Arts Accessibility Planning Guide

A Self-Survey Tool for Small Arts Organizations

Southwest Minnesota Arts Council
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Southwest Minnesota Arts Council

Our Mission
The mission of the Southwest Minnesota Arts Council is to promote and encourage the arts in the eighteen counties of SW Minnesota.

Our Vision
Artists, arts organizations and arts activities thrive. Public value of the arts is understood and acted upon by community members, leaders and policy makers. The creative spirit is integrated into the social fabric of every community.

Our Values
Creativity, Diversity, Accessibility, Integrity, Learning, Artistic Quality, Participation, Advocacy

Serving 18 counties in SW Minnesota
Big Stone • Chippewa • Cottonwood • Jackson • Kandiyohi • Lac qui Parle • Lincoln • Lyon • McLeod • Nobles • Pipestone • Redwood • Renville • Rock • Swift • Yellow Medicine

Program Intent
The Southwest Minnesota Arts Council is committed to:
- Supporting artists and arts organizations in creating, producing and presenting high-quality arts activities.
- Overcoming barriers to accessing high quality arts activities.
- Instilling the arts into the community and public life in our region.
- Supporting high-quality, age-appropriate arts education for residents of all ages to develop knowledge, skills, and understanding of the arts.
- Supporting events and activities that represent the diverse ethnic and cultural arts traditions including folk and traditional artists and art organizations, represented in this region.

CONTENTS

INTRODUCTION

Why We Offer This Guide

The Southwest Minnesota Arts & Humanities Council offers this guide as an important step toward insuring access to the arts for people with disabilities. It is our goal to enhance opportunities for participation by persons with disabilities in both the programs and services that SMAHC undertakes as well as the projects that SMAHC supports through grants.

The Americans with Disabilities Act (ADA) took effect in January 1992. The passage of this Act made equal access to cultural programs and services a civil right. For organizations that receive federal funds, the law further specified that by January 1993 those organizations should have completed an access self-evaluation to determine if they are   accessible to
and usable by people with disabilities. Structural changes to ensure access were to be completed
by January 1995.

While your organization may not be required to meet those deadlines, you must still comply with the law. The enclosed self-survey may serve as partial documentation of your good faith efforts to comply with the ADA, should grievances arise. It is intended to help your organization become more aware of barriers to your programs, services and facilities for persons with physical and sensory disabilities the crucial first step in developing an accessibility plan.

How to Use this Guide

This guide may be used as an assessment tool for identifying accessibility issues that your organization needs to address. It can also serve as a planning tool to help you improve your organizations accessibility. It is targeted to meet the needs of formally established, mid- sized arts organizations. If you are a smaller organization or an informal arts group, this tool should still be an excellent resource for you. Although some areas of consideration may not apply to you today, it is important to be aware of them as your organization grows.

The guide offers a step-by-step approach to accessibility planning. In it you will find:

- Questionnaires to help you audit your organizational policies, your programs and services and your facilities.

- Accessibility Plan Worksheet for identifying the steps youll need to take toward achieving greater accessibility.

- Resources list to put you in touch with a) organizations that can assist you in arranging alternative format communications, and b) local and national organizations and publications serving people with disabilities.

The results of this survey can become the foundation for a board-approved Accessibility Plan for your organization. If in the course of completing this survey you identify major problems with your facility, venue or employment policies, a specialist in accessibility compliance should be engaged to help you comply with local building codes and/or ADA legal requirements.

PART I Accessibility Planning Process

Here are five basic steps your organization can take to begin meeting the accessibility needs of people with disabilities in your community. These steps will also help you to plan to address issues related to the Americans with Disabilities Act (ADA).

1) **Identify an Accessibility Coordinator within your group who would:**

   - Serve as an access resource person, gathering resource materials and attending workshops on access issues.

   - Assist in educating staff, board and volunteers about disability services and access issues.

   - Develop regular, ongoing review mechanisms for your organization, including consultation on new policies, programs and services.

   - Evaluate the accessibility of your agencys facilities, programs and services and make recommendations for needed improvements. Work with staff and board to ensure that access accommodations and services are 1) provided in all activities undertaken and 2) included in the budget.

   - Assist in developing your groups outreach to people in the community who have disabilities.

