

NJ State Council on the Arts
FY12-FY14 ADA PLAN OUTLINE

This ADA Plan Outline has been revised to aid in standardizing the review of all ADA plans. The Plan Outline is organized to follow the ADA Self-Assessment Survey Tool, which is available on Cultural Access Network Website. The Plan Outline provides abbreviated guidelines for the type of items that a good plan should address. Note: These items do not necessarily have to be accomplished by an organization, but they should be a part of the long range ADA plan.

Organization: Cumberland County Cultural & Heritage Commission
Address: 790 E. Commerce Street, Bridgeton, NJ 08302
County: Cumberland
Website: www.ccculturalheritage.org
Contact: Matt Pisarski
Title: Principal Planner
Phone: 856-453-2175
E-mail: mattpi@co.cumberland.nj.us

Grant type: LAP
Category: County Arts Agency

A Good plan should at minimum demonstrate the organization has all the items listed below. Please provide answers to the following questions for each area listed below.

What is your current policy?

What are the reasons for not complying or why does the area not apply to your organization?

What is your timeline for compliance?

1. Organizational Policies and Practices

Please provide one paragraph outlining your organization's mission and one paragraph describing the type or programming your organization offers here: *The Cumberland County Cultural and Heritage Commission (hereinafter "Commission") is responsible for the development of County programs to promote public interest in local and county history, in the arts, and in the cultural values, goals and traditions of the community. It serves as an Advisory Board on arts/heritage to the Board of Chosen Freeholders, aids them in seeking available State and Federal funds to develop and support historical, arts and cultural programs, and works to foster interest of the community members in volunteering for arts/heritage projects. The Commission administers the local arts re-grant and block grant program, which directs grant funding from the State Council on the Arts and the Historical Commission to local arts and history organizations. The Commission administers the Teen Arts Festival in Cumberland County, as well as East Point Artists Day, where art celebrating the pristine environment of our Bayshore region is highlighted. The Commission also provides funding for events marking Older Americans Month and Humanities Month.*

Organization has used the ADA Self-Assessment Survey Tool or contracted a professional assessment of its facilities and programs. Yes

Explain here: David Grennon of the County's Office on Aging and Disabled has reviewed all facilities utilized by the Commission for its various programs and no deficiencies were found. In addition, in April 2006, the Commission resolved to create an ADA Advisory Subcommittee. This subcommittee is comprised of three members of the Cumberland County Disabled Advisory Council along with a liaison from the Commission, which annually reviews the programs of the Commission. Commission meetings are held at the Cumberland County Complex in Bridgeton, which is fully accessible, complying with the individual components listed under the Performing Arts

Center. The Cumberland County Complex in Bridgeton is a stop on N.J. Transit Route 553, a fully-accessible public transportation bus. An ADA Compliance Rider (attached) is included as a required attachment to all re-grantee contracts. This document includes a checklist for re-grantees to complete, which identifies the accessibility of all venues utilized for performances funded through the Commission's block granting program.

Organization has a board-approved policy statement regarding ADA compliance. Yes

Place policy here: Ensuring that the programming supported by the Cultural & Heritage Commission is available to the widest possible audience is among the highest of Commission priorities. This includes access for people with disabilities. The Americans with Disabilities Act (ADA) was signed into law in 1990 and requires that all providers of public programs and services make those offerings equally accessible to all people regardless of any individual's physical or mental disability. The Commission is dedicated to assisting the Cumberland County cultural community both fulfill its obligations and bring the arts to all people. All venues utilized by the Commission are wheelchair accessible. Assistive services such as sign language interpreting, audio description, and open captioning are available upon request provided 15 days in advance. Large print publications are available at all times. Please contact the Cumberland County Department of Planning and Development at (856) 453-2175 for further accessibility details.

Organization has an assigned or shares an ADA coordinator Yes

Details: Dr. Joseph Rossi, Department of Human Resources, (856) 453-2120, joero@co.cumberland.nj.us

Organization has/shares an established ADA advisory board Yes

List names and affiliation (note if any of the members has a disability): In April 2006, the Commission resolved to create an ADA Advisory Subcommittee. This subcommittee is comprised of three members of the Cumberland County Disabled Advisory Council along with a liaison from the Commission. Serving currently are: Sandra Rosen (disabled), Chairperson of the Disabled Advisory Council; LuAnn Parkin, Vice-Chairperson of the Disabled Advisory Council (disabled); Margaret Murphy, an alternate member of the Council (disabled), and; Patricia Gale of the Cultural & Heritage Commission. All four subcommittee members have extensive experience either with disabilities of their own or professional experience with the disabled community.

