# SECTION 504 SELF-EVALUATION WORKBOOK

**Civil Rights Office**
**National Endowment for the Arts**
**1100 Pennsylvania Avenue, N.W.**
**Room 219**
**Washington, DC  20506**

**OMB Number 3135-0101**

# INTRODUCTION

This Program Evaluation Workbook (Workbook) is designed to assist the staff of Endowment grant recipients in evaluating the current state of accessibility of their programs and activities to disabled visitors and employees. More specifically, the Workbook is intended to assist organizations in their efforts to: (a) comply with the Endowment's regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, including the preparation of a self-evaluation of all programs, activities, policies, and practices to determine areas of noncompliance, and (b) better understand the relationship between 504 and the Americans with Disabilities Act (ADA). The Workbook is also designed to be used in conjunction with **DESIGN FOR ACCESSIBILITY, A Cultural Administrator's Handbook** a how to guide for making arts programs accessible to people with various disabilities. Please see the "Resource List" page of this Workbook to obtain a copy. **The Arts and 504 Handbook is no longer available**.

The Workbook has been made available for users to fill out online and "Save As" a Word document. Please note: upon completion, the Workbook should be printed and filed.

The Workbook is a tool to help you evaluate your programs, activities, and facilities. It is the first step in a process leading to a self-evaluation document (and transition plan, if needed). Based on the information you compile, this Workbook could be utilized to satisfy a portion of the self-evaluation requirements. Recipients are required to maintain a file of information gathered during the self-evaluation/transition plan process and keep it for a three (3) year period. This information must be made available to the public and the Endowment upon request.

Section 504 provides for equal opportunity to enter facilities and participate in programs and activities. It does not require that every part of every facility or program be accessible. The important considerations are that disabled people have the same opportunities in employment, the same opportunities to enter and move around in facilities, the same opportunities to communicate, and the same opportunities to participate in programs and activities as non-disabled people. Further, it is important to offer employment, programs, and services in settings that are integrated rather than to segregate disabled people with special programs.

Some of the questions in this workbook may not apply to your organization. However, if you find yourself skipping a large number of questions, you may be misunderstanding the fundamental mandate behind the Section 504 requirements. If so, please read Chapter 1 of **DESIGN FOR ACCESSIBILITY** for an explanation of the purpose and meaning of the regulations.

The self-evaluation contained in this Workbook will help you to evaluate the degree of accessibility of your programs, activities, and facilities so that you can plan full program accessibility. Your self-evaluation must include a review of all functions of your organization. Disabled individuals and/or organizations that represent disabled individuals should be included in the self-evaluation process. The self-evaluation must include an examination of:

- employment and personnel policies and practices;
- the extent to which programs and activities are readily accessible and usable by persons with disabilities;
- the extent to which the delivery of benefits and services are free from discriminatory effects on disabled persons; and
- the extent to which contractual arrangements are free from subjecting disabled persons to discrimination.

## RELATIONSHIP OF 504 TO ADA

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), and places of public accommodation and commercial facilities (Title III).

The ADA extends the requirements of 504 to all activities of state and local governments under Title II, and under Title III, to "places of public accommodation" operated by private entities, including places of "public display or collection" such as museums. Arts groups operated by state or local governments, therefore, are covered by Title II of the ADA, while those operated by private entities are covered by Title III. Both Titles II and III were effective on January 26, 1992. Organizations operated by Federal Executive agencies are not affected by the ADA, but are covered by the requirements of Section 504 and 501 for federally conducted programs and activities.

The requirements of the ADA for places of public accommodation and state and local governments are based on, and are essentially the same as, the requirements of Section 504. The major difference is in the requirements relating to architectural barriers in existing facilities. Under Title II, state and local government entities are covered by the same standard as is used under Section 504 with respect to existing facilities. They must ensure that the services, programs, and activities they offer are accessible to individuals with disabilities, but they may use alternative methods for providing access.

Private organizations that operate places of public accommodation (i.e., entities that are not state or local governments) are covered by Title III. In existing facilities, public accommodations must remove barriers when removal is "readily achievable" -- that is, easily accomplishable and able to be carried out without much difficulty or expense. What is "readily achievable" will be determined on an individual, case-by-case, basis in light of the resources available. The case-by-case approach takes into account the diversity of enterprises covered by Title III and the wide variation in the economic health of particular entities at any given moment.

Public accommodations that are also recipients of federal financial assistance must comply with the requirements of both Title III of the ADA and Section 504. Thus, under Title III, they must remove architectural barriers if removal is readily achievable, even if it would be possible to provide program access through alternative methods. And, if barrier removal is not readily achievable, they must still comply with Section 504's requirement for provision of program

access. Thus entities covered by both Title III of the ADA and Section 504 Rehabilitation Act must comply with both laws. Compliance with Section 504 does not guarantee compliance with the ADA.

