

**ADA: READILY ACHIEVABLE
BARRIER REMOVAL
AUDIT & PLAN**



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OVERVIEW

Introduction

Over the last 3-4 months, numerous complaints have been filed against local businesses for non-compliance ADA laws. As a result, most of these businesses ended up with costly bills to settle out of court or going through the process of settling and/or making repairs when needed. In order to make some of the necessary changes, the Marshall Area Chamber has come up with a grant program where a business will receive up to \$2,000 in matching funds for making necessary immediate changes. Only changes made within the current year will be reimbursed. Although businesses are not required to make all changes immediately, we recommend making as many changes as possible unless your financial situation does not allow. In that case, you will need to have a 2-5 year plan in place that shows when changes can be made. When determining what barriers to remove first, always proceed in the following order: provide access to your business from public sidewalks, parking areas, and public transportation; provide access to the goods and services your business offers; provide access to public restrooms and remove barriers to other amenities offered to the public, such as drinking fountains.

Our goal is to provide you with everything you need: recognize potential issues (partial audit), help you put together a readily achievable barrier removal plan and provide some financial resources to offset the associated costs. This abbreviated assistance manual addresses selected portions of the requirements of title III of the Americans with Disabilities Act (ADA), which applies to public accommodations, commercial facilities, and private entities.

This manual is part of our plan to assist Marshall Area Chamber member businesses in making sure, to the best of their ability, that they are ADA compliant in accordance to ADA's title III requirements.

The manual is divided into four major subject matter headings with numerous numbered subheadings. Each numbered heading and subheading is listed in a quick reference table of contents at the beginning of the manual. This audit is being offered as an abbreviated version that addresses issues which we feel are most pertinent for businesses. For a complete version of this, please visit www.ada.gov/taman3.html

Release and Waiver of Liability

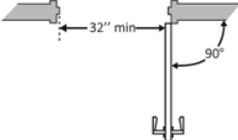
The Participant/Owner herein recognizes and understands that the Marshall Area Chamber of Commerce and the City of Marshall are providing this ADA Readily Achievable Barrier Removal Audit & Plan to assist local businesses in ADA compliance matters. The Participant/Owner hereby releases and discharges the Marshall Area Chamber of Commerce and the City of Marshall from any and all Liability, Claims, Damage and Demands relating to the completion and compliance of the Audit and Plan set forth herein.

ADA: READILY ACHIEVABLE BARRIER REMOVAL AUDIT

Section 1: Parking/Entry

Accessible parking spaces should be identified by size, access aisle and signage.

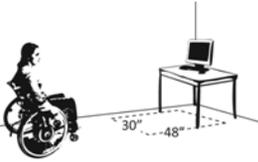
QUESTIONS	YES	NO	COMMENTS	POSSIBLE SOLUTIONS										
1. Are there accessible spaces provided per Parking Spaces Requirements? *Note: Must be hard surface with 8 feet wide with adjacent 8 foot wide access aisle. Aisle should be cross-hatched.			<table border="1" data-bbox="1087 423 1314 570"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1-25</td> <td>1</td> </tr> <tr> <td>26-50</td> <td>2</td> </tr> <tr> <td>51-75</td> <td>3</td> </tr> <tr> <td>76-100</td> <td>4</td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1-25	1	26-50	2	51-75	3	76-100	4	<ul style="list-style-type: none"> Reconfigure by repainting lines. Add accessible parking space(s). Be sure to include the 8' access aisle (striped area).
Total Spaces	Accessible Spaces													
1-25	1													
26-50	2													
51-75	3													
76-100	4													
2. Are curb ramps provided along the accessible route where necessary? (e.g., connecting the access aisle to sidewalk) *Note: Must be a maximum of 1:12 slope and at least 36 inches wide.				<ul style="list-style-type: none"> Create access route. If not possible, relocate accessible space. 										
3. Is each accessible space identified with a sign displaying the international wheelchair symbol, indicate that a permit is required, and that there is a maximum \$200 fine for violation? *Note: The bottom edge of the sign must be between 60-66 inches above the surface of the parking lot.				<ul style="list-style-type: none"> Install signs (60-66 inches above the surface of the parking lot). 										
4. Are the designated spaces located as close as possible to an accessible entrance?				<ul style="list-style-type: none"> Relocate or reconfigure spaces. 										
5. Is the sidewalk/walkway route at least 48 inches wide with a walking surface no steeper than 1:20 in the direction of travel?				<ul style="list-style-type: none"> Change or move landscaping, furnishings, or other items Widen route 										
6. If there is a ramp, is it at least 36 inches wide? *Note: The ramp must have a running slope no steeper than 1:12 and have handrails (measure between the handrails).				<ul style="list-style-type: none"> Alter ramp 										
7. Is the main entrance accessible?				<ul style="list-style-type: none"> Redesign to make it accessible. 										
8. If the main entrance is not accessible, is there an alternative accessible entrance? *Note: Make sure all inaccessible entrances have signs indicating the location of the nearest accessible entrance and display a sign at the accessible entrance with the International Symbol of Accessibility.				<ul style="list-style-type: none"> Designate an entrance and make it accessible Ensure that accessible entrance can be used independently and during the same hours as the main entrance. 										