Explain here:

Organization offers sensitivity training to staff, board, and/or volunteers on an annual basis. Yes

Provide a description of the training and who conducts it here: The workshops usually involve discussions of facility accessibility, sensitivity training and the drafting of effective ADA plans. Workshops typically are conducted by John McEwen or Robert Carr of CAN along with Dave Grennon of the County's Office on Aging and Disabled.

2. Employment Issues

A Good plan should at minimum demonstrate the organization has all the items listed below. Please provide answers to the following questions for each area listed below.

What is your current policy?

What are the reasons for not complying or why does the area not apply to your organization?

What is your timeline for compliance?

Organization has an organizational employment non-discrimination policy statement, which includes people with disabilities. Place statement here: Cumberland County Government shall not discriminate on the basis or race, religion, color, national origin, sex, age, political affiliation, sexual orientation or disability in employment or in the provision of services. County Government shall be in compliance with the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, (P.L. 101-335;42 U.S.C.), N.J.A.C. Chapter 7 and any other related federal, state or local regulations.

Organization offers employment forms in alternate formats or offers assistance in filling out employment forms. **Yes**
Explain here: **Forms are available online and assistance is available onsite for application completion including bilingual assistance.**

Organization has a plan to provide reasonable accommodations for meeting and/or employee interviews if its current administrative office is not accessible. **Yes**

Explain here: **Commission meetings are held at the Cumberland County Complex in Bridgeton, which is fully accessible, complying with the individual components listed under the Performing Arts Center. The Cumberland County Complex in Bridgeton is a stop on N.J. Transit Route 553, a fully-accessible public transportation bus.**

Organization is proactive in hiring people with disabilities. **Yes**

Explain here: **The County of Cumberland has established a comprehensive equal employment opportunity policy, which does not discriminate on the basis of race, religion, color, national origin, sex, age, political affiliation, sexual orientation or disability in employment or in the provision of services. The County is currently in full compliance with the Civil Rights Act of 1964, as amended, the American with Disabilities Act, N.J.A.C. Chapter 7 and any other related federal, state or local regulations. For further reference on issues relating to employment policy, please refer to the attached Equal Employment Opportunity/Affirmative Action policy (#1.01) for the County of Cumberland. It should be noted as well that a non-discrimination clause is a requirement of this policy in every contract executed with the county. Many of the procedures for hiring personnel within the County are regulated by the New Jersey Department of Personnel. These procedures include safeguards to address non-discrimination within the hiring and promotion activities of the County. As well, a variety of reasonable accommodations are utilized to address physical and mental limitations, including the modification of doors and desks and job reassignment and reclassification. Position advertising is distributed through the Office on Aging and Disabled.**

When hiring individuals with disabilities, it is important to identify the essential and the marginal functions of the job. You can find sample job descriptions on the Cultural Access Network website. If you do have a job description that separates marginal and essential functions, please paste sample here.

3. Grievance Procedure

A Good plan must include a reasonable grievance procedure with specific steps and a timeline for actions that has been approved by the organization's Board. Please insert Board approved Grievance Procedure here: **Both the County of Cumberland and the Cultural and Heritage Commission maintain individual grievance procedures, both of which are attached herein. These procedures provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing title II of the Americans with Disabilities Act. Complaints and responses to complaints may be submitted in a variety of formats in order to accommodate various disabilities. These formats may include, but are not limited to, written letters or emails, verbal phone conversations, person-to-person conversation and via a third party. Meetings with individuals making complaints will be held on the first floor of the County Administration Building, which is fully accessible. The County of Cumberland has adopted a grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. The act states, in part, that "no otherwise qualified disabled individual shall solely by reason of such disability be excluded from the participation in, be denied benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. PROCEDURE Complaints shall be addressed to: Dr. Joseph Rossi, Cumberland County ADA Coordinator, 790 East Commerce Street, Bridgeton, New Jersey 08302, 856-453-2121, who has been designated to coordinate ADA compliance efforts. 1. A complaint shall be filed within 5 days after the complainant becomes aware of the alleged violation. The complaint shall be**

made in writing or verbally, shall contain the name and address of the person filing it and shall describe the alleged violation(s). 2. A written determination as to the validity of the complaint and resolution, if any, shall be issued by the ADA Coordinator for Cumberland County. A copy shall be forwarded to the complainant no later than 10 working days after its filing. 3. The County ADA Coordinator shall maintain the files and records relating to the complaints. 4. The complainant, if dissatisfied with the resolution, may request reconsideration within 5 days after receiving written notice of resolution from the ADA Coordinator. The request shall be made to the Chairperson of the County of Cumberland ADA Compliance Committee. 5. The County of Cumberland ADA Compliance Committee shall hear the grievance within 15 days of the request and render a final decision within 5 days of the grievance hearing. 6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as filing an ADA Complaint with the responsible federal agency. Use of this procedure is not a prerequisite to the pursuit of other remedies.