The most rigorous physical accessibility requirements apply to new construction and alterations. The Department of Justice's ADA regulations adopt specific architectural standards for new construction and alterations. Places of public accommodation and commercial facilities covered by Title III must comply with the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG). State and local governments may use either ADAAG or the Uniform Federal Accessibility Standards (UFAS), which is the standard used under Section 504.

## THE ENDOWMENT'S ENFORCEMENT OF SECTION 504

Recipients of Endowment funds are required to certify that their programs and activities are and/or will be conducted in compliance with the Endowment's regulations implementing Section 504 and Title II of the Americans with Disabilities Act (ADA).

The National Endowment for the Arts takes the enforcement of Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act seriously. If the Endowment discovers that a recipient is in noncompliance with the 504 Regulations and/or Title II, the Endowment has authority to suspend and/or terminate funding.

## SELF-EVALUATION CHECKLIST

### I. General

This checklist is presented as a guide to identify physical barriers that might restrict access to individuals with disabilities. Use of this particular checklist is not mandatory, but is provided to assist grant recipients in completing the required self-evaluation of compliance with Section 504 of the Rehabilitation Act of 1973.

The following general list of disabilities should be considered, although it is not considered to be all-inclusive:

- Visual Impairment
- Hearing Impairment
- Speech Impairment
- Coordination Disabilities (impairments of muscle control resulting in loss of faculty coordination)
- Mobility Impairment
- Emotional Psychological Disorders
- Learning Disabilities
- Life Threatening Diseases (HIV, AIDS virus)
- Missing Limbs

**NOTE**: One of the most effective approaches to examining service and program accessibility is to conduct a "client path analysis." This analysis is simply a walk-through of the process needed for a citizen to participate in a service you provide; for example, musical production. There are two aspects to the analysis: (a) analysis of the physical path traveled, and (b) analysis of the administrative requirements of the service delivery, (e.g., eligibility criteria, application procedures).

## II. Policies and Practices Concerning Employment for Qualified Disabled Persons

The following areas concerning employment should be examined, although it is not considered to be all-inclusive:

### A. Employment Practices and Policies

1. **Employment Practices** - applications, advertising, recruiting, pre-employment inquiries, interviewing, physical examinations, testing, etc.

2. **Personnel Policies** - position descriptions, statements of qualifications, job classifications, salary schedules, work schedules, leave policies, fringe benefits (medical/life insurance, retirement benefits), training, promotions, layoffs and terminations, evaluations, collective bargaining agreements, etc.

### B. Reasonable accommodation for "qualified disabled individuals"

### C. Effective grievance procedures

### D. On-going employee seminars to promote understanding

## III. Physical Accessibility to Facilities Used by the Public

The following list for facilities should be evaluated, although it is not considered to be all-inclusive:

- Elevators
- Ramps
- Doors and Doorways
- Rest Rooms
- Water Fountain
- Identification (for room or offices)
- Switches and Controls (lights, heat, etc.)
- Hazards (manholes, protruding or low-hanging objects)
- Parking Spaces
- Entrances
- Stairs
- Floors, Floor Coverings
- Public Telephones
- Lighting
- Emergency Signals
- Public Meeting Rooms
- Fire Exits
- Communication

**NOTE**: Grantees are not necessarily required to make each existing facility or every part of an existing facility accessible to and usable by disabled people. However, they must ensure that their programs and activities, when viewed in their entirety, are accessible and usable by disabled individuals.

## IV. Actual Self-Evaluation Workbook

Contained on the following pages is the actual self-evaluation workbook.

The questions in this self-evaluation workbook are cross-referenced to the Endowment's 504 Regulations and to **DESIGN FOR ACCESSIBILITY**. The appropriate sections of the Endowment's 504 Regulations are listed next to each question in the right margin. ALL OTHER REFERENCES ARE TO **DESIGN FOR ACCESSIBILITY**.

You may fill this workbook out online. If after or while completing this workbook you have any questions or need copies of the **Section 504 regulations**, please contact:

Civil Rights Office
National Endowment for the Arts
1100 Pennsylvania Avenue, N.W.
Room 219
Washington, DC 20506
(202) 682-5454/voice
(202) 682-5695/TT
(202) 682-5553/fax

The Web site address for the Civil Rights Office of the National Endowment for the Arts is http://www.arts.gov/about/Civil.html.

The Web site address for the National Endowment for the Arts is: **www.arts.gov**

## BURDEN STATEMENT

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comment(s) on the paperwork burden. The Endowment estimates the average time to complete this application is four (4) hours per response. This estimate includes the time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the data. Please send any comments regarding the estimated completion time or any other aspect of this evaluation, including suggestions for reducing the time to complete, to the Civil Rights Office, National Endowment for the Arts, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0101), Washington, DC 20503.

