NATIONAL ENDOWMENT for the ARTS arts.gov
Guidance on Completing the Accessibility Questionnaire

As you answer the Accessibility Questionnaire remember that it 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.

- In accordance with the General Terms & Conditions, a Section 504 self-evaluation must be on file at your organization and reviewed every three years. To help your organization evaluate its programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements, the NEA's Civil Rights Office has a [Section 504 Self Evaluation Workbook](#). In addition, you must have a designated 504/accessibility coordinator on staff.
- Your organization's website and promotional materials should include information on how to request accommodations and contact information for accessibility questions.

How do we complete the Accessibility Questionnaire?

Describe how your organization accommodates people with disabilities to participate in your NEA-funded project through the accessibility of your organization's activities, programs, offices, event locations, and website. The NEA needs to know how your organization meets federal accessibility 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.

Below are questions to consider as you prepare your responses. Contact the Office of Accessibility at 202-682-5532 or accessibility@arts.gov, if you need assistance.

Part 1: Buildings and Facilities/Physical Accessibility

Describe how your office(s) and/or programming venues are accessible to your employees, visitors, audiences, and participants. Examples of considerations for physical accessibility are noted below (note that this is not a full list of considerations for physical accessibility):

1) Ground-level/no-step entry, ramped access, and/or elevators to project facilities and outdoor spaces
2) Integrated wheelchair seating in assembly areas
3) Wheelchair accessible box office, display cases, stage/backstage, studios, meeting rooms
4) Wheelchair accessible restrooms and water fountains
5) Directional signage for accessible entrances, restrooms, etc.
6) Accessible workspaces for employees
7) Accessible living areas (including bedrooms, kitchens, and bathrooms) and communal areas for artist residencies or other projects that include housing for participants.

Tell us how would a person with a physical disability will access your offices and/or venues used for your NEA-supported project.

Part 2: Programmatic Accessibility

1) 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?
2) Are your website, online/virtual programming, and other electronic communications accessible (e.g. screen-reader friendly, alternative text for images, captioned videos, etc.)?
3) 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/contractor? Do you have a plan in place to provide these accommodations?