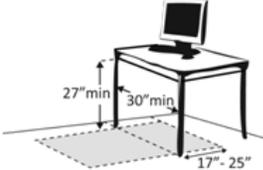
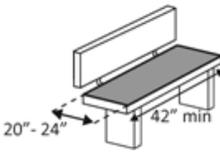
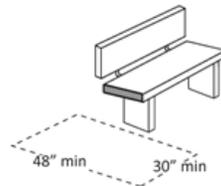
<p>9. Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? *Note: This is for all doors on accessible route.</p>				<ul style="list-style-type: none"> • Alter door • Install offset hinges
<p>10. Is the threshold no more than 1/2 inch in height? *Note: The first 1/4 inch of the threshold may be vertical; the rest must be beveled. This is for all doors on accessible route.</p>				<ul style="list-style-type: none"> • Remove or replace threshold
<p>11. Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? *Note: The door hardware mounted no less than 34 inches and no greater than 48 inches above the floor. This is for all doors on accessible route.</p>				<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Change hardware height. • Install power door opener.
<p>12. Are employees aware and educated of the handicap parking spaces and the best route to location?</p>				<ul style="list-style-type: none"> • Employee handout • Employee meeting

*PLEASE NOTE: We selected portions of the technical assistance manual that address the interest and questions of the group. For a complete technical assistance manual please link to: <http://www.ada.gov/taman3.html>

Section 2: Accessibility

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

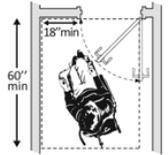
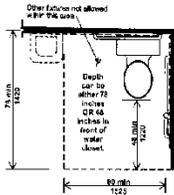
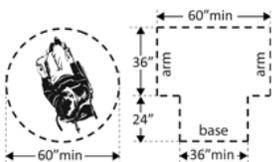
QUESTIONS	YES	NO	COMMENTS	POSSIBLE SOLUTIONS
1. Are all public spaces on at least one accessible route?				<ul style="list-style-type: none"> • Create accessible route that is at least 36" wide.
2. Are there elevators or platform lifts to all public stories?				<ul style="list-style-type: none"> • Offer goods and services on an accessible story. • Provide pictures of goods and services on inaccessible story.
3. Are aisles and pathways to good and services, and to one of each type of sales and service counters, at least 36 inches wide?				<ul style="list-style-type: none"> • Rearrange goods, equipment and furniture.
4. If there is carpet, is it no higher than 1/2 inch?				<ul style="list-style-type: none"> • Replace carpet.
5. Are at least 5%, but no less than one, of seating and standing spaces accessible for people who use wheelchairs?			<p>(Seating: at dining surfaces – restaurants, bars, etc. and non-employee work surfaces – libraries, conference rooms, etc.)</p>	<ul style="list-style-type: none"> • Alter to provide accessible spaces.
6. At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?				<ul style="list-style-type: none"> • Alter surface height.
7. Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach?				<ul style="list-style-type: none"> • Alter table or work surface. • Add accessible table or work surface.