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## I. DO YOU QUALIFY?

A. When organizations make application to the Arts Endowment for a grant, they certify that they will comply with certain federal nondiscrimination laws including Section 504 of the Rehabilitation Act of 1973, as amended. When so certifying, the prospective grantee agrees to comply with the 504 Regulations during the grant period with two exceptions. If any personal property is acquired with federal assistance, this assurance obligates the applicant for the period during which it retains ownership or possession of the property. If any real property or structure is improved with federal assistance, this assurance obligates the applicant for as long as the property or structure is used for the purpose for which it was acquired at the time the grant was awarded or similar public purpose. Are you applying for or have already received an Arts Endowment grant? — 1151.1, 1151.2, 1151.41

☐ yes Your organization qualifies and the 504 Regulations apply to your organization. Go to question D.

☐ no Answer questions B and C to see if you qualify otherwise.

B. Does your organization receive any funds from other federal agencies or state arts agencies? See **DESIGN FOR ACCESSIBILITY, CHAPTER TWO, PAGE 26**. — 1151.3 (e) (f)

☐ yes List each project grant or contract through which you receive federal or state money.

☐ no If you receive no federal or state arts agency funds nor any local or state funding subgranted from a federal source, then the 504 Regulations may not apply, but the ADA might.

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C. Is your organization supported by a local or state government agency that receives federal funds? 1151.3 (e) (f)

☐ yes Contact that agency's general counsel to determine to what extent the 504 Regulations apply to your organization. List any projects that are supported with this agency's funds:

☐ no If you answered no to both B and C, then the 504 Regulations do not apply to your organization. However, note that ADA requirements may still be applicable.

D. Do you have a copy of the 504 Regulations from each federal agency funding your organization?

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER ONE, PAGE 7,** and **CHAPTER TWO, PAGES 16-22**.

504 Regulations are available from the following sources:

Civil Rights Office
National Endowment for the Arts
1100 Pennsylvania Avenue, N.W.
Room 219
Washington, DC 20506
http://www.arts.gov/about/Civil.html

Office of Civil Rights
Department of Health and Human Services
3300 Independence Avenue, S.W.
Washington, DC 20201
http://www.hhs.gov/ocr/

U.S. Department of Justice
Civil Rights Division, Disability Rights Section
950 Pennsylvania Avenue NW
Washington, DC 20530
http://www.usdoj.gov/crt/drs/drshome.htm

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## II. ADMINISTRATIVE QUESTIONS

### A. Self-Evaluation — 1151.42

1. Has your organization conducted a 504 self-evaluation? — 1151.42 (e)

   ☐ yes See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 20-21**.

   ☐ no Assess your progress by answering the following questions:

2. Has a staff member been appointed as your organization's 504 coordinator? — 1151.42 (a)(5) 1151.16 (d)

   ☐ yes

   ☐ no A 504 coordinator is not specifically required under the Arts Endowment's 504 Regulations as a full-time position, but it is recommended as at least a part-time assignment. Ultimately, someone representing your organization must sign a self-evaluation document and a transition plan (if required) committing your organization to accommodations for disabled visitors and staff. See **DESIGN FOR ACCESS-IBILITY CHAPTER TWO, PAGES 20-21**.

3. Have you undertaken to identify the disabled population and organizations representing disabled people in the area you serve? See **DESIGN FOR ACCESSIBILITY, PAGE 30 (A Person with a Disability definition)**. — 1151.11, 1151.12, 1151.17 (a) (6)

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-25**.

4. Does your state or local arts commission (agency) or arts service organization have an advisory committee that may assist you in evaluating your policies, programs, and other activities? — 1151.17 (a)(6), 1151.42 (a)

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGE 25**.

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Does your advisory body include disabled individuals to advise and assist your efforts to ensure program accessibility?

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGE 25**.

The advisory body should contain at least one person who is mobility impaired, one person who is hearing impaired, and one visually impaired person, plus representatives from an association of disabled citizens (or developmental disabilities council), and representatives from the local organizations serving disabled constituents.

5. Do you have any disabled staff members who would be willing to serve on advisory committees for arts organizations or as consultants in their area of expertise? — 1151.42 (a)(1),(2),(3)

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGE 25**.

6. Have you discussed overall architectural and program accessibility with your disabled employees, and are they participating in this survey? — 1151.22 (a) (d), 1151.42 (a)(1),(2),(3)

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER ONE, PAGES 8-10 CHAPTER TWO, PAGES 25-27**.

☐ N/A

7. If any structural accommodations are required, have you prepared a transition plan? — 1151.22(b) (c) (d)

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPGER TWO, PAGE 21**.

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8. Have you evaluated your policies and practices? — 1151.42 (a)(1), 1151.16, 1151.17

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-30**.

