ADA Access Plan for _____

POLICIES

NONDISCRIMINATION POLICY

_____ prohibits discrimination against any employee, applicant for employment, or program participant because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal, state, or local law. All personnel responsible for the development and implementation of the organization's activities are charged to support this effort and to respond promptly and appropriately to any concerns brought to their attention.

ACCESS POLICY

_____ is committed to providing equal access and reasonable accommodations for individuals with disabilities. _____'s immediate goal is the readily achievable integration of individuals with disabilities into its ongoing programs. The organization will continue to plan for improved access to public events, employment, and facilities, and to increase awareness of access issues and practices among staff, board members, and participants.

HISTORICAL & FUTURE ADA PLANNING

- **How has the organization planned for access in the past?**
- **How often will the organization revise this document?** How will accessibility considerations be a part of all organization-wide and project-specific planning?

ROLES & PERMISSIONS

- **Who is responsible for compliance with ADA requirements?** Does the organization have access advisors to identify barriers and recommend strategies for access? What is the access coordinator's role? What is frontline staff's role? What is senior leadership's role? Who determines interpretations of "reasonable accommodation"?

GRIEVANCE PROCEDURE

- **How will the organization handle complaints?** What is the process for submitting a complaint? What is the process for resolving the complaint, and appealing a decision?

ACCESS PLANNING & RESOURCES

- Does the organization have a named **accessibility coordinator**? Does the organization involve **access advisors**?
- Does the organization provide **staff/volunteer training** on disability etiquette, awareness, or other issues related to the provision of service to people with disabilities?
- Is there an **appropriate budget** specifically reserved for accessibility needs? How are resources secured for access strategies?
- How does a staff member, volunteer, or program participant **request accommodations** to participate equally?
- How does the organization actively seek to **expand accessibility knowledge/skills**?

CURRENT EFFORTS	SHORT-TERM GOALS (3-18 months)	LONG-TERM GOALS (18-36+ months)

KNOWN BARRIERS - sensory experience, mobility, communication, knowledge

PHYSICAL & ARCHITECTURAL ACCESS

- Has your organization completed a **recent physical audit** of any long-term and/or temporary spaces it uses to identify physical barriers to participation? Does consideration include both spaces open to the public and to employees?
- What is the **relationship of the organization to space**? Does the organization lease space on an ongoing or event basis? What arrangements does the organization have with space to make or suggest improvements? What policies does the organization have about the baseline accessibility features of any spaces used?
- What **solutions are available to address barriers** in: Building approach, entrance(s), and navigation; Spaces where programming takes place, such as lobby/theater/rehearsal/gallery spaces; Restrooms; Access for service animals; Emergency and evacuation situations?

CURRENT EFFORTS	SHORT-TERM GOALS (3-18 months)	LONG-TERM GOALS (18-36+ months)

KNOWN BARRIERS - sensory experience, mobility, communication, knowledge

ACCESSIBLE COMMUNICATIONS & OUTREACH

- How does the organization **promote the availability of any access services**, and/or **process to request them**, with appropriate symbols and person-first language? Is there a prominent **accessibility page** on the organization's website?
- Does the organization **communicate known accessibility barriers** that it cannot currently address so people with disabilities can make informed choices about their participation?
- Does the organization **conduct outreach** to individual patrons and groups of/serving disability communities?
- Are there **multiple modes to communicate** with the organization to purchase tickets/register for events and communicate with staff?
- Has the organization conducted a **recent website audit**? What practices are in place to provide digital accessibility?

CURRENT EFFORTS	SHORT-TERM GOALS (3-18 months)	LONG-TERM GOALS (18-36+ months)

KNOWN BARRIERS - sensory experience, mobility, communication, knowledge

ACCESSIBLE PROGRAMS & SERVICES

- How are **financial challenges** addressed? Does the organization offer any transportation assistance or ticket/registration discounts for people with disabilities? Are support staff offered admission at no cost? Are ADA guidelines met with regard to **seating options**?
- Are **access services** offered, and with what frequency? Services could include (but are not limited to): ASL interpretation, audio description (AD), assistive listening devices, Braille/large print publications, open/closed captioning, touch tours, quiet rooms.
- Does the organization provide **programming specifically designed to serve people with disabilities**? Does the organization intentionally **produce/present the work of people with disabilities**? How does the organization aim to provide opportunities in which people with disabilities are **fully integrated** into mainstream activities as **both creators and consumers of culture**?

CURRENT EFFORTS	SHORT-TERM GOALS (3-18 months)	LONG-TERM GOALS (18-36+ months)

KNOWN BARRIERS - sensory experience, mobility, communication, knowledge