COUNTY OF CUMBERLAND AMERICAN'S WITH DISABILITY ACT / SECTION 504 COMPLIANCE COMMITTEE
 GRIEVANCE FORM FOR COUNTY OPERATIONS CLAIMANT NAME: ADDRESS: CITY: STATE: ZIP: HOME TELEPHONE:() WORK TELEPHONE:() CELL TELEPHONE: () ADDRESS OF INCIDENT: COUNTY GOVERNMENT OFFICE OR BUILDING: TIME AND DATE OF INCIDENT: DESCRIBE THE INCIDENT (PLEASE INCLUDE NAMES OF COUNTY EMPLOYEES INVOLVED IN THE INCIDENT): PLEASE USE REVERSE SIDE OF FORM FOR ADDITIONAL COMMENTS _____ SIGNATURE OF CLAIMANT: DATE: Adactygrivanceform 7/18/08

4. Programmatic Issues

Please provide an explanation for each program area listed below. Please include who is responsible, how often the program is offered, and the estimated cost.

If you do not offer any of the services listed below, please explain the timeline for offering the service or why the service is not applicable to your organization.

Programs and services for patrons with hearing disabilities:

Assistive listening system provided in assembly areas, seating areas, and/or for guided tours or lectures N/A
 Explain here: An ADA Compliance Rider (attached) is included as a required attachment to all re-grantee contracts. This document includes a checklist for re-grantees to complete, which identifies the accessibility of all venues utilized for performances funded through the Commission's block granting program. Cumberland County Cultural & Heritage Commission Arts & History Re-grantee Compliance Rider The Cumberland County Cultural & Heritage Commission makes good-faith efforts to comply with all requirements of the Americans with Disabilities Act of 1990 (ADA) and has developed a long-range plan to become ADA compliant. Included are all aspects of the Commission's programming, employment practices and venue selection process. In an effort to ensure that organizations which receive re-grant funding through the Commission are actively in the process of complying with ADA standards, all re-grantees are asked to complete this rider as part of their contractual duties. Please read the listing below and indicate services either you or the venues you utilize are currently able to provide, and return it signed, with your contract. Please provide the contact information of your organization's accessibility coordinator: _____ Phone _____ Email _____ FACILITY _____ Name _____

PROGRAM ACCOMODATIONS	WHEELCHAIR ACCESS	SENSORY SEMINARS	AUDIO
DESCRIPTION	WHEELCHAIR SEATING	RESTROOM FACILITIES	WHEELCHAIR
ACCESSIBLE	OPEN CAPTIONING	LARGE PRINT PROGRAMS	SIGN
INTERPRETATION	STAFF TRAINED TO HANDLE	TTY	PERSON
W/ DISABILITIES	BRAILLE PROGRAMS	ASSISTIVE LISTENING SYSTEM	
PROMOTION	OTHER	USE ACCESS SYMBOLS	

Please explain other services your organization offers or plans to offer individuals with autism, cognitive disabilities or developmental disabilities. Explain here:

5. Effective Communications (Publications, Marketing/Outreach, Website)

Please provide an explanation for each marketing area listed below. Please include who is responsible, how often the program is offered, and the estimated cost.

If you do not offer any of the services listed below, please explain the timeline for offering the service or why the service is not applicable to your organization.

Organization has an accessible website providing basic accessibility features: high contrast, adjustable type size, alternate text for images, plain text option, etc. **Yes**

Explain here: **The Commission utilizes its dedicated website as the primary informational resource for activities conducted by the Commission and its re-grantees. Spelling and grammar is double-checked on the website to ensure speech synthesizers function correctly and all abbreviations and acronyms are spelled out to make the information more readable for someone using a Braille reader. The following actions were also completed in the Commission's last ADA plan (2006-2009): All publicity will carry accessibility logos; The Commission's website will carry accessibility logos; Relative units will be utilized on the website; Website pages will not depend on style sheets for content, and; Color and contrast will be checked to ensure people who do not perceive color can read and understand the information being presented**

Organization has an accessibility statement on the home page of the website **Yes**

