

NEW JERSEY STATE COUNCIL ON THE ARTS

AMERICANS WITH DISABILITIES ACT (ADA) PLAN OUTLINE

I. Organizational Background

- A. Please provide one paragraph outlining your organization's mission and one paragraph describing the type of programming your organization offers.

II. Organizational Policies and Practices

- A. Please provide (include or attach) your Board approved ADA and Non-Discrimination Policy Statement(s). (See pages 6 – 9 of the Self-assessment Survey/Planning Tool.)
- B. Outline how your employment practices support your ADA and Non-Discrimination policies. (See pages 9 – 11 of the Self-Assessment Survey/Planning Tool to understand how you make your application and interview process accessible, develop appropriate job descriptions and accommodate applicant and employee special needs.)
- C. Outline how you train your staff members, volunteers, affiliated artists and/or organizations about ADA requirements, employment and sensitivity training. (See pages 7 – 9 of the Self-Assessment Survey/Planning Tool.)

III. Grievance Procedure

(See page 11 of the Self-Assessment Survey/Planning Tool)

- A. Include or attach your grievance procedure. All private non-profit [501.(C)(3)] organizations must develop their own Grievance Procedure. Please note, a plan is not adequate without inclusion of this document.

IV. Programs and Services for people with disabilities
(See pages 19 – 28 of the Self-Assessment Survey/Planning Tool)

- A. Outline the status of your current Services and Programs for people with disabilities.

- B. Outline the programs and services you will be adding or upgrading during the 3-year granting cycle. You may create a narrative timeline or use the chart format at the end of this document.

Year 1 (July 2003 – June 2004)

Year 2 (July 2004 – June 2005)

Year 3 (July 2005 – June 2006)

- C. Outline the financial and human resources you estimate are required to accomplish your 3-year objectives.

V. Effective Communication: Marketing of Programs and Services to people with disabilities
(See pages 12 – 18 of the Self-Assessment Survey/Planning Tool)

- A. Outline the status of your current Marketing and Publication Services along with outreach efforts to people with disabilities.

- B. Outline the marketing and outreach efforts you will be adding or upgrading during the 3-year granting cycle. You may create a narrative timeline or use the chart format at the end of this document.

Year 1 (July 2003 – June 2004)

Year 2 (July 2004 – June 2005)

Year 3 (July 2005 – June 2006)

- C. Outline the financial and human resources you estimate are required to accomplish your 3-year objectives.

VI. Facility Accessibility
(See pages 29 – 47 of the Self-Assessment Survey/Planning Tool)

- A. Outline the current status of ADA accessibility for your venue(s) and/or off-site venues where you hold your programs. Note: this section should address all facilities that you use on an annual basis.
- B. Outline the facility upgrades and accommodations you will be implementing during the 3-year granting cycle. You may create a narrative timeline or use the chart format at the end of this document.

Year 1 (July 2003 – June 2004)

Year 2 (July 2004 – June 2005)

Year 3 (July 2005 – June 2006)

- C. Outline the financial and human resources you estimate are required to accomplish your 3-year objectives.
- D. ADA requires that all Title II and Title III entities hold their programming in accessible venues. If you present programs in venues you do not own, what is your method for determining ADA accessibility for those offsite venues?

| Compliance Area | Goal | Person Responsible | Expected Completion Date/Status | | | | | Cost/ Resources |
|--|---|--|---------------------------------|------|------|------|----------|--------------------------------|
| | | | Already Completed | 20__ | 20__ | 20__ | On-going | |
| POLICY AND PROCEDURES | Write institutional ADA policy | Executive Director and ADA Coordinator | 2001 | | | | | Readily Achievable No Costs |
| | Get board approval of ADA policy | Executive Director | 2001 | | | | | No Costs |
| | Create simple Compliance Assessment questionnaire to be completed by perspective tour venues. | ADA Coordinator and Tour Manager | 2001 | | | | | No Costs |
| | Make achievable compliance a condition of rental agreement. | Executive Director | 2002 | | | | | No Costs |
| | Establish procedure to keep record of all tour venues' compliance | ADA Coordinator and Tour Manager | | | | | 2003 | No Costs |
| ADA COORDINATOR AND ADVISORY COMMITTEE | Identify ADA coordinator to be responsible for incorporation of ADA Compliance Plan | Executive Director | 2001 | | | | | No Costs |
| | Create ADA Job Description | Executive Director | 2001 | | | | | No Costs |
| | Assign current ADA Coordinator to create a 3-year compliance plan. | Executive Director and ADA Coordinator | 2001 | | | | | No Costs |
| | Recruit ADA Advisory Committee to include individuals who have a disability | ADA Coordinator | 2001 | | | | | No Expenses |
| | First Advisory Meeting | | 2002 | | | | | |
| | Add new members as needed | | 2002 & 2003 | | | | | |
| | Ongoing committee | | | | | | X | |
| | Create ADA Advisory Committee Job Responsibilities | ADA Coordinator and Committee | 2002 | | | | | |
| SELF-ASSESSMENT | Conduct new self-assessment survey using NJSCA-provided form. | ADA Coordinator and ADA Advisory Committee | 2000 | | | | | No Costs |
| | Update self assessment as new programs and services added | ADA Coordinator | | | | | X | No Costs |