9. Have you modified or planned to modify policies/practices that are discriminatory? — 1151.42 (a)(2),(3), 1151.22 (d)

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-30**.

10. Have you a completed, signed self-evaluation form on file? — 1151.42 (4)

    ☐ yes Does it contain a list of:

    a) the advisory committee?
    ☐ yes ☐ no

    b) a description of areas examined and problems identified?
    ☐ yes ☐ no

    c) a description of proposed modifications?
    ☐ yes ☐ no

    ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-30**.

11. Have you established a grievance procedure to negotiate complaints with disabled people? — 1151.43

    ☐ yes

    ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGE 23-30**.

**B. <u>Employment</u>** — 1151.31

1. 504 includes a nondiscrimination statute which requires an organization not to discriminate against a disabled — 1151.11, 1151.12, 1151.31, 1151.4(b)

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applicant if he or she is qualified for the position. However, an organization is not required to recruit disabled employees, fill quotas, reallocate essential functions, or create a position that does not exist. Does your organization make its job application process and public notices of employment accessible to people with various disabilities?

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 17-19,** and **PAGES 29-30**.

2. Does your method of recruiting employees use appropriate communications for hearing impaired, visually impaired, and speech impaired people? — 1151.16 (d)

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 29-30** and **CHAPTER FIVE, PAGES 97-109**.

3. Both Section 504 and Title I of the ADA prohibit the use of employment tests and other selection criteria that screen out individuals with disabilities, unless the employer can demonstrate certain designated factors. In addition, the ADA generally prohibits medical examinations and inquiries about the nature or severity of a disability. Are your policies in compliance with these regulations? — 1151.33, 1151.34

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 17-19** and **PAGES 29-30**.

4. Do recruitment materials contain a nondiscrimination policy? [Note: A nondiscrimination policy should state that the organization does not "discriminate on the basis of disability...in admission or access to, or employment in, its programs and activities." See 504 Regulations Section 1151.4.] — 1151.4 (b)

☐ yes

☐ no

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5. Have you any employees, panelists, or board members with disabilities at present?

   ☐ yes List position(s).

   ☐ no

6. Have you employed any disabled people within the past 5 years?

   ☐ yes List position(s).

   ☐ no If you have answered no to questions 5 and 6, go to question 8.

7. If you have had disabled employees, have you made reasonable accommodations—that is, modifications to your facilities or to the job structure to accommodate the employee(s)? 1151.32, 29 CFR 1630.2
   See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 29-32**.

   ☐ yes Explain briefly what accommodations you have made.

   ☐ no Modifications were unnecessary.

   Provide a brief explanation why unnecessary.

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8. Do your employment policies and practices discriminate against disabled people in any of the following areas? See 504 Regulations Section 1151.31(d) for a detailed explanation of each category. — 1151.31 (d)

   (1) recruitment ☐ yes ☐ no

   (2) hiring, promotion, termination, and rehiring ☐ yes ☐ no

   (3) rates of pay or compensation ☐ yes ☐ no

   (4) job classifications ☐ yes ☐ no

   (5) sick leave and other leave policies ☐ yes ☐ no

   (6) fringe benefits ☐ yes ☐ no

   (7) financial support for training ☐ yes ☐ no

   (8) employer sponsored activities, including social or recreational programs ☐ yes ☐ no

**C. Notice** — 1151.4

1. Are your organization's administration and board of directors aware of 504 and its possible impact on programs and activities? — 1151.1, 1151.16

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGE 28**.

2. Has your organization made public notice in print, audio, and visual media that its programs or activities do not discriminate on the basis of disability in admission, access, or employment? — 1151.4 (a)

   ☐ yes Did you address:

   the public? ☐ yes ☐ no

   employees? ☐ yes ☐ no

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employee benefit agreements? ☐ yes ☐ no

employment agencies? ☐ yes ☐ no

organizations representing disabled people? ☐ yes ☐ no

collective bargaining organizations? ☐ yes ☐ no

professional associations? ☐ yes ☐ no

☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 20-21**.

3. Is the above notice in recruit materials or publications which contain general information about your organization? 1151.4 (b)

   ☐ yes Specify which:

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 29-30**.

4. Do you emphasize that your programs and activities are accessible to disabled visitors in your advertisements, press releases, newsletters, and other publications? 1151.4 (a)

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER NINE, PAGES 155-160**.

5. Do you advertise your programs and activities in multiple media so that visually, speech, or hearing impaired people can learn of your program independently? 1151.4 (a), 1151.16 (d)

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 24-25**.

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## III. PROGRAM ACCESSIBILITY

### A. General Program Accessibility

1151.16, 1151.17,

1151.21, 1151.22
1151.22 (a)

Are your programs and activities "when viewed in their entirety" accessible to disabled people? That is, can a disabled person take part in any of the activities associated with the program whether as a staff person, volunteer, performer, audience member, artist, visitor, client, or student?

