsego County is required to provide for program accessibility in the space leased, inclusive of means of ingress and egress, an accessible route, restroom facilities and parking.

Like all County owned facilities, the six senior meals sites were subjected to a compliance survey. (It should be noted that the compliance surveys were limited to the leased area and accessible routes). Compliance deficiencies were noted at each site surveyed, ranging from minor problems in some of the newer buildings to significant problems in the older structures. The question is what needs to be done?

Otsego County has three main objectives. One, maintenance of the senior meals program in the targeted communities. Two, safety for participants in its senior meals program. And three, compliance with the law. With a concerted effort we hope to achieve all these objectives.

Four of the six sites have great potential for achieving full accessibility status through minor modifications. The other two locations present severe structural obstacles which limit options to bring their facilities into compliance. One thing is for certain - an existing meal site will not be abandoned because it is not full accessible. With the potential for four sites becoming fully accessible, the County will be able to provide the meals