

# Small Business Disability Access Assessment Application



Complete this application to apply for assessment services by a Certified Access Specialist (CASp). Please review the information on the flip side of this form prior to applying.

Applicant Information
Applicant Name: _____ Check all that apply: <input type="checkbox"/> Property owner <input type="checkbox"/> Business owner <input type="checkbox"/> Authorized person (Specify): _____ Phone: _____ E-mail: _____ Do you need language assistance? <input type="checkbox"/> Yes (specify): _____ <input type="checkbox"/> No
Business Information
Business Name: _____ Owner Name: _____ Address: _____ Phone: _____ E-mail: _____ Type of Business: _____ # of employees: _____ SF Business Account #: _____ <u>Property Information</u> <input type="checkbox"/> Own <input type="checkbox"/> Rent If lease: Start date: _____ End date: _____ <input type="checkbox"/> No lease or month-to-month Est. Sq. Ft.: _____ Has anyone sued your business/property for not being ADA-compliant? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes): When did the lawsuit occur? _____ Settled? <input type="checkbox"/> Yes <input type="checkbox"/> No (If settled) Date: _____ Have there been any ADA improvements to the business/property? (By current and/or previous landlord/tenant) <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes): What improvements were done? _____ _____
CASp Services
What CASp assessment(s) are you applying for? <input type="checkbox"/> Full CASp inspection report of the business. <input type="checkbox"/> Entryway assessment for the Accessible Business Entrance Program (ABE) Category Checklist Compliance Form.
Funds Issuance
What is your preferred method of receiving the grant funds? <input type="checkbox"/> Direct payment to a CASp inspector for services rendered at the business (Invoice required). <input type="checkbox"/> Reimbursement to applicant for funds spent for CASp services (Invoice and proof of payment required).
Certification
<input type="checkbox"/> I certify that, to the best of my knowledge, the information provided in this application is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Section to be completed by Project Manager

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Funding Source:

CDBG  General Funds  DAE

\_\_\_\_\_  
PM Signature

## **SUBMISSION**

Please submit completed applications to:

Mail to: Office of Small Business, 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA 94102

Email to: [rhea.aguinaldo@sfgov.org](mailto:rhea.aguinaldo@sfgov.org); subject line "CASp Assessment Application – **Name of Business**"

Fax: (415) 558-7844

## **Frequently Asked Questions**

### **Can I apply for both CASp assessments?**

Yes. This grant covers CASp services of up to \$3,000 per applicant. The cost of a CASp inspection report can range from roughly \$1,200 to \$2,000. The cost of an ABE inspection can range from \$400 to \$1,000.

### **What is the Accessible Business Entrance Program (ABE) and what does this grant cover for the ABE?**

Effective 2016, the Accessible Business Entrance Program (ABE) is a San Francisco ordinance that requires buildings with businesses that serve the public to have all primary entrances to the public right of way accessible for people with disabilities. Property owners are responsible for compliance, though some property owners may choose to pass the responsibility to their business tenants. For full details, visit <https://sfdbi.org/businessentrance>.

This grant may be used to cover the cost of hiring a CASp to do an ABE entryway inspection and fill out the [Category Checklist Compliance Form](#). Applicants are responsible for submitting completed checklists to the Department of Building Inspection (DBI) in order to fulfill their compliance obligation.

**Note:** The ABE Category Checklist Compliance Form is the designated compliance form to submit to DBI for ABE compliance; a CASp report cannot be submitted for ABE compliance.

### **What is a CASp Inspection Report?**

A CASp inspection report is your blueprint for compliance with the Americans with Disabilities Act (ADA). A CASp inspector conducts an inspection of your business and gathers information that is issued in a formal report. A CASp inspection report includes: a property description, descriptions of all access barriers (listed in order of ADA priority), photos of barriers and a proposed plan for removal of barriers. A CASp report can offer legal protections and limit statutory damages in certain circumstances, but only if the business obtained a CASp report before being sued. The reality is, up-front investments to make businesses accessible are generally less expensive than the cost of fighting a lawsuit or paying a settlement.

### **What is the application process and how are grant funds issued?**

Applications will be reviewed and responded to within 10 business days. Funds will be delivered approximately 3 weeks after application approval.

Applicants can choose from two methods of funds issuance: 1) Direct payment to a CASp inspector for services rendered, or; 2) Reimbursement to applicant for funds spent for CASp services (proof of payment is required). Once the grant is approved, OSB will provide directions about payment processing.

Grant recipients are tasked with selecting a CASp to work with. For a list of CASps serving San Francisco, visit: <https://sfosb.org/ada-resources-your-small-business>. When reaching out to CASps, be sure to state that you are seeking a full CASp inspection report prepared according to the Construction-Related Accessibility Compliance Act and/or inspection for the city's Accessible Business Entrance Program.

## **Contact**

For questions, contact Rhea Aguinaldo by phone: (415) 554-6408 or email: [rhea.aguinaldo@sfgov.org](mailto:rhea.aguinaldo@sfgov.org).

For more information on ADA compliance for your business,  
visit the Office of Small Business website:

<https://sfosb.org/ada-resources-your-small-business>