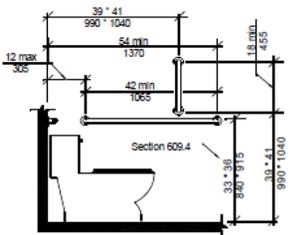
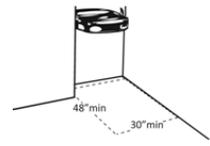
<p>8. Is there knee space at least 27 inches high and at least 30 inches wide?</p>				<ul style="list-style-type: none"> • Alter table or work surface. • Add accessible table or work surface.
<p>9. In existing dressing rooms or fitting rooms, is there at least one room with a bench? *Note: The bench seat has to be at least 42 inches long and no less than 20 inches, no greater than 24 inches deep and between 17-19 inches high. The bench must have a back or installed against a wall.</p>				<ul style="list-style-type: none"> • Add bench.
<p>10. Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? *Note: Clear floor space must be available for a person in a wheelchair to turnaround, i.e. a circle at least 60 inches in diameter or a T-shaped space within 60-inch square?</p>				<ul style="list-style-type: none"> • Add bench. • Move bench. • Replace bench. • Affix bench to wall.
<p>11. Are employees aware and educated of all the reasonable accommodations that should be made with all ADA customers?</p>				<ul style="list-style-type: none"> • Employee handout • Employee meeting

*PLEASE NOTE: We selected portions of the technical assistance manual that address the interest and questions of the group. For a complete technical assistance manual please link to: <http://www.ada.gov/taman3.html>

Section 3: Amenities

When bathrooms and other amenities are open to the public they should be accessible to people with disabilities.

QUESTIONS	YES	NO	COMMENTS	POSSIBLE SOLUTIONS
1. If bathrooms are available to the public, is at least one toilet room accessible? (Either one for each sex or one unisex.)			Some restrictions based on square footage.	<ul style="list-style-type: none"> Reconfigure bathrooms. Combine bathrooms to create one unisex accessible bathroom.
2. Is there a sign at the accessible bathroom with the International Symbol of Accessibility and Braille? *Note: The sign must be 5 feet above the floor.				<ul style="list-style-type: none"> Install sign (5 feet above the floor).
3. Is there an accessible route to the accessible bathroom?				<ul style="list-style-type: none"> Alter route.
4. If there is a front approach to the pull side of the door located on the accessibility route, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?				<ul style="list-style-type: none"> Remove obstructions. Add automatic door opener. Reconfigure/remove walls if feasible.
5. Is the force required to open the door no more than 5 lbs? (Does not apply to fire doors)				<ul style="list-style-type: none"> Adjust door opener to require less force to open door.
6. Is there a wheelchair accessible stall that measures a minimum of 60" wide with 48" in front of the toilet?				<ul style="list-style-type: none"> Move restroom partitions, or obstructions
7. Is there clear floor space available for a person in a wheelchair to turnaround in a bathroom, i.e. a circle at least 60 inches in diameter or a T-shaped space within 60-inch square?				<ul style="list-style-type: none"> Move or remove partitions, fixtures or objects such as trash cans.