2) **Appoint a Group of Advisors** willing to help your organization plan for accessibility. This might include members of your group and/or audience. Include people with disabilities; do not hesitate to include more than one individual from any particular disability group people with similar disabilities do not always share the same opinions or needs. This group will help you evaluate the accessibility of your programs, facilities and services and make recommendations for improvements to your staff and board of directors or other managing body.

3) **Conduct an Accessibility Audit** using the enclosed survey to assess your organizations policies, programs, services and physical space(s). This assessment will serve as a baseline from which to measure all future access improvements. The survey can be done by your own staff or volunteers, or you may wish to have an individual or group with professional ADA compliance training conduct the survey.

4) **Develop an Organizational Policy** that formally states your organizations commitment to access for people with disabilities. This policy should be approved by your board and communicated and embraced at all levels of the organization. It will serve as your organizations public statement of intent to comply with the Americans with Disabilities Act. It will also serve as your internal guide to making program and budget decisions.

5) **Develop an Accessibility Plan** to resolve the access issues identified in your audit. A realistic plan will include first steps, long-range implementation strategies, a timeline and methods for ongoing review.

Use this sample to guide you in formulating your own accessibility policy. You may also wish to develop a values statement such as the MRAC Principles of Inclusion found on the inside front cover of this guide.

SAMPLE Organizational Policy Statement

[Group name] does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its services, programs or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all [Group name] services, programs and activities.

[Group name] has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations.

Upon request, any of our information will be made available in alternative formats such as Braille, large print, audio tape and/or computer disk.

PART II   Conducting an Accessibility Audit of Your Organizational Policies

[A no response will indicate issues or areas of concern to be recorded on the Accessibility Plan Worksheet.]

1. Do you have a Board of Directors policy or recommendations in place regarding accessibility?

    N/A ☐ YES ☐ NO ☐

2. Do you have a non-discrimination policy in place, such as the sample on the previous page?

    N/A ☐ YES ☐ NO ☐

3. Do you include accessibility issues in your strategic plan?

    N/A ☐ YES ☐ NO ☐

4. Do you have an ongoing accessibility task force that includes volunteers with disabilities?

    N/A ☐ YES ☐ NO ☐

5. Do you have a staff person or board member with an approved job description in place who is specifically assigned to research and implement accessibility programs?

    N/A ☐ YES ☐ NO ☐

6. Do you train all of your staff in disability awareness as well as service to patrons with disabilities?

    N/A ☐ YES ☐ NO ☐

7. Do you have volunteers or staff specifically trained to give tours with individuals and/or groups who are disabled?

    N/A ☐ YES ☐ NO ☐

PART III   Conducting an Accessibility Audit of Your Programs & Services

[A no response will indicate issues or areas of concern to be recorded on the Accessibility Plan Worksheet.]

Outreach

	N/A	YES	NO
1. Do you specifically market to communities of disabled persons?	☐	☐	☐
2. Do you include on your press list the newsletters of organizations of/for people with disabilities?	☐	☐	☐
3. Do you include accessibility symbols in your ads and other publicity materials? (See samples on page 23.)	☐	☐	☐
4. Do you offer and advertise (in your materials and at the door) discounted tickets for patrons who are disabled?	☐	☐	☐
5. Are there signs in your reception area indicating the availability of materials in alternative formats?	☐	☐	☐
6. If your group offers programs at off-site facilities, do you include retirement centers or disability-related organizations or schools?	☐	☐	☐

Publications

1. Do you publish information describing your accessibility services for patrons who are disabled?

	N/A	YES	NO
	☐	☐	☐

   If yes, how do you distribute the publication?

   ☐ general mailing
   ☐ special mailing list
   ☐ through disability-related organizations
   ☐ other means of distribution

	N/A	YES	NO
2. Do you have a procedure for making materials available in alternative formats (Braille, audio tape, large print)?	☐	☐	☐

