



LEGACY BUSINESS PROGRAM Accessibility Grant

Application For Certified Access Specialist (CASp) Inspections

Background

The Legacy Business Program Accessibility Grant was designed by the San Francisco Office of Small Business (OSB) to help Legacy Businesses better comply with disability access laws and help increase access for people with disabilities to Legacy Business' goods and services. Through this grant application, OSB is seeking Legacy Businesses that are in need of accessibility inspections by Certified Access Specialists.

Various federal, state and local disability access laws apply to San Francisco small businesses, including the federal Americans with Disabilities Act (ADA), California disability access laws, codes and regulations, and the local Accessible Business Entrance Program. San Francisco is a city with many hills, steep streets, narrow sidewalks and stock of small, old mixed-use buildings. This poses special challenges for efforts to make businesses compliant with disability access requirements. Further, San Francisco small businesses have been targeted for costly and unscrupulous "drive-by" accessibility lawsuits for non-compliance with the Americans with Disabilities Act, such as entryway steps.

A critical step in making businesses accessible is an inspection from a Certified Access Specialist (CASp). A CASp is a professional who has been tested and certified by the State of California to have specialized knowledge of the applicability of state and federal construction-related accessibility standards. Through a comprehensive inspection of the business, a CASp will issue a thorough report that identifies disability access barriers and describes barrier removal requirements to bring the business into compliance. Further, having a CASp report in hand prior to an access lawsuit can provide legal protections and can limit statutory damages in certain circumstances.

ADA compliance is an ongoing responsibility of both the property owner and tenant. The up-front investment of identifying barriers and making the business accessible is often less than the cost of liability. Documented attempts to remove barriers and the hiring of a Certified Access Specialist to survey the premises are worthwhile investments. A CASp report is a blueprint for disability access compliance.

Grant Information

The Legacy Business Program Accessibility Grant provides eligible Legacy Businesses with one-time services from a CASp, to include:

- A comprehensive inspection of the Legacy Business by a Certified Access Specialist to assess the property's compliance with construction-related accessibility laws; and
- A CASp inspection report prepared according to the Construction-Related Accessibility Standards Compliance Act.



Minimum Qualifications

- A. Applicant agrees to have a full CASp inspection and report done as a condition of this grant program, if eligible.
- B. Applicant has not had a CASp inspection completed in the last 5 years.
- C. Applicant's location is a place of public accommodation per Title III of the Americans with Disabilities Act (ADA).
- D. Applicant is an active Legacy Business on the Legacy Business Registry.
- E. Applicant is current in its reporting for any Legacy Business Program grant(s) received.
- F. Applicant has no amounts owed to the City as a result of fines, penalties, interest, assessments, taxes, fees, or any other financial obligations imposed by law, regulation, or contract that were delinquent as of the date of application.
- G. Applicant has no current determinations or violations of any of the City's labor laws and does not owe any outstanding penalties or payments ordered by the Office of Labor Standards Enforcement (OLSE).

Submission Information

This is the first of potentially two or more applications for the Legacy Business Program Accessibility Grant. Applications must be received by 5:00 p.m. PDT on Friday, March 29, 2019, in order to be considered on time. Late applications will not be reviewed or eligible for funding.

Submission Options

- By Email: legacybusiness@sfgov.org. (Due March 29, 2019 at 5:00 p.m.)
- By Mail: Legacy Business Program, Office of Small Business, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. (Must be postmarked by March 29, 2019.)
- In Person: Deliver to Office of Small Business, City Hall, Room 110, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102. (Due March 29, 2019 at 5:00 p.m.)

For questions, contact the Legacy Business Program staff at legacybusiness@sfgov.org or (415) 554-6680.

Evaluation Process

Submitted applications will be reviewed and processed within 30 days. Applicants may be contacted during the review period for questions and clarification on information provided in their application.

Grant Distribution and Process

This Accessibility Grant Program pays CASp inspectors directly for professional services rendered to Legacy Businesses under this program. Legacy Businesses will not receive the grant funding directly. OSB will provide details about the payment process and invoice requirements to grantees directly.

Each Legacy Business will be responsible for selecting and securing a CASp inspector to work. OSB will provide resources to assist in this process, including a list of CASp inspectors serving San Francisco and tips for selecting a CASp, such as considerations on price, experience and professional specialties.