

**New Jersey State Council on the Arts**  
**PROJECT CHECKLIST FOR ACCESSIBILITY (ADA)**

To be completed and submitted by Arts Project Support, Projects Serving Artists, and Arts in Communities applicants only who are not also General Operating or General Program Support grantees. Not required for AESI or BAP projects. Evidence of information contrary to what is presented on this Checklist could result in rescission of any grant award. See Guidelines/Glossary for further information.

This checklist covers only very basic accessibility issues and ADA (Americans with Disabilities Act) requirements for this project. A comprehensive self-assessment is recommended for an organization to better understand its full obligations under the law. A self-assessment survey tool has been developed by the Cultural Access Network of NJ and is available on the Council's website at [www.njartscouncil.org](http://www.njartscouncil.org) or by calling the Council at 609-292-6130.

Throughout the checklist reference is made to sections of the self-assessment survey tool, where applicants can find very specific, helpful information about the various issues addressed in this checklist, such as the full facility guidelines, information on programmatic accommodations, sample non-discrimination policies, methods for training personnel, and sample grievance procedures. Most issues of compliance, such as adopting a non-discrimination policy or grievance procedure, or providing sensitivity training to personnel can be quickly and easily accomplished with the resources provided in the self-assessment survey tool.

**Organization Name:**

**Project Description:**

**Facilities:** Your organization is legally responsible for the facility in which you choose to present your project, regardless of whether you own it, rent it, or use it rent-free. (SEE NJ ARTS ACCESS SELF-ASSESSMENT SURVEY – FACILITIES SECTION)

The facility(ies) we will use for this project is accessible to people with disabilities. We can assure this because:

Our organization conducted a comprehensive survey of the facility(ies)

A qualified architect or other professional conducted a comprehensive survey of the facility(ies)

We have received a completed physical assessment from the venue we are renting/borrowing, which indicates the site is accessible

Other – explain: \_\_\_\_\_

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The facility(ies) we will use for this project is not currently accessible, however we/the rented venue offer the following reasonable accommodations and we/the rented venue have an adequate ADA plan to make the facility accessible in a reasonable timeframe

Describe accommodations:

**Programmatic Accommodations/Marketing:**

Our organization will convey in all materials promoting the event that we will provide the following programmatic accommodations (see Glossary for information on accommodations below) (SEE ALSO SELF-ASSESSMENT SURVEY – EFFECTIVE COMMUNICATION AND PROGRAMS & SERVICES SECTIONS):

Accommodation	Check if you will provide accommodation or service without prior request	Check if you will provide accommodation upon request. If so, include length of advance notice required	Note “NA” if not applicable for this type of project or artform
Assistive Listening System	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Interpretation	<input type="checkbox"/>	<input type="checkbox"/>	
Audio Description	<input type="checkbox"/>	<input type="checkbox"/>	
Open captioning	<input type="checkbox"/>	<input type="checkbox"/>	
Tactile exhibits	<input type="checkbox"/>	<input type="checkbox"/>	
Braille publications	<input type="checkbox"/>	<input type="checkbox"/>	
Large Print publications	<input type="checkbox"/>	<input type="checkbox"/>	
Publications on audio cassette	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Has your organization budgeted to provide for programmatic and service access accommodations for this project? (Note: You may use NJSCA funds for cost of accommodations, except those related to facility renovation/construction or purchase of equipment)

yes  no. If no, please explain why budgeting is not required.

**Employment:**

Does your organization have a board-approved policy that states it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement for services (SEE SELF-ASSESSMENT SURVEY – MANAGEMENT PRACTICES SECTION/EMPLOYMENT).

yes  no

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**Sensitivity Training:**

Have/will key project personnel having contact with the public in conjunction with this project been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities (SEE NJ ARTS ACCESS SELF-ASSESSMENT SURVEY – MANAGEMENT PRACTICES SECTION/POLICIES).

yes  no

**Grievance Procedure:**

Our organization has a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities (SEE SELF-ASSESSMENT SURVEY – MANAGEMENT PRACTICES SECTION/GRIEVANCE PROCEDURE AND APPENDIX FOR SAMPLE GRIEVANCE PROCEDURES):

**Name/Title of your organization’s designated Access Coordinator:**

*We certify to that to the best of our knowledge the information provided on this checklist is true and accurate. We understand that in accepting any grant funds from the New Jersey State Council on the Arts our organization must be in full compliance with all pertinent federal and state laws and regulations including the Americans with Disabilities Act and, if accepting a grant including federal funds, Section 504 of the Rehabilitation Act of 1973.*

\_\_\_\_\_  
*Authorizing Official’s Signature*

\_\_\_\_\_  
*Board Representative’s Signature*

*Print name*

*Title*

*Date*

*Print name*

*Office*

*Date*

### GUIDELINES/GLOSSARY:

**Americans with Disabilities Act (ADA)** – This federal civil rights law was signed in 1990 and requires all providers of public programs and services to make their offerings equally accessible to all people regardless of any individual’s physical or mental disability. Providers of public programs must remove any architectural barriers where it is “readily achievable” and otherwise ensure nondiscrimination in their programs, services and activities. Even if an organization does not apply for or receive Council or other public funding, it is responsible for accessibility under the ADA. Any organization that accepts funding from a governmental agency must comply with the ADA Law as a Title II entity, which has more stringent guidelines requiring self-evaluation, transition plans, grievance procedures and an ADA coordinator.