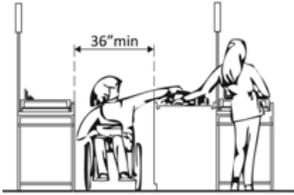
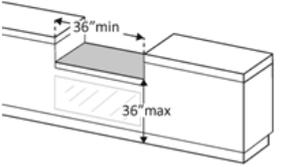
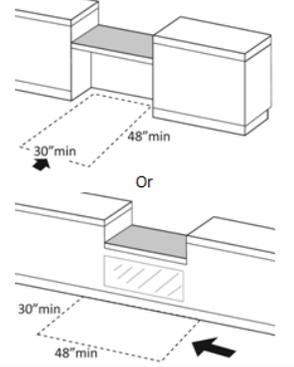
<p>8. The toilet seat must be between 17 – 19 inches above the floor? Note: The toilet bowl should be centered between 16 inches and 18 inches from a side wall?</p>				<ul style="list-style-type: none"> • Install taller toilet seat.
<p>9. Is there a grab bar at least 42 inches long on the sidewall, located no more than 12 inches from the rear wall, and is mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? *Note: A vertical grab bar is also required.</p>				<ul style="list-style-type: none"> • Install grab bar. • Relocate grab bar. • Relocate objects.
<p>10. Is the toilet paper dispenser and/or sanitary product disposal mounted below the horizontal grab bar? See diagram above.</p>				<ul style="list-style-type: none"> • Adjust or relocate the dispensers.
<p>11. Is there at least one of each type of accessory (soap dispenser, towel dispenser, etc.) mounted such that the operating mechanism is no more than 48 inches above the floor?</p>				<ul style="list-style-type: none"> • Adjust dispensers. • Replace with or provide additional accessible dispensers.
<p>12. Do the faucets have lever handles or are they electronically controlled (operable with one hand and not requiring tight grasping, pinching, or twisting of the wrist)?</p>				<ul style="list-style-type: none"> • Replace inaccessible knobs with lever, loop or push hardware
<p>13. Is the plumbing insulated or otherwise covered so that there are no sharp or abrasive edges exposed?</p>				<ul style="list-style-type: none"> • Cover/insulate plumbing.
<p>14. Is the mirror mounted no higher than 40 inches to the bottom reflective edge?</p>				<ul style="list-style-type: none"> • Adjust or relocate the mirror.
<p>15. If you have a drinking fountain, do you have clear floor space at least 30 inches wide and at least 48 inches long centered in front of it for a forward approach? *Note: If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered.</p>				<ul style="list-style-type: none"> • Alter space. • Provide water/cup dispenser. • Relocate drinking fountain if feasible.

<p>16. If you have a public telephone, do you have clear floor space at least 30 inches wide and at least 48 inches long for a parallel or forward approach no higher than 48 inches above the floor?</p>				<ul style="list-style-type: none"> • Move telephone. • Install new telephone for clear floor space. • Adjust telephone.
<p>17. Are all employees aware and educated to all of the amenities made for ADA customers?</p>				<ul style="list-style-type: none"> • Employee handbook • Employee meeting

*PLEASE NOTE: We selected portions of the technical assistance manual that address the interest and questions of the group. For a complete technical assistance manual please link to: <http://www.ada.gov/taman3.html>

Section 4: Making a Purchase

The checkout aisle/counter should allow people with disabilities to purchase goods and services without assistance.

QUESTIONS	YES	NO	COMMENTS	POSSIBLE SOLUTIONS
1. Is the check-out aisle at least 36 inches wide?				<ul style="list-style-type: none"> Widen aisle.
2. Is there a portion of at least one counter that is no higher than 36 inches above the floor and 36 inches long?				<ul style="list-style-type: none"> Lower section of counter. Lengthen section of counter. Provide a clipboard. Add small lower table on end of counter.
3. Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?				<ul style="list-style-type: none"> Reconfigure to provide a parallel or forward approach.
4. Are all employees aware and educated when it comes to an ADA customer making a purchase?				<ul style="list-style-type: none"> Employee handbook Employee meeting

*PLEASE NOTE: We selected portions of the technical assistance manual that address the interest and questions of the group. For a complete technical assistance manual please link to: <http://www.ada.gov/taman3.html>