☐ yes To determine if your organization is truly "program accessible," answer the following questions.

1. Does the organization regularly advertise physical access to its events and services? ☐ yes ☐ no
2. Does the organization regularly advertise programmatic access to its events and services? ☐ yes ☐ no
3. Is there a fee or charge to attend or join the program? ☐ yes ☐ no
   Explain:
4. Is there a fee or charge to use the facilities? ☐ yes ☐ no
   Explain:
5. Are there discounts available? ☐ yes ☐ no
   What are the discount rates?
   What is the policy?
6. Are there TTs (TDD/TTY)? See **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGE 107**. ☐ yes ☐ no
   Is the number listed on the letterhead? ☐ yes ☐ no
   Is the number listed in promotion material? ☐ yes ☐ no
   Is the staff trained to use the TTs (TDD/TTY). ☐ yes ☐ no
   How many staff are trained?

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7. Are there sign interpreted performances/tours/exhibits/events? ☐ yes ☐ no
   How often are they offered?

8. Is there an interpreter available at all times? ☐ yes ☐ no

9. Is there an interpreter available upon request? ☐ yes ☐ no

10. Is spoken material available in print? ☐ yes ☐ no

11. Are there assistive listening devices? ☐ yes ☐ no
    See **DESIGN FOR ACCESSIBILITY, CHAPTER FIVE, PAGES 102-104**.
    What type is it? (FM, infrared, or Loop)

12. Are there audio-narrated performances/tours/exhibits/events? ☐ yes ☐ no
    How often are they offered?

13. Are audiovisual materials audio-narrated? ☐ yes ☐ no
    See **DESIGN FOR ACCESSIBILITY, CHAPTER FIVE, PAGES 98-99**.

14. Are audiovisual materials captioned? ☐ yes ☐ no

15. Is printed material available in large print? ☐ yes ☐ no

16. Is printed material available on audiocassette tape? ☐ yes ☐ no

17. Is printed material available in Braille? ☐ yes ☐ no

18. Does the organization have materials for communicating with learning impaired or developmentally disabled people? ☐ yes ☐ no
    See **DESIGN FOR ACCESSIBILITY, CHAPTER FIVE, PAGES 108-109**.

☐ no Answer "no" here if 1 - 18 above is no.

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## B. Integrated Setting

1. Are programs and activities presented in the "most integrated setting" appropriate to the needs of disabled people? That is, do disabled people have the same opportunity to participate as non-disabled, and are programs and activities designed to include both disabled and non-disabled people? See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-29**.

   1151.16
   1151.16 (e)
   1151.17 (a),
   1151.22 (b)

   ☐ yes List programs and activities in which disabled people participate in an integrated setting.

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-29**.

2. Do you currently sponsor programs or activities specifically for disabled people?

   1151.16 (b)
   1151.17 (a)(4)

   ☐ yes List the types of programs you offer, the disabilities they address, and the reason for having a "special" program.

   Are these special programs offered only when there is no other way for the activity to be made available to disabled people?

   ☐ yes

   ☐ no Segregated or special activities for disabled people are not prohibited by 504 regulations. Special programs, however, do not provide equal opportunity to all federally funded programs in the most integrated setting.

   ☐ no

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3. Are disabled people free to choose whether they participate in the "special" program or in the regular program? — 1151.17 (a) (b)

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY CHAPTER TWO, PAGES 23-29**.

## C. Program Evaluation

1151.42, 1151.22

**Chapter Six of DESIGN FOR ACCESSIBILITY** contains questions to help you evaluate the accessibility of different arts programs. The following section refers to these questions. To evaluate your program and activity, answer the questions in the pages referred to in the charts below. The "facility" for your type of program (e.g., visual, media) includes those architectural features or spaces that are particularly associated with the program, such as galleries, stages, or studios.

1. Can a mobility impaired person participate in your programs and/or activities as a staff person, performer, audience member, visitor, or volunteer?

   ☐ yes Check yes if all answers below are yes.

   ☐ no Check no if any answer below is no.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

   a. Is the facility accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

**C. <u>Program Evaluation</u>** (cont.)

b. Are the activities of the program accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

c. Are the products of the program usable by mobility impaired people? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

2. Can a visually impaired person participate in your programs and/or activities as a staff person, performer, audience member, visitor, or volunteer?

☐ yes Check yes if all answers below are yes.
☐ no Check no if any answer below is no.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

a. Is the facility accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 98-102**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

b. Are the activities of the program accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 98-102**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

**C. <u>Program Evaluation</u>** (cont.)

c. Are the products of the program usable by visually impaired people? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 98-102**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

3. Can a hearing impaired person participate in your programs and/or activities as a staff person, performer, audience member, visitor, or volunteer?

