

**CITY OF PITTSFIELD
DEPARTMENT OF COMMUNITY DEVELOPMENT**



**HANDICAPPED ACCESSIBILITY IMPROVEMENT
GRANT PROGRAM**

This program is intended to provide funding assistance to non-profit and for-profit property owners located in the City of Pittsfield for making handicapped accessibility improvements to commercial buildings. By requiring a private match to the grant funding, it is the vision of this program to stimulate other investment in the building, depending on the scope and cost of the proposed handicapped accessibility project.

ELIGIBLE APPLICANTS: Any non-profit organization that both owns and occupies its own building and private owners of commercial buildings located in Pittsfield. Improvements to the residential portions of buildings are not eligible under this program but may be eligible under residential rehabilitation programs also offered by the Department of Community Development.

NOTE: Commercial tenants in these buildings are not eligible to apply directly. Tenants interested in the program for their space must have the property owner apply on their behalf.

TYPE OF IMPROVEMENTS: Any new physical improvement to the building, which is made specifically for providing accessibility to persons who are handicapped. Any improvements made with the use of these funds must comply with the standards defined for such improvements by the Americans with Disabilities Act.

Improvements include, but are not limited to:

- exterior or interior ramps
- bathrooms
- entranceway modification
- emergency warning devices
- elevators & lifts

NOTE: Costs associated with maintenance of existing equipment or structures are not eligible for funding under this program.

HOW THE PROGRAM WORKS: Funding is available on a first-come, first-served basis subject to acceptability of the proposal and approval by the Department of Community Development. Matching funds from other sources are required.

Funds Matching Ratio: 1:3 (for-profits) 1:1 (non-profits)

Minimum Grant- \$2,500.00 **Maximum Grant -** \$50,000.00

- Applicants should not submit a formal application until the project is shovel ready and matching funding is in place. Funds for projects not commencing within six months of the date of the Application will be returned to the Handicapped Accessibility Program and be made available for other projects.
- Other funds used to satisfy the match requirement are not restricted to making handicapped accessibility improvements, but they must be used for making some physical improvement to the same building.

- Legal fees, design fees and permit fees are the responsibility of the applicant. Fees may be paid either from the grant or as part of private matching funds at the applicant's discretion.
- Because the source of funding for this program is the U.S. Department of Housing and Urban Development, the applicant must require their contractor to pay Davis-Bacon prevailing wage rates. A Davis-Bacon wage decision is simply a listing of different work classifications and the minimum wage rate that must be paid to anyone performing work in those classifications on the project. Applicant will be responsible for posting a copy of the wage decision at the project site in a place that is easily accessible to all of the workers employed at the project.
- The applicant shall acknowledge the City's financial or other participation in the various activities in all new releases, written documents and other public information pertaining to said activities. Circumstances requiring a statement shall include the following or similar language: "This project has been funded in part by the City of Pittsfield Department of Community Development with funds from the U.S. Department of Housing and Urban Development Community Development Block Grant Program."

Applicant is required to acquire a DUNS Number by going to www.DNB.com.

SPECIAL NOTE TO ALL APPLICANTS:

Contractors and subcontractors employed to work on a project that is funded with CDBG in whole or in part, are subject to the payment of Davis-Bacon wages. Therefore, a large building renovation project involving only a small amount of handicapped access work would be subject to Davis-Bacon in its entirety.

Certified Payroll reports must be submitted weekly beginning with the first week that work begins on the project and for every week afterward until the project is complete.

On-site interviews will be conducted during the improvement process. Every (contractor, sub-contractor, etc.) must make their employees available for an interview at the job site. One person will be selected from each work classification for an interview. Every effort is made to ensure that these interviews cause as little disruption as possible to the on-going work.

Applicant must comply with all wages requirements before the funds can be disbursed. It is the sole responsibility of the borrower to be in compliance. DCD staff will assist where necessary and /or appropriate.

APPROVAL OF FUNDING: Final decisions regarding acceptability of proposals, compliance with ADA design standards and approval rests with Pittsfield Department of Community Development.

TO RECEIVE AN APPLICATION CONTACT:

Laura Mick
Community Development Specialist
lmick@pittsfieldch.com – 413-499-9378
 Department of Community Development
 City Hall, 70 Allen Street, Room 205
 Pittsfield, Massachusetts 01201
 Phone: 413-499-9368
 Fax: 413-395-0152