Explain here: **The Accessibility Statement provided earlier is located on the frontpage of the Commission's website.**

Organization has an accessibility section on the website that lists accessible programs and services to patrons **Yes**

Explain here: **The Commission's 2010-2013 ADA Plan in its entirety is provided on the Commission's website.**

Organization offers ticket sales on its website or through an on-line ticketing service **N/A**

Explain here:

Organization offers seating diagram or chart showing location of accessible seating for ticket sales on its website or through an on-line ticketing service **N/A Anticipated within two years**

Explain here: **The Commission will work with in-county venues to provide seating diagrams of each venue on the Commission website with special emphasis on accessible seating.**

Organization offers tickets in all price ranges to people with disabilities and up to three companions requesting assessable seating **N/A**

Explain here:

Organization offers discounted ticket prices to individuals with disabilities and their companion **N/A**

Explain here:

Brochures and other marketing materials available or offered in alternate formats (e.g. large print/Braille/electronic media) **Yes**

Explain here: **All documents produced by the Commission are available in parge print and electronically without notice, and Braille is provided as requested.**

Brochures and other marketing materials list appropriate international access symbols and/or include a statement regarding accessibility policies **Yes**

Explain here: **International access symbols are utilized on all marketing materials.**

Organization has reasonable advance notification policy for patrons interested in utilizing its special programs and services (e.g. sign interpretation, large print programs, etc.) **Yes**

Explain here: **The standard notification policy statement utilized by the Commission is as follows: All venues utilized by the Commission are wheelchair accessible. Assistive services such as sign language interpreting, audio description, and open captioning are available upon request provided 15 days in advance. Large print publications are available at all times. Please contact the Dept. of Planning & Development for further accessibility details.**

Organization utilizes its ADA advisory board or similar representation to reach patrons with disabilities **Yes**

Explain here: **The Commission participates in Disability Awareness Day, an annual event held in October facilitated by the Cumberland County Disabled Advisory Council. Accessible events and activities funded through the Commission's re-granting program are advertised at the Commission's booth and a presentation is made highlighting the Commission's accessibility efforts throughout the county.**

The organization has developed or is planning to develop a targeted marketing approach to reach out to patrons with disabilities **Yes**

Explain here: **The Office on Aging and Disabled includes marketing from the Commission in its monthly newsletter to the disabled community.**

6. Facility Accessibility

Please provide an explanation for each facility area listed below including persons responsible and the estimated cost.

If you do not offer any of the accommodations listed below, please explain the timeline for offering the service or why the service is not applicable to your organization.

Accessible route from public transportation to the facility **Yes**

Explain here: **The Cumberland County Complex in Bridgeton is a stop on N.J. Transit Route 553, a fully-accessible public transportation bus.**

ADA compliant parking **Yes**

Explain here: **ADA signed parking is available closest to the main entrance of the County Administration Building.**

Accessible route from parking to primary accessible entrance **Yes**

Explain here: **ADA compliant curbing and sidewalk paths are provided from the parking area to the building.**

ADA compliant doors to entrance, bathrooms, assembly areas, gallery and display areas **Yes**

Explain here: **The County Administration Building is fully accessible.**

Multi-level facility has an elevator or interior ramps at level changes **Yes**

Explain here:

Restrooms (or unisex bathroom) used by the public are ADA compliant **Yes**

Explain here:

Seating area(s) of facility has the correct percentage of wheelchair locations on each level as required by law. **N/A**

Explain here:

ADA compliant signage **Yes**

Explain here:

ADA compliant box office window/information desk **N/A**

Explain here:

ADA compliant concessions stand **N/A**

Explain here:

ADA compliant performance/dressing room/artist space **N/A**

Explain here:

For touring companies or organizations that use other facilities then those they own: provide a letter of agreement rider, or ADA checklist (see self- assessment survey tool appendix) to the landlord or manager of the venue in which the programming will take place. If your services are contracted, presented or part of a larger production/festival/exhibit you are still responsible for advocating and requesting accessibility services for your artists and the patrons who will participate/view the performance/exhibit. To include your rider, LOA or ADA checklists click this link to email: [Email Me](#) Please be sure the file name includes your organization's name. EXAMPLE: NJTA.tour.rider.doc

OPTIONAL: To help the Cultural Access Network Project establish an ongoing library of resources, we would like to collect photos and/or marketing materials related to your access programming. If you would like to participate, please provide contact information below for the person responsible for these materials.

Matthew Pisarski, 790 E. Commerce St., Bridgeton, NJ 08302 (856) 453-2175, mattpi@co.cumberland.nj.us