ADA: READILY ACHIEVABLE BARRIER REMOVAL PLAN

Section 1: Parking/Entry

QUESTIONS	REASONABLE ACCOMODATIONS	COST ESTIMATES BY YEAR				
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. Are there accessible spaces provided per Parking Spaces Requirements? *Note: Must be hard surface with 8 feet wide with adjacent 8 foot wide access aisle. Aisle should be cross-hatched.						
2. Are curb ramps provided along the accessible route where necessary? (e.g., connecting the access aisle to sidewalk) *Note: Must be a maximum of 1:12 slope and at least 36 inches wide.						
3. Is each accessible space identified with a sign displaying the international wheelchair symbol, indicate that a permit is required, and that there is a maximum \$200 fine for violation? *Note: The bottom edge of the sign must be between 60-66 inches above the surface of the parking lot.						
4. Are the designated spaces located as close as possible to an accessible entrance?						
5. Is the sidewalk/walkway route at least 48 inches wide with a walking surface no steeper than 1:20 in the direction of travel?						
6. If there is a ramp, is it at least 36 inches wide? *Note: The ramp must have a running slope no steeper than 1:12 and have handrails (measure between the handrails).						
7. Is the main entrance accessible?						
8. If the main entrance is not accessible, is there an alternative accessible entrance? *Note: Make sure all inaccessible entrances have signs indicating the location of the nearest accessible entrance and display a sign at the accessible entrance with the International Symbol of Accessibility.						

<p>9. Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? *Note: This is for all doors on accessible route.</p>						
<p>10. Is the threshold no more than ½ inch in height? *Note: The first ¼ inch of the threshold may be vertical; the rest must be beveled. This is for all doors on accessible route.</p>						
<p>11. Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? *Note: The door hardware mounted no less than 34 inches and no greater than 48 inches above the floor. This is for all doors on accessible route.</p>						
<p>12. Are employees aware and educated of the handicap parking spaces and the best route to location?</p>						

Section 2: Accessibility

QUESTIONS	REASONABLE ACCOMODATIONS	COST ESTIMATES BY YEAR				
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. Are all public spaces on at least one accessible route?						
2. Are there elevators or platform lifts to all public stories?						
3. Are aisles and pathways to good and services, and to one of each type of sales and service counters, at least 36 inches wide?						
4. If there is carpet, is it no higher than ½ inch?						
5. Are at least 5%, but no less than one, of seating and standing spaces accessible for people who use wheelchairs?						
6. At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor?						
7. Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach?						
8. Is there knee space at least 27 inches high and at least 30 inches wide?						
9. In existing dressing rooms or fitting rooms, is there at least one room with a bench? *Note: The bench seat has to be at least 42 inches long and no less than 20 inches, no greater than 24 inches deep and between 17-19 inches high. The bench must have a back or installed against a wall.						
10. Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench? *Note: Clear floor space must be available for a person in a wheelchair to turnaround, i.e. a circle at least 60 inches in diameter or a T-shaped space within 60-inch square?						

11. Are employees aware and educated of all the reasonable accommodations that should be made with all ADA customers?						
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Section 3: Amenities

QUESTIONS	REASONABLE ACCOMODATIONS	COST ESTIMATES BY YEAR				
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. If bathrooms are available to the public, is at least one toilet room accessible? (Either one for each sex or one unisex.)						
2. Is there a sign at the accessible bathroom with the International Symbol of Accessibility and Braille? *Note: The sign must be 5 feet above the floor.						
3. Is there an accessible route to the accessible bathroom?						
4. If there is a front approach to the pull side of the door located on the accessibility route, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?						
5. Is the force required to open the door no more than 5 lbs? (Does not apply to fire doors)						
6. Is there a wheelchair accessible stall that measures a minimum of 60" wide with 48" in front of the toilet?						
7. Is there clear floor space available for a person in a wheelchair to turnaround in a bathroom, i.e. a circle at least 60 inches in diameter or a T-shaped space within 60-inch square?						
8. The toilet seat must be between 17 - 19 inches above the floor? Note: The toilet bowl should be centered between 16 inches and 18 inches from a side wall?						