☐ yes Check yes if all answers below are yes.
☐ no Check no if any answer below is no.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

a. Is the facility accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 102-108**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

b. Are the activities of the program accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 102-108**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

c. Are the products of the program usable by hearing impaired people? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 102-108**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

**C. <u>Program Evaluation</u>** (cont.)

4. Can a learning impaired person participate in your programs and/or activities as a staff person, performer, audience member, visitor, or volunteer?

☐ yes Check yes if all answers below are yes.
☐ no Check no if any answer below is no.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

a. Is the facility accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 108-109**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

b. Are the activities of the program accessible? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 108-109**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

c. Are the products of the program usable by people with learning disabilities? See **DESIGN FOR ACCESSIBILITY CHAPTER SIX, PAGES 117-130,** and **DESIGN FOR ACCESSIBILITY CHAPTER FIVE, PAGES 108-109**.

| **Visual Arts** | **Performing Arts** | **Literary Arts** | **Media Arts** | **Design Arts** |
|---|---|---|---|---|
| ☐ yes | ☐ yes | ☐ yes | ☐ yes | ☐ yes |
| ☐ no | ☐ no | ☐ no | ☐ no | ☐ no |

**504 REGS SECTION**

## D. Program Modification

The following questions suggest ways that currently inaccessible programs and/or activities can be modified without extensive structural changes. — 1151.42 (a)(2),(3),(4). 1151.17 (d)

1. Have you relocated or rescheduled any programs and/or activities to an existing accessible facility to make them available to disabled people? — 1151.22 (b), 1151.17 (d)

   ☐ yes List program and location.

   ☐ no Can you locate a facility that is accessible or modify one to be accessible? See **DESIGN FOR ACCESSIBILITY, CHAPTER THREE, PAGES 59-61**.

2. Have you provided auxiliary aids such as TTs (TDD or TTY), audio tapes, or sign language interpreters to make your programs and/or activities available to people with communication impairments? — 1151.16 (c)

   ☐ yes Specify which:

   ☐ no See **DESIGN FOR ACCESSIBILITY, CHAPTER FIVE, PAGES 98-109**.

**504 REGS SECTION**

**D. <u>Program Modification</u>** (cont.)

3. Have you provided adequate communications by presenting all written and spoken materials in other ways, such as by interpreter, in printed form, in Braille, on audio tape, or in large print? — 1151.16 (d)

   ☐ yes Specify which:

   ☐ no See **DESIGN FOR ACCESSIBILITY, CHAPTER FIVE, PAGES 98-109**.

4. Have you held awareness training sessions or otherwise sensitized your frontline staff (docents, guards, ushers, receptionists, or box office staff) to the needs of disabled people?

   ☐ yes How and when?

   ☐ no See **DESIGN FOR ACCESSIBILITY, CHAPTER EIGHT, PAGES 147-151**.

5. Do you have disabled people serving as advisors for program planning?

   ☐ yes

   ☐ no See **DESIGN FOR ACCESSIBILITY, CHAPTER TWO, PAGE 25**.

**504 REGS SECTION**

## IV. ARCHITECTURAL ACCESSIBILITY

Not all buildings and facilities need to be accessible, but those that house accessible programs and activities must meet minimum requirements for accessibility. In **DESIGN FOR ACCESSIBILITY**, please read **CHAPTER ONE, PAGES 19-20,** and **CHAPTER THREE, PAGES 62-82**.

1151.22, 1151.23

Both this Program Evaluation Workbook and **DESIGN FOR ACCESSIBILITY** divide architectural accessibility into two parts. One is general building accessibility, which includes getting into a building, moving around in it, and finding and using rest rooms and other facilities. These and other general topics are presented in **CHAPTER THREE, PAGES 62-82.** The questions for surveying existing facilities, below, are directed at general building accessibility.

The other aspect of architectural accessibility includes those architectural elements unique to particular arts programs or activities. These unique features such as galleries or stages, are discussed in **CHAPTER SIX, PAGE 115.** Evaluation questions for these special elements are in the section on Program Evaluation on page 18 of this Workbook.

### A. Existing Facilities

1151.22

The following questions are intended to help you evaluate the general accessibility of your existing buildings and facilities. They are coordinated with the general architectural accessibility information in Getting There. Please read each section before answering the questions below. These questions are not comprehensive and are intended only to provide a general picture of the accessibility of your existing buildings and facilities. For more detail, see the Uniform Federal Accessibility Standards (UFAS) 1984, which presents minimal federal guidelines on the design, construction, and alteration of buildings to make them accessible to disabled people. More information appears at 28 CFR part 36. For free copies of UFAS and other access information, contact the Architectural and Transportation Barriers Compliance Board, Suite 1000, 1331 F Street, N.W., Washington, DC 20004-1111, 1-800-USA-ABLE (voice or TT). http://www.access-board.gov/