3. Do you include information about your accessibility programs in your routine publications and promotional materials?

	N/A	YES	NO
	☐	☐	☐

Transportation

1. Is your facility on a public bus route?

	N/A	YES	NO
	☐	☐	☐

2. Do you help coordinate shuttle service to accessible bus sites?

	N/A	YES	NO
	☐	☐	☐

3. Do you use a transportation service to get patrons to your facility/event?

	N/A	YES	NO
	☐	☐	☐

4. Do you solicit volunteers to provide transportation for patrons?

	N/A	YES	NO
	☐	☐	☐

5. Is there plenty of room for loading and unloading at your facility?

	N/A	YES	NO
	☐	☐	☐

6. Are your facilitys van sites safe at night (i.e., well-lit, secure, etc.)?

	N/A	YES	NO
	☐	☐	☐

7. Is there long-term parking for vans near the entrances to your facility?

	N/A	YES	NO
	☐	☐	☐

Personal Assistance

1. Are your personnel trained to deal appropriately with people with disabilities, particularly on issues of safety?

	N/A	YES	NO
	☐	☐	☐

2. Do you have a policy and procedure for safely evacuating persons with disabilities in an emergency?

	N/A	YES	NO
	☐	☐	☐

3. Do you have an admissions policy for support people accompanying persons with disabilities?

	N/A	YES	NO
	☐	☐	☐

4. Do ushers use flashlights to illuminate the floor when guiding people to their seats?

	N/A	YES	NO
	☐	☐	☐

5. Is there adequate lighting for reading a program?

	N/A	YES	NO
	☐	☐	☐

Program/Visual Arts

1. Do you offer live or taped descriptive tours of exhibits?

N/A ☐ YES ☐ NO ☐

2. Are exhibit labels in high contrast, Braille or large print for visually impaired people?

N/A ☐ YES ☐ NO ☐

3. Do you offer sign-interpreted tours?

N/A ☐ YES ☐ NO ☐

4. Do you offer sign-language interpretation for lectures held in conjunction with your exhibits?

N/A ☐ YES ☐ NO ☐

5. Are aisles between exhibits at least 36 inches wide to accommodate wheelchairs?

N/A ☐ YES ☐ NO ☐

6. Is the floor surface safe for wheelchair users and visually impaired patrons?

N/A ☐ YES ☐ NO ☐

7. Are transparent cases raised from the floor to accommodate wheelchairs?

N/A ☐ YES ☐ NO ☐

8. Are transparent cases low enough for wheelchair viewing?

N/A ☐ YES ☐ NO ☐

9. Are wall-hung exhibits that protrude more than four inches safe for viewers with canes or guide dogs? [Protrusions 2780 inches above the floor are dangerous for viewers using guide dogs or canes.]

N/A ☐ YES ☐ NO ☐

10. Are exhibit labels placed horizontally on the outside of cases and 4867 inches above the floor for wheelchair users?

N/A ☐ YES ☐ NO ☐

11. Do you encourage visual artists with disabilities to present work in your facilities?

N/A ☐ YES ☐ NO ☐

Program/Performing Arts: Hearing-Impaired

1. Do you offer advance copies of scripts or synopses to people with hearing impairments?

N/A ☐ YES ☐ NO ☐

2. Are assistive listening devices available for some performances of each production?

N/A ☐ YES ☐ NO ☐

3. Do you offer sign language interpretation for some performances of each production?

N/A ☐ YES ☐ NO ☐

4. Have you established a suitable location for a sign interpreter so that hearing-impaired patrons can see the performance as well as their interpreters?

N/A ☐ YES ☐ NO ☐

Program/Performing Arts: Vision-Impaired

1. Do you offer audio-described performances?

N/A ☐ YES ☐ NO ☐

2. Do you offer Braille or audio-taped versions of your printed programs?

N/A ☐ YES ☐ NO ☐

PART IV   Conducting an Accessibility Audit of Your Facilities

[Duplicate and complete this section for each venue and administrative location.]

Parking & Drop-off Areas

1. Do you have the appropriate number of parking spaces marked with the international symbol of accessibility?

   N/A ☐   YES ☐   NO ☐

   > **1997 Minnesota Code:**
   > 1 to 25 parking spaces should include 1 accessible space.
   > 26 to 50 parking spaces should include 2 accessible spaces.
   > 51 to 75 parking spaces should include 3 accessible spaces.
   > 76 to 100 parking spaces should include 4 accessible spaces.
   > 1 van space for every 8 accessible spaces.

2. Are your accessible spaces wide enough (at least 13 feet for a car, 16 feet for a van)?

   N/A ☐   YES ☐   NO ☐

3. Is the designated accessible parking space the closest to the accessible entrance?

   N/A ☐   YES ☐   NO ☐

4. Do you have an accessible route or pathway from the parking lot to the entrance?
   [An accessible exterior route is a continuous, unobstructed path at least 36 inches wide, consisting of parking access aisles, curb ramps, crosswalks, walkways, ramps and lifts.]