9. Is there a grab bar at least 42 inches long on the sidewall, located no more than 12 inches from the rear wall, and is mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? <i>*Note: A vertical grab bar is also required.</i>						
10. Is the toilet paper dispenser and/or sanitary product disposal mounted below the horizontal grab bar? See diagram above.						
11. Is there at least one of each type of accessory (soap dispenser, towel dispenser, etc.) mounted such that the operating mechanism is no more than 48 inches above the floor?						
12. Do the faucets have lever handles or are they electronically controlled (operable with one hand and not requiring tight grasping, pinching, or twisting of the wrist)?						
13. Is the plumbing insulated or otherwise covered so that there are no sharp or abrasive edges exposed?						
14. Is the mirror mounted no higher than 40 inches to the bottom reflective edge?						
15. If you have a drinking fountain, do you have clear floor space at least 30 inches wide and at least 48 inches long centered in front of it for a forward approach? <i>*Note: If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered.</i>						
16. If you have a public telephone, do you have clear floor space at least 30 inches wide and at least 48 inches long for a parallel or forward approach no higher than 48 inches above the floor?						
17. Are all employees aware and educated to all of the amenities made for ADA customers?						

Section 4: Making a Purchase

QUESTIONS	REASONABLE ACCOMODATIONS	COST ESTIMATES BY YEAR				
		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. Is the check-out aisle at least 36 inches wide?						
2. Is there a portion of at least one counter that is no higher than 36 inches above the floor and 36 inches long?						
3. Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach?						
4. Are all employees aware and educated when it comes to an ADA customer making a purchase?						

ADA: COMMERCIAL REHAB GRANT PROGRAM

Explanation

In an effort to help businesses become more ADA compliant, the Marshall Area Chamber of Commerce is developed a program to deliver an ADA **partial audit**, which will include a rehab funding aspect. It will cost \$25 for chamber members and is only available to chamber members.

As part of the process for the Commercial Rehab ADA program funds, attached is a Commercial Rehab ADA Program Application. **If you would like funding for ADA compliant updates to your commercial property, it is important that you complete the attached application!** Your name and contact information are required for us to use your application. Also, make sure to read the attached Commercial Property Rehab Example Financing sheet so you understand how the program works.

If funded, the program would complete a 50/50 match and grant up to a maximum of \$2,000. If you are interested, please take the following steps:

- 1) Provide your name and contact information.
- 2) Read the Example Financing.
- 3) Fill out the application.
 - a. Seal the Commercial Rehab Grant Application - add postage and mail to the Marshall Area Chamber.

*Note: If you are not the owner of your building, please work with the owner to help partner in this process so we can make sure the benefit goes to the appropriate person.

All applications must be returned NO LATER than Friday, June 5, 2015 to Marshall Area Chamber of Commerce, 118 West College Drive, Marshall, MN 56258

Financing Terms & Requirements

The commercial rehab ADA program would be established with the following financing terms.

- Applicants can only be reimbursed if repairs are completed in the current year.
- To qualify, property ownership must be established and match the applicant.
 - Recipient must be a Marshall Area Chamber member.
- Applicant shall not be delinquent on any real estate taxes or special assessments due against said premises
- To pay for the repairs applicants can access:
 - Grant 50/50 match up to a maximum of \$2,000.
 - The commercial property owner is responsible for locating their match funds and completing any necessary documentation.
 - Applicant is required to submit receipts/invoices to provide documentation to said expenses before reimbursement is made.
- Applicant is required to follow any additional commercial rehabilitation standards that may be required by the City and may include exterior improvements that are consistent with the downtown design guidelines.

Example Financing

Hometown LLC is the owner of a commercial property (one parcel number) within the Marshall Area and runs a business out of the space. Their partial audit shows a need for \$X in ADA compliance repairs.

EXAMPLE #1		EXAMPLE #2		EXAMPLE #3	
PARKING	\$1,000	PARKING	\$2,000	PARKING	\$250
ENTRYWAY	\$1,000	ENTRYWAY	\$2,000	ENTRYWAY	\$250
AISLES	\$1,000	AISLES	\$2,000	AISLES	\$250
BATHROOM	\$1,000	BATHROOM	\$2,000	BATHROOM	\$250
TOTAL:	\$4,000	TOTAL:	\$8,000	TOTAL:	\$1,000
*The owner of the commercial property would need to finance \$2,000 while the Commercial Rehab ADA Program would fund \$2,000 of the needed repairs.		*The owner of the commercial property would need to finance \$6,000 while the Commercial Rehab ADA Program would fund \$2,000 of the needed repairs.		*The owner of the commercial property would need to finance \$500 while the Commercial Rehab ADA Program would fund \$500 of the needed repairs.	

