

# DISABILITY ACCESS IMPROVEMENT GRANT APPLICATION

You may apply for a grant to help make your nonresidential site and building accessible to individuals with disabilities. Before you begin, please read the grant information and contract at [www.sanjoseca.gov/ADAGrant](http://www.sanjoseca.gov/ADAGrant).

**Note:** A submitted application does not obligate the City of San José to award a grant. The City reserves the right to modify or terminate this grant opportunity at any time or to reject any grant application for failure to meet all conditions for grant award or lack of available funding.

Para información en español, envíe un correo electrónico a Juan Borrelli: [juan.borrelli@sanjoseca.gov](mailto:juan.borrelli@sanjoseca.gov)

Để biết thông tin bằng tiếng Việt, gửi email cho Xuân Hà: [xuan.ha@sanjoseca.gov](mailto:xuan.ha@sanjoseca.gov)

## INSTRUCTIONS

Use this application form to apply for both or either phase of funding. This is a computer-fillable PDF form. See the instructions at [Digital Forms and Signatures](#).

**HOW TO SUBMIT:** Schedule a virtual appointment to submit your application package by emailing our staff. For assistance, email [juan.borrelli@sanjoseca.gov](mailto:juan.borrelli@sanjoseca.gov).

**WHAT TO SUBMIT.** For the virtual appointment on Zoom, please have the following ready as PDF files:

- W-9, completed and signed.
- Grant Application (this form, completed and signed)
- CASp Accessibility Compliance Grant Agreement, signed.
- Proof of payment for the CASp Report, such as a paid invoice or receipt.
- If remedial work requires a permit, provide design plans as prepared and stamped by a licensed architect or licensed engineer. Provide plans in PDF format according to [Electronic Plan Review File Format Requirements](#)

## 1. WHAT FUNDING ARE YOU APPLYING FOR? CHECK ALL THAT APPLY

### PHASE 1

- CASp inspection and report prepared by a private-sector certified CASp inspector
- Fees for plan review, permit, and inspections (if a building permit is required)

### PHASE 2

- Architect or Engineer design services for ADA barrier removal
- Improvement project
- Construction or labor costs (you must itemize labor, installation, and materials).
- Fixtures, furniture, and/or equipment
- CASp inspection and report if not covered by Phase 1 funding due to work not requiring a building permit.
- Final CASp inspection after work is completed to ensure compliance with accessibility laws.

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2. APPLICANT & BUSINESS INFORMATION

APPLICANT NAME: CHECK ONE: [ ] Owner [ ] Tenant [ ] Agent [ ] Other
PHONE NUMBER: EMAIL ADDRESS:
BUSINESS NAME: BUSINESS ADDRESS:
TYPE OF EXISTING BUSINESS CHECK ONE:
[ ] Manufacturing [ ] Office [ ] Personal Service [ ] Restaurant/Bar [ ] Retail [ ] Storage [ ] Other
# EMPLOYEES (include Owners): Is an ADA Lawsuit pending? [ ] Yes [ ] No
IF YOU ARE THE TENANT, NUMBER OF MONTHS REMAINING ON LEASE:
IF YOU ARE THE OWNER, NAME OF TENANT, IF ANY: # MONTHS, IF ANY, REMAINING ON LEASE:

3. PROJECT INFORMATION

TOTAL EXISTING FLOOR AREA (SF): INTERIOR AREA OF WORK (SF): EXTERIOR AREA OF WORK (SF):
DESCRIBE SCOPE OF WORK (attach another sheet if necessary):

4. CONDITIONS FOR GRANT ELIGIBILITY & SIGNATURE

I acknowledge the following:

- [ ] I am a business, nonprofit, or nonresidential building currently operating in San José and plan to remain in business in San José for at least one year from the date of signature below.
[ ] I have not previously received a grant from the City of San José ADA Access Improvement Grant program.
[ ] As applicable, the quotes and invoices I am submitting are itemized for equipment, fixtures, furniture, materials, labor, and installation.
[ ] The business receiving this grant has employed no more than 50 employees over the past three years from the date of signature below.
[ ] Any construction labor funded through this grant program must be in compliance with applicable San José labor laws, including any applicable prevailing wage requirements.
[ ] I agree that if any of the information in this application is untrue or if I knowingly make a false or misleading statement or omit information or materials required for the City to approve this application, or if I misappropriate funds to cover ineligible costs and fees, I must repay funds to the City of San José within 30 days of the City's demand for repayment.

APPLICANT'S SIGNATURE PRINT NAME DATE [MM/DD/YYYY]

Please sign this form with a digital signature. For instructions, see Digital Forms and Signatures.