

NEA Section 504 Self-Evaluation Workbook

Things to Consider

The National Endowment for the Arts (NEA) provides the Section 504 Self-Evaluation Workbook document to assist arts and culture organizations evaluate their current state of accessibility. The Section 504 Self-Evaluation is intended to assist organizations in their efforts to comply with NEA regulations, better understand the Americans with Disabilities Act (ADA), and enlighten organizations in identifying strengths, as well as areas for improvement in administration, programming, and facilities. The NEA Section 504 Self-Evaluation document is valid for three years from the date of completion.

A PDF download of the self-evaluation is available from the NEA link [NEA Section 504 Self-Evaluation Workbook](https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-12.5.24.pdf) (https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-12.5.24.pdf)

PLEASE NOTE: Mission Support applicants are required to upload a current copy of a completed NEA Section 504 Self-Evaluation Workbook (or one completed within the past three years) in the Organization Profile section.

Once completed, applicant organizations must maintain a copy in their files.

Although there may be numerous approaches to self-evaluating the ADA, as it may pertain to an organization's administration, programs, and facilities.

The following considerations may be helpful:

- This is a self-evaluation, do the best you can.
- This self-evaluation workbook cross-references the NEA's *DESIGN FOR ACCESSIBILITY* regulations.
- Applicant organizations may choose or not choose to cross-reference.
- Cross reference is not a requirement.
- The evaluation consists of "YES" or "NO" selections to the best of your knowledge.
- **Do not leave blanks**, a "NO" indicates a response (blanks may be viewed as incomplete and considered non-compliant).

Be sure to "Save As" a copy to the desktop before completing.

Maintain a copy of the document in the organization's files.

Upload a completed copy into SmartSimple at time of applying.

Double-check the document in SmartSimple to ensure upload is correct.

I. DO YOU QUALIFY (pages 6 – 7)

A. Asks if the organization is applying for a National Endowment for the Arts grant.

A response could be: “NO”

- applicant is not applying to the NEA (federal funding)
- applicant is applying to MACC (state funding)

B. Asks if the organization is receiving funds from a state arts agency.

A response could be: “YES”

- if yes, please list State of Michigan Arts and Culture Council
- Mission Support applicants must complete and maintain a Section 504 Self Evaluation Workbook in their files
- Mission Support grant funds include both MACC (state) and NEA (federal)

C. Asks if organization is supported by local/state funds, such as municipal or county

- 501(c)3 applicants could indicate “NO”
- municipal, county, city, township, village applicants could indicate “YES”

D. For many, this may be “NO”

- applicants could reference *DESIGN FOR ACCESSIBILITY*
- cross reference is NOT a requirement

II. ADMINISTRATIVE QUESTIONS (pages 8 – 13)

Evaluations consist of “YES” or “NO” selections to the best of your knowledge.

A. Self-Evaluation

4. Asks if the applicant organization has an advisory committee to assist.

- MACC does not have an advisory committee.

III. PROGRAM ACCESSIBILITY (pages 14 – 23)

The evaluations consist of “YES” or “NO” selections to the best of the applicant organization's knowledge.

III. ARCHITECTURAL ACCESSIBILITY (pages 24 – 30)

- Organizations have an option to focus on a specific facility or facilities.

- Organizations that do not maintain a facility or partner with others, such as performance or event spaces, can perform a generalized evaluation of those facilities **OR** evaluate the organization’s administrative offices.

Contact MACC Accessibility Coordinator, Jeff Garrett, with any questions or clarifications via email garrettj7@michigan.org or office 517-242-3678