



LOUISIANA DIVISION *of* THE ARTS

ARTS EDUCATION *and* ACCESSIBILITY

This document is for informational purposes only. The official self-assessment will be distributed electronically to grantees.

Individuals and organizations receiving state and federal funds are required to abide by accessibility guidelines as expressed in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These guidelines ensure **1.) non-discrimination and equal opportunity, 2.) architectural access, and 3.) equal access to employment, programs, activities, goods, and services.**

To assist grantees in their compliance with this requirement, the Louisiana Division of the Arts provides the Accessibility Self-Assessment. This assessment should be completed every three years and kept on file within your organization. For more information about the self-assessment or arts accessibility, visit the [National Endowment for the Arts Civil Rights Office Webpage](#).

COMPLETING YOUR SELF-ASSESSMENT

This self-assessment was designed to follow the beginning-to-end experience of accessing an organization's programs, facilities, and services. The process encourages the organization to consider the pathway someone with a disability might take to access your services and find the barriers. ***Please answer the questions honestly. Your responses will have no impact on current or future funding opportunities with the Division of the Arts.***

HOW TO COMPLETE THE FORM

To the best of your ability, answer the questions below with yes, no, or N/A

YES - Element exists.

NO - Element does not exist but should.

N/A - Element does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

PUBLIC OUTREACH

Do public communications include. . .

YES

NO

N/A

An accessibility section on the website that lists accessible programs and services to patrons?

A publicized procedure and timeline to request accommodations for people with disabilities?

Appropriate accessibility symbols on signs and in print, digital, and online media?

Publicly available notices of sensory experiences such as flashing lights, strong smells, and loud/surprising noises?

ARRIVING AND NAVIGATING

Does the facility provide. . .

YES

NO

N/A

Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance?

At least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs?

Ground-level entry, ramped access, and/or elevators to the venue?

Signage at inaccessible entrances with directions to accessible entrances?

Handrails on ramps and stairs?

Integrated and dispersed wheelchair seating in assembly areas?

Wheel-chair accessible display cases, exhibit areas, and/or counters?

Wheel-chair accessible box office, stage, and dressing rooms?

Wheel-chair accessible toilet stall, including a 60' diameter or T-turn clear floor space, free of the door swing?

Accessible emergency exits and audio/visual emergency alarms?

Signs designating permanent rooms and spaces, e.g. room numbers and letters, room names, and exit signs with Braille and/or raised characters?

MEANINGFUL PARTICIPATION

Do programs/events provide. . .	YES	NO	N/A
Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance?			
Sign language interpretation regularly or upon request?			
Scripts and/or text of verbal presentations upon request?			
An appropriate number of assistive listening system devices?			
Audio description of visual art, media, performance, or other presentations upon request?			
Print material in alternate formats, including Braille, digital, and large print?			

ORGANIZATION ACCESSIBILITY

Does organization leadership provide. . .	YES	NO	N/A
A designated staff member who is responsible for overseeing accessibility and Section 504/ADA compliance?			
A stated policy or mission statement regarding accessibility?			
An access committee that includes people with various disabilities to advise on access issues?			
Training for staff and volunteers in accessibility procedures and best practices?			
Designated funds for accessibility accommodations?			
A review of an accessibility self-evaluation form at least every 3 years?			
Publicizes non-discrimination in hiring?			
Reasonable accommodations for employees?			

Questions?

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