

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.

Compliance Area	Goal	Person Responsible	Expected Completion Date	Cost Resources
POLICY AND PROCEDURES	Write institutional ADA policy	Executive Director and ADA Coordinator	Accomplished January 2001	Readily Achievable No Costs
	Get board approval of ADA policy	Executive Director	Accomplished February 2001	Readily Achievable No Costs
	Create simple Compliance Assessment questionnaire to be completed by perspective tour venues.	ADA Coordinator and Tour Manager	Accomplished December 2001	Readily Achievable No Costs
	Make achievable compliance a condition of rental agreement.	Executive Director	Pending January 2002	Readily Achievable No Costs
	Establish procedure to keep record of all tour venues' compliance	ADA Coordinator and Tour Manager	2003	Readily Achievable No Costs
ADA COORINATOR AND ADVISORY COMMITTEE	Identify ADA coordinator to be responsible for incorporation of ADA Compliance Plan Staff Member: John Doe Title: Marketing Director/ADA coordinator	Executive Director	Accomplished January 2001	Readily Achievable No Costs
	Create ADA Job Description	Executive Director	Accomplished January 2001	Readily Achievable No Costs
	Assign current ADA Coordinator to create a 3-year compliance plan.	Executive Director and ADA Coordinator	Accomplished March 2001	Readily Achievable No Costs
	Recruit ADA Advisory Committee to include individuals who have a disability and/or individuals who provide services to individuals who have disabilities.	ADA Coordinator	Make contacts in 2001 First Advisory Meeting in January 2002 Add new members as needed in 2002 & 2003 Ongoing committee	No Expenses
	Create ADA Advisory Committee Job Responsibilities	ADA Coordinator and Committee	January 2002	
SELF-ASSESSMENT	Conduct new self-assessment survey using NJSCA-provided form.	ADA Coordinator and ADA Advisory Committee	Accomplished February 2000	Readily Achievable No Costs
	Update self assessment as new programs and services added	ADA Coordinator	Ongoing	Readily Achievable No Costs