ADA: COMMERCIAL REHAB GRANT PROGRAM APPLICATION

OWNER INFORMATION

By completing this application, you are indicating your interest in participating in the Commercial Rehab ADA Program. **You MUST provide personal contact information to be placed on the waiting list for the rehab program.**

NOTE for owners of multiple properties: A separate application is required for EACH PROPERTY you want included in the Rehab Program. You may make additional copies of this form as needed.

Name of Property Owner:	
Owner Address:	
Billing Address:	
Owner Phone:	
Parcel Number:	

PROPERTY INFORMATION

As property owner, do you operate a business in the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the name of <u>your</u> business _____
Do you currently lease/rent any portion of the building to others to operate an existing business?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the businesses that operate in your building: _____
Approximately how many employees are employed within your building?	<input type="text"/> employees. Include the TOTAL number of people employed by ALL businesses that operate within this one property.

What is your estimated market value of your property?	\$ _____
What do you feel are the MOST needed repairs in your building?	1. _____ 6. _____
	2. _____ 7. _____
	3. _____ 8. _____
	4. _____ 9. _____
	5. _____ 10. _____
Would you be able to match up to \$2,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ESTIMATED PROJECT COSTS

1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____
5.	\$ _____
6.	\$ _____
7.	\$ _____
8.	\$ _____
TOTAL:	\$ _____

SOURCE OF FINANCING

CASH	\$
BANK LOAN	\$
COMMERCIAL REHAB ADA PROGRAM	\$
TOTAL:	\$

CONSTRUCTION SCHEDULE

CONSTRUCTION START DATE	\$
CONSTRUCTION COMPLETION DATE	\$

ADDITIONAL COMMENTS

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ADA: REIMBURSEMENT EXPENSE FORM

PROJECT (ADA COMPLIANCE REPAIRS)	CASH/BANK LOAN	ADA MATCH FUNDS REQUEST
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
10.	\$	\$
11.	\$	\$
12.	\$	\$
TOTAL:	\$	\$

***All receipts including the owner’s expense portion MUST be submitted in order for your match to be considered (including bank loan documentation).**

***Check(s) will be issued within two weeks after a completed request and all necessary documentation is received.**

CONCLUSION

Finalizing the Plan

To summarize, these materials will give you a basic audit to identify ADA compliance issues, put together a readily achievable barrier removal plan and provide some financial resources to offset the associated costs for your business. Once your project is complete (audit and plan identified), a sticker/decal will be available for your entry way in addition to other literature that will be placed in key areas at your business.



CURRENT ADA: READILY ACHIEVABLE BARRIER REMOVAL PLAN IN PLACE
ESTABLISHED 2015
•PLAN ADJUSTMENTS CONSIDERED UPON REQUEST•



For our customers with disabilities, please let us know if we can further assist you in any way.

If you feel you need assistance to finalize the audit and plan, please contact the Chamber at 507-532-4484 and we will do our best to provide you with additional resources.

***REMINDER: a \$25 dollar administrative fee will be collected prior to the administration of the program. It is only available to Chamber member businesses.**

Our goal is to make the Marshall area become much more ADA compliant by providing businesses with the tools and resources to make that happen. We are committed to helping any person with disabilities have a more enjoyable experience each time they choose to do business in our community. Remember every little thing we change can make a difference in somebody's life. Business success happens when we take care of our customers and this is a great step in that direction. Please help us make the Marshall Area more ADA compliant and take advantage of this grant program.

Resources

For a complete technical assistance manual please link to: <http://www.ada.gov/taman3.html>