   N/A ☐   YES ☐   NO ☐

5. Do you have a covered passenger loading zone?

   N/A ☐   YES ☐   NO ☐

6. If you have only on-street parking, is there an unobstructed curb cut wide enough for a wheelchair?

   N/A ☐   YES ☐   NO ☐

7. Is someone assigned responsibility for keeping accessible routes free from ice and snow?

   N/A ☐   YES ☐   NO ☐

Entrance

1. Is your accessible entrance identified with the international accessibility symbol?

N/A ☐   YES ☐   NO ☐

2. Are the walkways to your entrance wide enough (at least 36 inches) to accommodate a wheelchair?

N/A ☐   YES ☐   NO ☐

3. Are there any stairs between the handicap parking and the accessible entrance?

N/A ☐   YES ☐   NO ☐

4. Are there railings at each set of steps?

N/A ☐   YES ☐   NO ☐

5. Do you have a non-slip ramp in addition to steps? [must meet code of 12 run to 1 rise.]

N/A ☐   YES ☐   NO ☐

6. Is the door at least 36 inches wide?

N/A ☐   YES ☐   NO ☐

7. Is the threshold at the door 1 inch or less to accommodate a wheelchair?

N/A ☐   YES ☐   NO ☐

8. Can the door be opened easily with one hand, with a closed fist, or by a person with a limited grasp or strength?

N/A ☐   YES ☐   NO ☐

9. Does the door open out?

N/A ☐   YES ☐   NO ☐

10. Does the door close slowly?

N/A ☐   YES ☐   NO ☐

Box Office/Registration Area

1. Is the counter of your information desk 36 inches or lower to accommodate a person in a wheelchair?

N/A ☐   YES ☐   NO ☐

2. Is the aisle in front of your ticketing/registration/literature area at least 60 inches wide to accommodate a turning wheelchair? [A wheelchair requires 5 feet of clear space in which to make a 360-degree turn.]

N/A ☐   YES ☐   NO ☐

3. Is the floor surface stable, firm and slip-resistant?

N/A ☐   YES ☐   NO ☐

4. Do you have a public telephone available in the box office reception area?

N/A	YES	NO
☐	☐	☐

5. Is your box office equipped with TDD/text-telephone or a relay service in order to receive calls from hearing-impaired patrons?

N/A	YES	NO
☐	☐	☐

6. Do you have a procedure for training staff/volunteers in the use of TDD/TTY or relay service?

N/A	YES	NO
☐	☐	☐

Program Space

1. Do patrons using wheelchairs have access to at least one of your performances?

N/A	YES	NO
☐	☐	☐

2. Can patrons using wheelchairs enter the space through the same entry used by the general public?

N/A	YES	NO
☐	☐	☐

3. Can your venue accommodate a person using a wheelchair who is also deaf or hard of hearing and needs to be close to a sign interpreter?

N/A	YES	NO
☐	☐	☐

4. Is wheelchair seating integrated within the general audience seating area?

N/A	YES	NO
☐	☐	☐

5. Does the venue offer a choice of accessible seating areas?

N/A	YES	NO
☐	☐	☐

6. Do accessible seat locations allow non-disabled attendants/companions to be seated next to the patron who is disabled?

N/A	YES	NO
☐	☐	☐

7. Do accessible seats have a space for guide dogs?

N/A	YES	NO
☐	☐	☐

Restrooms

1. Is there appropriate signage to indicate accessible restrooms?

N/A	YES	NO
☐	☐	☐

2. Are restrooms accessible to the public, from the office and from backstage?

N/A	YES	NO
☐	☐	☐

3. Are door openings at least 36 inches wide?

N/A	YES	NO
☐	☐	☐

4. Is the unobstructed diameter of the restroom floor space at least 60 inches to accommodate a turning wheelchair?

N/A	YES	NO
☐	☐	☐

5. Is there a designated handicap stall that meets current local code?

N/A ☐   YES ☐   NO ☐

6. Are the faucets, soap dispenser and towels accessible for a person in a wheelchair?

N/A ☐   YES ☐   NO ☐

7. Can faucets be turned by a person with a limited grasp or strength?

N/A ☐   YES ☐   NO ☐

8. Are exposed pipes below the sink covered with insulation?

N/A ☐   YES ☐   NO ☐

Drinking Fountains

1. Do you have a public drinking fountain with cups available?

N/A ☐   YES ☐   NO ☐

2. Is the spout no higher than 36 inches from the floor?

N/A ☐   YES ☐   NO ☐

3. Is the control on the front face of the drinking fountain?

N/A ☐   YES ☐   NO ☐

Protruding Objects

1. Do any wall-mounted objects such as drinking fountains, fire extinguishers and displays present a safety hazard?
    [Objects projecting more than four inches and located between 27 inches and 80 inches from the floor are considered hazardous for people using guide dogs or canes.]

