

## NEW JERSEY STATE COUNCIL ON THE ARTS

### AMERICANS WITH DISABILITIES ACT (ADA) PLAN OUTLINE

2010 to 2012

#### I. Organizational Background

- A. Please provide one paragraph outlining your organization's mission and one paragraph describing the type or 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 2009 – June 2010)

Year 2 (July 2010 – June 2011)

Year 3 (July 2011 – June 2012)

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 2009 – June 2010)

Year 2 (July 2010 – June 2011)

Year 3 (July 2011 – June 2012)

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 2009 – June 2010)

Year 2 (July 2010 – June 2011)

Year 3 (July 2011 – June 2012)

- 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. What is your method for determining ADA accessibility of any offsite venues used?

## Use This Chart for Answering Questions 4, 5 & 6

Compliance Area	Goal	Person Responsible	Expected Completion Date/Status					Cost/ Resources
			<i>Already Comp.</i>	FY10	FY11	FY12	On-going	
PROGRAMS AND SERVICES								
MARKETING								
FACILITY ACCESSIBILITY								