**Readily Achievable** – This term pertains to barrier removal requirements for existing facilities and means “able to be carried out without much difficulty or expense.” Examples include simple ramping of a few steps, installation of grab bars, lowering of telephones, and rearranging an exhibit to allow for wheelchair access. Organizations would not be required to retrofit their facilities to install elevators unless such installation is readily achievable. However, organizations are expected to offer “reasonable accommodations” to overcome barriers that are not readily achievable. For example, if a box office window cannot be lowered to accommodate a person using a wheelchair, an organization can establish a policy that a service manager could come out of the box office to complete a transaction using a clipboard as a convenient writing surface. If access to an upstairs gallery cannot occur without the installation of an elevator, a videotape of the exhibit can be shown on the main level. Please be aware that if challenged an organization must provide adequate proof that barrier removal cannot be accomplished structurally or within their fiscal capacity.

**Accessible facility** – The physical location in which the project/event will take place has been assessed to assure that it is accessible to persons with any type of disability. Whether an organization owns, rents or uses a space for free, it is responsible for the venue in which it chooses to hold the event. To be accessible, there may be no barriers that would preclude reasonable access from the point of getting from parking or public transportation, into the venue and to the space where the event takes place, including all ancillary services that any visitor would expect to have access to such as rest rooms, box office, concession stands, etc.

**Facility survey** – A survey tool that enables an organization to conduct a self-assessment of a facility prior to deciding to use it for an event. A comprehensive self-assessment survey tool, that covers all aspects of accessibility, has been developed by the NJ Arts Access Task Force and can be obtained from the Council’s website at [www.njartscouncil.org](http://www.njartscouncil.org) or by calling the Council at 609-292-6130.

**ADA Plan** – An organization’s plan that outlines goals and specific steps to be taken to address barriers that may exist and provide accommodations to make their facilities and programs accessible to people with disabilities under the legal standards of the Americans with Disabilities Act. The plan should lay out the organization’s ADA goals and priorities and the specific steps to be taken to accomplish them on a detailed timeline, with assignment of

responsibility and consideration of costs necessary to implement each goal. It should include attention to facilities, programmatic access, marketing, employment, and sensitivity awareness, and include identification of the access committee, ADA coordinator, and outline the grievance procedure.

**Programmatic Access/Accommodations** – Services that permit program content to be accessible by a person with a disability, e.g. large print, assistive listening devices, sign interpretation, etc. (see definitions of services).

**Will provide without prior request/Will provide upon advanced request** – Stating that your organization will provide a programmatic accommodation without prior request indicates the service will be available at the event without a patron making an advance request and that this availability is noted in all materials promoting the event. Stating that your organization will provide an accommodation upon advanced request indicates that this provision is outlined in all materials promoting the event, including the amount of advance notice required and that the service or accommodation will be provided if a patron contacts you within the specified timeframe. Advance notice must be reasonable and based on the real time needed to arrange for an accommodation and should generally not exceed two weeks.

**Assistive Listening System** – An infrared or FM system that amplifies sound and sends it to receiver headsets worn by audience members with a hearing disability. Systems can be rented or purchased at a reasonable price and many systems are portable.

**Sign Interpretation** – Spoken words translated into American Sign Language/Signed English by a qualified interpreter, used mostly for theatre, gallery talks, and lectures, that would accommodate an individual with hearing loss who uses Sign Language. A sign interpreted theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

**Audio Description** – Used mostly in theatre but with application in other disciplines, such as dance or museum tours, it enables someone with vision loss to “see” what is happening on stage through a narrator who describes the action over a headset through a system such as that used for assistive listening. This service is often preceded by a sensory seminar, whereby a patron planning to use the service would arrive before a performance and be given a sensory tour of the stage set, key props, and costumes. An audio-described theatre performance would generally be determined in advanced and marketed as such to enable the necessary preparation.

**Open captioning** – This service benefits patrons with profound hearing loss who do not fully benefit from assistive listening systems or American Sign Language. In real time captioning a court stenographer types the dialogue of a theatre performance or lecture so that they appear on a large digital screen.

**Tactile exhibits** – Exhibits that include texturally interpreted models of artworks or other means of interpreting the visual impact of a work of art for someone who is blind.

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**Braille** – Printed material distributed in conjunction with an event in the raised dot system called Braille (Grade II) used by people who are blind. There are various sources that provide Braille translation services.

**Large Print** – Offering whatever printed materials are available in conjunction with an event in a version that is in 16-18 point font or larger. This version can be simple and need only include the basic information related to the event. Many organizations are able to provide large print format by enlarging their publications on a photocopying machine.

**Audio cassette** – Providing printed materials on an audio cassette to enable persons with a vision loss to have access to the information. This is especially helpful in providing directions to a location or providing information for a gallery or museum tour.

**Sensitivity Training** – Because many people do not know someone with a disability and are often uncomfortable and errors in interaction could lead to a grievance, it is important that staff or volunteers that will have direct contact with the public receive information or training on how to appropriately and respectfully interact with people with different kinds of disabilities.

**Grievance Procedure** – A board-approved procedure that clearly identifies how a patron should file a complaint. The procedure should also clearly identify the criteria for judgement and the timeframe for negotiating differences between the organization and the complainant. For governmental agencies, this procedure has, in all likelihood, already been established for the state, county or municipal agencies, although it is recommended that agencies consider having an agency/project specific procedure.

**Access Coordinator** – The individual within your organization (staff member, board member, volunteer) among whose responsibilities is monitoring the organization's compliance with ADA and being an organizational resource for access information.