N/A ☐   YES ☐   NO ☐

Interior Levels

1. Are all levels and doors of your facility accessible to people with mobility limitations?

N/A ☐   YES ☐   NO ☐

2. If you provide a public elevator or lift, is it equipped with Braille on control panels and with floor numbers outside the door and on door jams?

N/A ☐   YES ☐   NO ☐

3. Are elevator call buttons accessible from a wheelchair? [Highest control should be no more than 48 inches from floor for front approach or 54 inches for side approach.]

N/A ☐   YES ☐   NO ☐

4. Does the elevator door close slowly?

N/A ☐   YES ☐   NO ☐

Safety

1. Are fire alarms equipped with visual warning lights and mounted 80 inches above the floor?

N/A   YES   NO

2. Is there an identified refuge/holding area for people with disabilities to await rescue?

N/A   YES   NO
☐   ☐   ☐

3. Is there an evacuation plan for people with disabilities?

N/A   YES   NO
☐   ☐   ☐

Food Service

1. Is food service (cafeteria, restaurant, vending machines, concessions) available within this facility for the public?

N/A   YES   NO
☐   ☐   ☐

2. If yes, are tables and tray counters 36 inches or lower to accommodate a wheelchair?

N/A   YES   NO
☐   ☐   ☐

Stages & Dressing Rooms

1. Is the backstage area accessible?

N/A   YES   NO
☐   ☐   ☐

2. Does your facility provide accessible dressing rooms for performers?

N/A   YES   NO
☐   ☐   ☐

3. Is there an unobstructed route from the stage or performing area to the dressing room?

N/A   YES   NO
☐   ☐   ☐

4. Are the spaces wide enough (entry 36 inches, room diameter 60 inches) to accomodate a wheelchair?

N/A   YES   NO
☐   ☐   ☐

5. Is there open knee space under the dressing table?

N/A   YES   NO
☐   ☐   ☐

6. Are makeup mirrors adjustable?

N/A   YES   NO
☐   ☐   ☐

7. Are lighting switches and electric receptacles accessible for a person in a wheelchair?

N/A   YES   NO
☐   ☐   ☐

PART V Developing Your Accessibility Plan

Completion of the preceding audit will become a foundation for your accessibility planning. Your Board of Directors and your group of accessibility advisors must now move forward to develop a logical, realistic Accessibility Plan to implement improvements and help your organization achieve its goals.

You may be wondering, should we contract with a certified accessibility consultant who is versed in the legal requirements of the Americans with Disabilities Act? This is a decision for each organization to make, based on the needs you identify. If you uncovered weaknesses in your employment policies or if you anticipate making capital improvements, leasing or purchasing new facilities, or making significant changes in your programming, then guidance from an outside expert is advisable.

Next Steps

1. Use the Accessibility Plan Worksheet, pages 19-20, to identify issues you need to address. These issues will guide you in determining what modifications you should make to your organizational policies, your programs and services and your facilities.

2. Prioritize needed modifications into a) those that are easily and readily achievable, and b) those that will require long-term implementation strategies to be incorporated into your organizations overall long-range plan.

3. Prepare an accessibility plan for review and adoption by your board of directors. This plan will become an important document for demonstrating your good-faith efforts to move toward full accessibility.

4. Make accessibility maintaining it, improving it part of your project and organizational planning.

PART VI Resources

Minnesota Resources to Assist in Alternative Format Communications

For People with Visual Impairments

State Services for the Blind
2200 University Avenue West #240
St. Paul, MN 55114
Metro Twin Cities Area (Voice) 651-642-0500
Metro Area (TTY) 651-642-0506
Toll free in MN (Voice) 1-800-652-9000
Toll free in MN (TTY) 1-888-665-3276
www.mnssb.org

Volunteer Braille Service, Incorporated
1710 Douglas Drive, #102
Golden Valley, MN 55422
Braille Transcription: Cindi Laurent, (763) 544-2880
www.vbsmn.org
e-mail: vbsbrl@aol.com

