

ADA Planning Tip Sheet

1. Identify the ADA Coordinator for your organization. This can be a volunteer, board member, staff member from marketing, development, house management, etc. For a job description of an ADA Coordinator, please refer to the self-assessment survey which is described in tip #3.
2. Identify individuals to serve on your ADA Advisory Board. Be sure that your advisory board includes some people with disabilities. As a suggestion, you can collaborate with some other organizations in your geographic area and implement an advisory board that can be of guidance to all of you.
3. Complete a Self-Assessment Survey (available on this site). Sometimes it is easier to complete the survey with assistance from another representative of your organization (i.e. board member, staff member, advisory board member or volunteer). This document is for your internal use only and does not get submitted to the New Jersey State Council on the Arts.
4. Review sample role model plans, also available on this site.
5. Write an ADA Policy and Non-Discrimination Statement and have it approved by your board. Samples can be found on this website.
6. Identify a Grievance Committee and develop a grievance procedure and have it approved by your board. Samples can be found on this website.
7. Refer to your completed self-assessment survey when writing each section of your plan. Be sure to include your current status, your objectives and action steps in each area, person or persons responsible for each action step, your timeline, and the cost for each action item. Be sure that your timeline is realistic.
8. Utilize the Cultural Access Network and the New Jersey State Council on the Arts for assistance.
9. Have your plan reviewed and approved by your Board and members of your ADA Advisory Board.