**504 REGS SECTION**

1. **Accessible Route, page 62**

Is there an accessible route connecting the building entrance to:

| | | |
|---|---|---|
| accessible parking spaces? | ☐ yes | ☐ no |
| off-site parking? | ☐ yes | ☐ no |
| passenger loading zones? | ☐ yes | ☐ no |
| public sidewalks? | ☐ yes | ☐ no |
| public transportation stops? | ☐ yes | ☐ no |

Does each accessible route meet the following requirements:

A continuous, level, stable, firm, and slip-resistant surface?
☐ yes ☐ no

At least 36" wide?
☐ yes ☐ no

No curbs, steps, stairs, or abrupt changes in level?
☐ yes ☐ no

No objects that protrude dangerously into the path?
☐ yes ☐ no

2. **Parking, page 63-64**

Are accessible parking spaces provided?

☐ yes Connected by an accessible route? (See question 1.) How many spaces and what are the measurements?

☐ no

Is off-site accessible parking provided?

☐ yes Connected by an accessible route? (See question 1.) How many spaces and what are the measurements?

☐ no

**504 REGS SECTION**

Are passenger loading zones provided?

☐ yes Connected by an accessible route? (See question 1.)
☐ no

**3. Entrances and Doors, pages 65-67**

Does the building have a primary entrance that is accessible?

☐ yes Check yes if all answers below are yes.

☐ no Check no if any answer below is no.

Is the approach to the entrance door an accessible route; that is, is it free from any steps, stairs, or steep slopes? (See question 1.)
☐ yes ☐ no

Is the entrance door a swing door that provides an opening that is at least 32" wide?
☐ yes ☐ no

Does it swing:
In? ☐ yes ☐ no
Out? ☐ yes ☐ no

If the only door is a revolving door, the entrance is not accessible.

Is it maneuverable by mobility impaired individuals?
☐ yes ☐ no

Is there enough clear space on both sides of the door?
☐ yes ☐ no

Is there a five foot by five foot level and clear area on the pull side?
☐ yes ☐ no

Do double door vestibules have at least four feet between the open door and the swing of the next door?
☐ yes ☐ no

Is the threshold less than 1/2" high?
☐ yes ☐ no

**504 REGS SECTION**

**4. Interior Circulation, pages 68-69**

Do halls and corridors meet the requirements for an interior accessible route?

☐ yes Check yes if all answers below are yes.

☐ no Check no if any answer below is no.

Does each hall or corridor meet the following requirements:

A continuous, level, stable, firm, and slip-resistant surface? (Thick soft carpet is not acceptable.)
☐ yes ☐ no

At least 36" wide? (Furniture or vending machines cannot be placed in the accessible route.)
☐ yes ☐ no

No curbs, steps, stairs, or abrupt changes in level?
☐ yes ☐ no

**5. Vertical Circulation, pages 70-72**

Do all levels containing programs and/or activities that are intended to be accessible meet at least one of the following criteria?

☐ yes Check yes if at least one answer is yes.
☐ no Check no if all answers are no.

Is your facility on one level throughout?

☐ yes Go to question 6.
☐ no

Are all floors connected by an elevator or ramp?

☐ yes Does at least one elevator or ramp connecting all floors meet the following requirements:

**504 REGS SECTION**

Call buttons centered at 42" above the floor?
☐ yes ☐ no

Cab at least 30" x 48"?
☐ yes ☐ no

Top button on control panel no more than 54" (parallel approach) or 48" (front approach) above the floor?
☐ yes ☐ no

Tactile labels for controls?
☐ yes ☐ no

☐ no Check no if any answer above was no.

Are all changes in level that are not connected by elevators connected by accessible ramps or lifts?

☐ yes Do ramps or lifts meet the requirements?

☐ yes Specify the measurements:
☐ no

☐ no Check no if answer above is no.

If some or all floors are connected by stairs only, are all the programs and/or activities located on these floors also presented in other locations where they are accessible to disabled people?

☐ yes Specify alternative location:
☐ no

**6. <u>Water Fountains</u>, page 74**

Is at least one water fountain provided that is usable by disabled people?

☐ yes Specify the measurements of the fountain:

☐ no

**504 REGS SECTION**

7. **Rest Rooms, pages 78-81**

Is at least one accessible rest room provided?

☐ yes

Provide the measurements for the following features:

-- Entrance door:
-- Clear floor space:
-- Height of toilet and urinals:
-- Width and length of the stall:
-- Width and length of the grab bars and their location in the stall:
-- Height of the toilet paper dispenser:
-- Height of the paper towel dispenser:
-- Height of sink:
-- Clear space between sink apron and floor:
-- Height of soap dispenser:
-- Height of mirror:

☐ no

8. **Telephones, page 74**

Is at least one telephone provided that is usable by disabled people?