For People Who Are Hard of Hearing

To place a call to a person who is deaf when you do not have a TTY:
     Minnesota Relay Service: Dial 7-1-1 (or 1-800-627-3529)

To arrange for an interpreter: Communication

Services for the Deaf
2055 Rice St.
St. Paul, MN 55113
651-224-6548
877 456-7589
www.C-S-D.org
Email: interpretingstpaul@C-S-D.org

Dynamics Communications-ASL
6517 Hunter Rd.
Corcoran, MN 55340
763-478-8963 (Voice)
763-478-3039 (TTY)
www.aslis.com
e-mail: info@aslis.com

Resources to Assist in Developing Accessibility Plans

Organizations and individuals that can help you locate resource people and develop access plans or that can provide other information in disability-specific areas include:

Minnesota Resources:

Craig Dunn
VSA arts of Minnesota
528 Hennepin Avenue, Suite 305
Minneapolis, MN 55403
612-332-3888 or 1-800-801-3883
www.vsaartsmn.org
e-mail: info@vsaartsmn.org

ADA Coordinator
Metropolitan Regional Arts Council
2324 University Avenue West, Suite 114
St. Paul, MN 55114
651-645-0402
www.mrac.org
e-mail: mrac@mrac.org

Minnesota State Council on Disability
121 East 7th Place, Suite 107
St. Paul, MN 55101
651-361-7800 or 1-800-945-8913 (V/TTY)
www.disability.state.mn.us
*Provides information, referral, advocacy
and training related to the requirements and
implementation of the ADA and the Minnesota
Human Rights Act.*

ADA Coordinator
Minnesota State Arts Board
400 Sibley Street, Suite 200
St. Paul, MN 55101
or 1-800-8MN-ARTS
www.arts.state.mn.us
e-mail: msab@ arts.state.mn.us

State Services for the Blind
2200 University Avenue West
St. Paul, MN 55114-1840
651-642-0500 or 1-800-652-9000
651-642-0879 for communications services

Metropolitan Center for Independent Living
1600 University Avenue West
St. Paul, MN 55104-3834
651-646-8342 or 651-603-2001 (TTY)
www.mcil-mn.org
e-mail: mcil@mcil-mn.org

Minnesota STAR Program
358 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
651-296-2771 or 1-800-657-3862
651-296-9478 or 1-800-657-3895 (TTY)
651-282-6671 (Fax)
www.admin.state.mn.us/assistivetechnology
Provides information on the ADA and its
impact on people with cognitive disabilities.

PACER Center
(Parent Advocacy Coalition for Educational
Rights)
8161 Normandale Blvd.
Bloomington., MN 55437
952-838-9000 (Voice)
952-838-0190 (TTY)
Toll free Greater MN 1-800-537-2237
Provides workshops, referrals and
information on the ADA.
www.pacer.org

Access to Theater Project
VSA arts of Minnesota
528 Hennepin Avenue, Suite 305
Minneapolis, MN 55403
612-332-3888 or 1-800-801-3883
e-mail mn@vsarts.org

Resources to Assist in Developing Accessibility Plans

Deaf and Hard of Hearing Services
Mailing Address: 444 Lafayette Rd. N. St.
Paul, MN 55155-3814
651-297-1316 Voice/VP   (Twin Cities)

Regional Deaf and Hard of Hearing Services:
Bemidji: (218) 333-8283 or (888) 663-8329
Duluth: (218) 723-4962 or (888) 234-1322
Mankato   (507) 389-1626
Moorhead: (218) 291-5880 or (800) 456-7589
Rochester: (507) 285-7295 or (800) 311-1148
St. Cloud: (320) 255-3502 or (800) 456-3690
Virginia: (218) 748-2253

National Resources:

Great Lakes Disability and Business
National Technical Assistance Center
1640 West Roosevelt Road (M/C   626)
Chicago, IL 60608
1-800-949-4232
Provides technical assistance and information
about the ADA and distrubutes ADA materials
developed by the federal government.
www.adagreatlakes.org

Equal Employment Opportunity Commission
1801 L Street NW
Washington, D.C. 20507
1-800-669-3362 (for publications)
1-800-669-4000 (for answers to questions)
1-800-669-6820 (TTY)
www.eeoc.gov
e-mail: info@eeoc.gov
Provides technical assistance and information
on Title 1 (employment).

