



Ocean County Cultural & Heritage Commission

2011 LOCAL ARTS PROGRAM GRANT FACILITY & PROGRAM ACCESSIBILITY SURVEY

**THIS SURVEY MUST BE COMPLETED AND RETURNED WITH
THE GRANT APPLICATION IN ORDER TO BE CONSIDERED FOR
FUNDING.**

Name of organization: _____

Name of person completing survey: _____

Title of person completing this form: _____

Date survey completed: _____ Contact phone #: _____

Does the organization have an access coordinator? Yes No

If yes, provide that person's name: _____ Phone # _____

Sensitivity Training:

What has your organization done in the past two years to educate the organization's officers, board, and staff about access?

Have/will key personnel having contact with the public been/be provided with appropriate information/training in disability awareness and service to audiences with disabilities?

Yes No

HINT: READ THE ENCLOSED ADA GLOSSARY BEFORE COMPLETING THIS SURVEY

Programs/ Services & Marketing:

In the next twelve months, what are the organization’s specific plans for making its programs and services more accessible to people with disabilities?

Give specific examples of how the organization plans to involve or increase the involvement of persons with disabilities and older individuals in the community served.

Explain specifically how these special constituencies will be targeted as audience, as members, as volunteers, as staff, as full participants in the governance of the organization, and as full participants in planning, developing and presenting programming.

Using the chart below, check those programmatic accommodations that your organization will provide to people with disabilities. [Note: Your organization will inform the public of these accommodations through promotional materials.]

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	If not applicable, write "NA"
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"/>	

Does your organization budget to provide for programmatic and service access accommodations?

- Yes
- No If no, explain why budgeting is not required.

Employment:

Does your organization have a board approved policy that states that it will not discriminate against potential staff, volunteers, artists or others due to a disability in the engagement for services?

- Yes
- No

Facilities:

Your organization is legally responsible for the facility(ies) in which you operate and present programs, regardless of whether you own it(them), rent it(them), or use it(them) rent-free.

Is(are) the facility(ies) that are used accessible to people with disabilities?

- Yes How are you sure of this answer? [check all that apply]
 - 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:
- No The facility(ies) we use is(are) not currently accessible. However, we offer the following reasonable accommodations and we have an adequate ADA plan to make the facility(ies) accessible in a reasonable timeframe. Describe accommodations:

Grievance Procedure:

- Our organization has a procedure for addressing grievances or complaints in regard to accessibility for people with disabilities. Briefly explain the procedure.

ADA Workshop/Training:

What is the best day(s) of the week and time(s) for representatives from the organization to attend an ADA (access) training workshop?

NOTE: Because the achievement of access for people with disabilities, as directed by Federal law, usually requires long-range planning budgeting, the Ocean County Cultural & Heritage Commission encourages applicants to consider access issues in the early planning stages of programs and services. Cost of program accommodation for people with various disabilities (e.g., cassette recordings of printed material, staff training, audio description of exhibitions and talks/seminars, large print labels or programs, and/or direct mail advertising on access services) are generally eligible costs.

ADA (ACCESS) GLOSSARY

Americans with Disabilities Act (ADA) – This federal civil rights law was enacted 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 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.

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 judgment 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.

ADA 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.