☐ yes Specify height of the highest operable part (e.g., coin slot of the telephone):

☐ no

9. **Signage, page 75**

Are signs clear and readable with large letters that contrast with the background?

☐ yes

☐ no

10. **Clear Floor Space and Work Surfaces, page 82**

Do work surfaces, controls, and equipment have enough clear floor space for people in wheelchairs to pull up close to the object?

**504 REGS SECTION**

☐ yes Specify measurement of clear floor space:

☐ no

Where a person must pull up under the object, is there enough knee clearance?

☐ yes Specify height of knee clearance:

☐ no

**11. Reach Ranges, page 73**

Are all controls and hardware mounted low enough to be within easy reach of diminutive-size or seated people? Example: Light switches, air conditioning controls, audio equipment controls.

☐ yes Specify height of controls and hardware:

☐ no

**12. Controls and Hardware, page 73**

Are controls and hardware easily operated? Example: Light switches, air conditioning controls, audio equipment controls.

☐ yes

☐ no

**13. Warning Signals, page 75**

Do emergency warning systems produce both audible and visible signals?

☐ yes

☐ no

**504 REGS SECTION**

**14. New Construction**

Do new buildings and facilities meet the requirements of Uniform Federal Accessibility Standards?

☐ yes

☐ no See **DESIGN FOR ACCESSIBILITY, CHAPTER THREE, PAGE 55**.

**15. Theater, Concert Halls, Auditoriums, etc. pages 121-124**

a. Are there existing wheelchair locations integrated throughout?

☐ yes

- How many?
- Where are they located?
- What are the measurements?

☐ no

b. Are there accessible routes leading to the wheelchair locations?

☐ yes Describe:

☐ no

## RESOURCE LIST

**DESIGN FOR ACCESSIBILITY**, National Endowment for the Arts
Available online at http://www.arts.gov/resources/Accessibility/DesignAccessibility.html

Uniform Federal Accessibility Standards, General Services Administration

Section 504 of the Rehabilitation Act of 1973, as amended.
http://www.dol.gov/oasam/regs/statutes/sec504.htm

Civil Rights Office
National Endowment for the Arts
1100 Pennsylvania Avenue, NW, Room 219
Washington, DC 20506
(202) 682-5454/voice; (202) 682-5695/TT
http://www.arts.gov/about/Civil.html

AccessAbility Coordinator
(formerly the Office for Special Constituencies)
National Endowment for the Arts
1100 Pennsylvania Avenue, NW, Room 724
Washington, DC 20506
http://www.arts.gov/resources/Accessibility/index.html

U.S. Department of Health & Human Services
Office of Civil Rights, Hubert H. Humphrey Building
200 Independence Avenue, SW
Washington, DC 20201
OCR Hotline/Voice: (1-800-368-1019)
www.hhs.gov/ocr

The Architectural and Transportation Barriers Compliance Board offers free copies of the Uniform Federal Accessibility Standards (UFAS), Americans with Disabilities Act Accessibility Guidelines (ADAAG) required under Title III (public accommodations), and other technical assistance materials concerning architectural, transportation, and communications issues.

Architectural and Transportation Barriers Compliance Board
1331 F Street, NW, Suite 1000
Washington, DC 20004-1111
(202) 272-0080/2253 - Voice
(202) 272-0082/2822 - TTY
(202) 272-0081 - Fax
www.access-board.gov

The Department of Justice is committed to ensuring that the ADA is implemented effectively, and has established a program for providing technical assistance to organizations with responsibilities under the law as well as individuals protected by it.

U.S. Department of Justice
Civil Rights Division, Disability Rights Section
950 Pennsylvania Avenue NW
Washington, DC 20530
http://www.usdoj.gov/crt/drs/drshome.htm

Office Number
(202) 307-0663 (Voice and TDD)
Fax: (202) 307-1198
(202) 514-6193 (Electronic Bulletin Board)

ADA Toll-Free Information Line
800-514-0301 (Voice)
800-514-0383 (TT)

The National Park Service provides technical assistance for program accessibility including access to historic properties and museums.

National Park Service
Special Programs and Populations Branch
P.O. Box 37127
Washington, DC 20013-7127

The National Center on Accessibility at Indiana University receives support through the National Park Service to conduct research, develop resources, and conduct training on making parks, including museums and historic sites, accessible to people with disabilities.

The National Center on Accessibility
Bradford Woods/Indiana University
5040 State Road 67 N., Martinsville, IN 46151
Phone (Voice/TT) 1-800-1877 or 317-349-9240
http://www.indiana.edu/%7Enca/

State Arts Agencies (The list can be found on the Endowment's Website at http://www.arts.gov/partner/state/SAA_RAO_list.html)

Interest Groups/Organizations Representing the Disabled (A list of resources can be found on the Endowment's Website at http://www.arts.gov/resources/Accessibility/index.html)