Job Accomodation Network
P.O. Box 6080
Morgantown, WV 26506
1-800 232-9675
(877) 376-6205 (TDD)
Answers questions about the ADA and other
disability legislation and public access.

U.S. Access Board
1331 F Street NW, Suite 1000
Washington, D.C. 20004
1-800-872-2253 (Voice)
1-800-993-2822 (TDD)
www.access-board.gov
A federal agency committed to accessible
design.

The Arc, National Headquarters
1010 Wayne Ave, Suite 650
Silver Spring, MD 20910
1-800-433-5255 or 817-261-6003
www.thearc.org
Provides information on the ADA and its
impact on people with intellectual and
developmental disabilities.

National Endowment for the Arts
Office for AccessAbility
1100 Pennsylvania Avenue NW
Suite 523
Washington, D.C. 20506
www.arts.gov/resources/accessibility
202-682-5530
202-682-5496 (TDD)
The advocacy-technical assistance arm
of the Arts Endowment to make the arts
accessible for people with disabilities,
older adults, veterans, and people living
in institutions.

Publications

The Americans with Disabilities Act: From Policy to Practice, by Jane West. Published by Milbank Memorial Fund, New York, 1991.

The Americans with Disabilities Act: A Guide for People with Disabilities, Their Families, and Advocates. Peer and Family Training Network Project on the ADA. Available through PACER Center, 4826 Chicago Avenue South, Minneapolis, MN 55417, 612-827-2966.

Americans with Disabilities Act: Questions and Answers. Available from U.S. Department of Justice, P.O. Box 66118, Washington, D.C. 20035-6118, 202-514-0301.

The Americans with Disabilities Act: Your Responsibilities as an Employer, and The Americans with Disabilities Act: Your Rights as an Individual with a Disability. Available from Equal Employment Opportunity Commission, 1801 L Street NW, Washington, D.C. 20507, 1-800-669-3392.

Americans with Disabilities Act Handbook. Published by Equal Employment Opportunity Commission and U.S. Department of Justice, 1991. Available from U.S. Government Printing Office, Superintendent of Documents. P.O. Box 371954, Pittsburgh, PA 15250-7954.

Building Access Survey. Available from Minnesota State Council on Disability. 121 East 7th Place, Suite 107, St. Paul, Minnesota 55101, (612) 296-6785. Contains detailed facility code information.

Checklist for Readily Achievable Barrier Removal. Available from regional Disability and Business Technical Assistance Centers, 1-800-949-4232.

Design for Accessibility: An Arts Administrators Guide. Published by National Endowment for the Arts, 1994. Includes a 58-page site survey tool. To obtain portions of this useful guide, contact Craig Dunn, VSA arts of Minnesota, 612-332-3888 or 1-800-801-3883.

Disability Access Symbols Project. To obtain brochure with PC or MAC disk containing access symbols, contact Graphic Artists Guild Foundation, 90 John Street Ste. 403, New York, NY 10038-3202, 212-791-3400 (also you can download the symbols from their website at www.gag.org/das).

Doing Business in Compliance with the ADA. Available from Foundation on Employment and Disability, 310-214-3430.

Pamphlets on Title III (Public Accommodations). Covers accessibility requirements in outpatient health care, automotive centers, grocery stores, recreation/fitness centers, retail stores and restaurants. Available from Council of Better Business Bureaus Foundation, 703-247-3655 (Voice), 703-247-3656 (TDD).

Technical Assistance Manual on the Employment Provision of the Americans with Disabilities Act. Published by Equal Employment Opportunity Commission, 1991. Available from U.S. Government Printing Office, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954.

ACCESSIBILITY PLAN WORKSHEET

Organization: _____

Accessibility Plan for: _____through _____
                                        (date)

Accessibility Plan Statement:_____

Issues or Areas of Concern Identified in the Audit (no responses)	Priority	Steps or Measurable Objectives	Targ Comple
Policies: 1. 2. 3. 4. 5.			
Program & Services: 1. 2. 3. 4. 5.			

A

Issues or Areas of Concern Identified in the Audit (no responses)	Priority	Steps or Measurable Objectives	Target Completion	Responsible Manager
Facilities:				
Implementation Issues: 1. 2. 3. 4.				

Date of Survey: _____

Surveyers: _____
          (name)   (title)

_____
          (name)   (title)

_____
          (name)   (title)

Board Approval: _____
                   (name)   (title)

Date of Board Approval: _____

Scheduled Accessibility Plan Review Date: _____