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NATIONAL ENDOWMENT for the ARTS arts.gov

Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act Questionnaire

for Applications and Awards

Rev. 8/11/25

Instructions begin on Page 2.

Application/Award #:		**Date**:	
Organization:			
Point of Contact for ADA/Section 504 (required):			
Point of Contact Email and Title:			

QUESTION 1: HOW IS THE PROJECT PHYSICALLY ACCESSIBLE? (Buildings and facilities). Describe how a person with a physical disability will access your venues, offices, and other spaces to participate in the approved project activities. Focus your response on the specific activities supported by NEA funding. Be clear and complete.

QUESTION 2: HOW IS THE PROJECT PROGRAMMATICALLY ACCESSIBLE? Describe how your program is accessible to people with disabilities as part of your planned activities or accommodations provided upon request, including the process for requesting an accommodation and how information is share with the public. Focus your response on the specific activities supported by NEA funding. Be clear and complete.

INSTRUCTIONS

Federal regulations require all projects funded by the National Endowment for the Arts (NEA) to be accessible to people with disabilities. Individuals with disabilities may include artists, performers, audiences, visitors, teaching artists, students, staff, and volunteers, among others. Funded activities must be held in a physically-accessible venue. Program access and effective communication must also be provided for participants and audience members with disabilities.

Complete this form and upload it to REACH at https://reach.arts.gov/Login. Select the correct application or award.

If you have questions regarding this form, contact accessibility@arts.gov or (202) 682-5532.

GENERAL INFORMATION:

The Americans with Disabilities Act and Rehabilitation Act Section 504 Questionnaire concerns the approved project, as supported by the NEA and the required cost share funds detailed in your project budget. Responses should be specific to the project activities in your approved application or award.

- In accordance with the *General Terms and Conditions*, your organization must have a **Section 504 self-evaluation** on file at your organization and a designated 504 coordinator on staff. The self-evaluation must be reviewed every 3 years.
    - To help your organization evaluate its programs, activities, and facilities to ensure full compliance with Section 504 requirements, the NEA's Civil Rights Office has a Section 504 Self Evaluation Workbook.
    - In addition, you must have a designated 504 coordinator on staff.
- Your organization's website and promotional materials should include information on how to request accommodations and contact information for questions.
- Provide a point of contact for access questions or accommodations requests.

HOW TO COMPLETE THE QUESTIONNAIRE:

Describe how your organization accommodates people with disabilities so they can participate in the NEA-funded project through your organization's activities, programs, offices, event locations, and website.

The NEA needs to know how your organization meets ADA and Section 504 of the Rehabilitation Act requirements and what measures it takes to ensure that people with disabilities are provided with equivalent experiences and are not subject to discrimination.

General statements, such as, "We are fully compliant," without describing how you are compliant are insufficient responses.

QUESTION 1: HOW IS THE PROJECT PHYSICALLY ACCESSIBLE?

Buildings and facilities (including projects held in historic facilities) are required to be physically accessible for the general public and employees. This may include, but is not limited to ground-level/no-step entry, ramped access, and/or elevators to project facilities and outdoor spaces; wheelchair-accessible box office, stage/backstage, meeting, and dressing rooms; wheelchair-accessible restrooms and water fountains; directional signage for accessible entrances, restrooms, and other facilities; and accessible workspaces for employees.

- How are all the facilities where project and program activities take place physically accessible to people with disabilities? Individuals with disabilities may be staff, volunteers, artists, performers, teaching artists, students, participants, audiences and visitors with disabilities.
- Describe how your office(s) and/or programming venues are accessible to your employees, visitors, audiences, and participants.
- Tell us how a person with a physical disability would access your offices and/or venues used for your NEA-supported project.

If the project funded by the NEA is for subawards (your organization is a Pass-Through Entity*), address how the project is physically accessible at your venue(s) and office spaces, and how you obtain information about your subrecipients' compliance with these requirements.

*Pass-through entities include the State Arts Agencies, the Regional Arts Organizations, and Local Arts Agencies that have subaward programs and are either a unit of city or county government or an organization officially designated to operate on behalf of its local government and that has been recommended for a subgranting project.

QUESTION 2: HOW IS THE PROJECT PROGRAMMATICALLY ACCESSIBLE?

The programmatic aspects of the project are required to be accessible to people with disabilities. Individuals with disabilities may be audiences, visitors, artists, performers, teaching artists, students, staff, and volunteers, as either part of the planned activity or upon request, where relevant. This can include, but is not limited to:

- Accommodations for performances, tours, virtual streamed events, conferences, and lectures, such as sign language interpretation, real-time captioning, and audio description;
- Alternative formats of materials, such as large-print braille, and electronic and digital formats for brochures, labels, or programs;
- Accessible and screen reader-compatible electronic materials, documents, websites, and virtual platforms, and inclusion of alternative text for images;
- Closed and open captioning and audio and visual description for video, film, television broadcasts, and virtual events;
- Auxiliary aids and devices, such as assistive listening devices.

How are all aspects of your program accessible to members with disabilities? Consider:

- How do you communicate the accessibility for your organization's programs to the public?
- How would a participant submit an accommodation request for your NEA-supported project?
- How would a participant contact your required designated accessibility coordinator?
- Are your website, online and/or virtual programming, and other electronic communications accessible (e.g., screen-reader friendly, alternative text for images, captioned videos, etc.)?
- What accommodations do you provide for your programming such as sign language interpreters, assistive listening devices, real-time captioning, etc., where relevant, for public events or if requested by an employee or a contractor?
- Do you have a plan in place to provide these accommodations?

If the project funded by the NEA is for subawards (your organization is a Pass-Through Entity*), address how the project is programmatically accessible at your venue(s) and office spaces, and how you obtain information about your subrecipients' compliance with these requirements.

ADDITIONAL SOURCES AND INFORMATION

See the relevant *Guidelines*, General Terms and Conditions, and the *Terms and Conditions* (if an award) for a list of National Policy and Other Legal Requirements, Statutes, and Regulations that govern awards.

For the requirements see specifically, **Section 504 of the Rehabilitation Act of 1973, as amended**, (29 U.S.C. 794) and implemented by the NEA at 45 C.F.R. 1151, as well as **The Americans with Disabilities Act of 1990 (ADA), as amended** (42 U.S.C. 12101-12213).

Section 504 of the Rehabilitation Act of 1973, as amended, provides that an otherwise qualified individual with a disability in the United States shall not, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).

Access should be integrated into all facets and activities of an organization, from day-to-day operations to long-range goals and objectives. Access accommodations and services should be given a high priority, and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for people with disabilities (i.e., audiences, visitors, artists, performers, teaching artists, students, staff, and volunteers).

The Americans with Disabilities Act of 1990 (ADA), as amended, 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) (42 USC 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.

Accessibility: Publications, Checklists, & Resources

- https://www.arts.gov/impact/accessibility/publications-checklists-and-resources

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.