



## ADA COMPLIANCE DIVISION

Metropolitan Government of Nashville & Davidson County

### REQUESTING AN ADA ACCOMMODATION

The request for accommodation should be made in writing and include the name, address and telephone number of the individual requesting the accommodation. The request should contain the location of the program, service, activity or facility where the accommodation is required and a description of why the accommodation is needed. \_\_\_\_\_

The request should be submitted to the Department's ADA coordinator or to:

Jerry Hall, ADA Title II Coordinator  
P.O. Box 196300  
Nashville, TN 37219-6300  
Phone (615) 862-8744  
[contactADA@Nashville.gov](mailto:contactADA@Nashville.gov)

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Within 15 calendar days of the written request, the ADA department coordinator will respond to the individual requesting the accommodation. If the response by the ADA department coordinator does not satisfactorily resolve the issue, the individual making the request may file a formal grievance with the responsible department(s). All written requests for accommodation received by the ADA department coordinator will be kept by the Metropolitan Government at least three years.