

A photograph of a stone building with a ramp and a portable toilet. The ramp is made of concrete and has metal handrails. A white portable toilet with a blue wheelchair symbol is positioned at the bottom of the ramp. The building is made of rough-hewn stone blocks. A window with a metal grille is visible in the upper right corner of the stone wall.

Municipal ADA Improvement Grant Program

August 8, 2023

Presented by:

Evan George, Grant Compliance Officer



Massachusetts Office on Disability

The Massachusetts Office on Disability (MOD) provides information, guidance, and training on disability-related civil rights and obligations.

We help people with disabilities understand their rights and opportunities to improve access.

We also help cities, towns, places that serve the public, and state government agencies understand their accessibility obligations.



Agenda

- Grant Overview
 - Planning grants
 - Project grants
 - Tips to improve your score
 - Q&A
-



Overview

Municipal ADA Improvement Grant Program

What is the ADA Improvement Grant?

- **Reimbursement funding** to municipalities for:
 1. City-wide accessibility **planning** (ADA Self-Evaluation and/or Transition Plans) or
 2. Individual **projects** to remove architectural or communication barriers

Eligibility

- Eligible:
 - Massachusetts municipalities
 - Municipally owned properties
- Not eligible:
 - Private businesses, private property, non-profit organizations, private homes, or other non-municipal properties
 - Items such as, but not limited to: design plans, feasibility studies, and applicant salaries

Program overview

- Maximum Grant Award: \$250,000
 - Grants can (but do not have to be) matching
 - Can be applied by any employee
 - Invoices must be dated after contract is signed and before June 30th, 2024
 - Be a member (or in process) of the [Community Compact Cabinet](#) (CCC)
-

Important dates: FY24 grant

**August 1 –
September 15, 2023**

Online application open

November/December 2023

Award and denial notifications sent

October 2023

Review process begins:

- Grant Selection Committee
- Executive Office of Administration and Finance

December 2023

FY24 Grant contracts issued to awarded communities

FY23 Grant metrics

Applications Received: 115

Applications Approved: 46

Total Amount Requested:
\$11 million

Total Amount Rewarded:
\$2.9 million



Types of grants

Planning grants

- These grants are for updating or creating a Self-Evaluation and/or Transition Plan as required under the Administrative Requirements of Title II of the ADA

Project grants

- These grants are for removal of architectural or communication barriers or physical/communication access improvements
- Only municipal properties or municipally owned facilities are eligible



Planning grants

Creating or updating
ADA Self-Evaluation or
Transition Plans

Planning grants: Required documentation

- Planning grants require the following supporting documentation at the time of application submission:
 - Designation of a Responsible Employee (ADA Coordinator)
 - Notice of Non-Discrimination and proof of posting
 - An ADA Grievance Procedure
- Must be part of Community Compact Cabinet (CCC)

Resources: Title II compliance

- ADAActionGuide.org
 - Documents, forms, how to create a grievance procedure, etc.
- mass.gov/MOD

Step 1 - Start Implementation

Step 2 - Appoint an ADA Coordinator

Step 3 - Provide Public Notice

Step 4 - Adopt a Grievance Procedure

Step 5 - Conduct a Self-Evaluation

Step 6 - Develop a Transition Plan

Step 7 - Create an Action Plan

Self-Evaluation Forms

Sample Documents



Municipal Grant Application



Commonwealth of Massachusetts

Office on Disability

The **Applicant** portion under this section refers to the person submitting the grant application and will be the person contacted in all matters related to this grant.

The **Responsible Employee (ADA Coordinator)** portion under this section refers to the person specifically designated to coordinate the 5 Administrative Responsibilities under Title II of the Americans with Disabilities Act. Please see the Application Instructions and Addenda materials for further information.

The application form will time-out after 40 minutes of inactivity. If you let the form sit idle for 40 minutes, you will need to restart the application submission process. More information about this can be found on our [Apply for a Municipal ADA Improvement Grant](#) webpage, under the heading "What You Need".

Section 1 - Requestor Information

Applicant (Required) <input type="text"/>	Grant Type (Required) <input type="text" value="PLANNING GRANT"/>	
Contact Full Name (Required) <input type="text"/>	Contact Phone (Required) <input type="text"/>	Contact email (Required) <input type="text"/>
Contact Address 1 (Required) <input type="text"/>	Contact Address 2 <input type="text"/>	
Contact City (Required) <input type="text"/>	Contact State (Required) <input type="text" value="Massachusetts"/>	Contact Zip (Required) <input type="text"/>

Responsible Employee (ADA Coordinator) Info

☐ Same as Contact

Responsible Employee Full Name (Required) <input type="text"/>	Responsible Employee Phone (Required) <input type="text"/>	Responsible Employee email (Required) <input type="text"/>
Responsible Employee Address 1 (Required) <input type="text"/>	Responsible Employee Address 2 <input type="text"/>	
Responsible Employee City (Required) <input type="text"/>	Responsible Employee State (Required) <input type="text" value="Massachusetts"/>	Responsible Employee Zip (Required) <input type="text"/>

Section 2 - Qualification

Responsible Employee (Required) <input type="text"/>	<input type="text"/>
Posting of Non Discrimination (Required) <input type="text"/>	<input type="text"/>
Grievance Procedures (Required) <input type="text"/>	<input type="text"/>
Self Evaluation (Required) <input type="text"/>	<input type="text"/>
Transition Plan (Required) <input type="text"/>	<input type="text"/>
Duly Established COD (Required) <input type="text"/>	<input type="text"/>
Member of Community Compact (Required) <input type="text"/>	<input type="text"/>
Public Accessibility Best Practice <input type="text"/>	<input type="text"/>

Section 3 - Planning Grant

Section 3.1 - Planning Request

The type and scope of the proposed Planning Grant. Please select the appropriate grant type and please describe the specific request under the Grant Scope section

Grant Type ☐ Self Evaluation ☐ Transition ☐ Update Amount Requested (Required) Grant Scope Renovation/Construction history of applicant History of Applicant's prior planning efforts related to disabilities or access, if any Any other information relevant to the Applicant's request or need for planning monies under this Project (Please be advised, all work must be invoiced no later than June 30)

Section 3.2 - Impact Information

U.S. Census microdata or other projection that provides estimates of the number of persons with disabilities residing in the applicant municipality, district or region, if any

Census Data

Section 3.3 - Other Information

Applicant's planning grant submission team and contact information, including any persons with disabilities involved in application process

Applicant Team

Applicant's history of interactions with the state's Architectural Access Board, if any

Architectural Board History

Applicant's history of interactions with any state and/or federal agencies with regards to accessibility related issues

State and Federal Agency History

Section 4 - Acknowledgement

Confirmation (Required) By selecting "YES", you certify that the information in this form is truthful and accurateContact Name (Required) ☐ Same as Contact Full Name in Section 1

Former planning grants

CANTON, MA: ADA Self-Evaluation

SECTION 5: OVERVIEW OF FINDINGS + RECOMMENDATIONS

Based on the information from the Town's website, completed survey responses and discussions with staff, the Town has made progress in meeting its ADA obligations not to discriminate based on disability. Following are specific findings and recommendations.

POLICIES AND PROCEDURES

The Town has made significant progress fulfilling its Title II administrative requirements.

Finding A1: ADA Coordinator. The Town has designated Charles J. Aspinwall (Town Administrator) to fulfill the responsibility of an ADA Coordinator. Mr. Aspinwall has received training in the requirements of Title II of the ADA.

Finding A2: Grievance Policy & Procedure. The Town has adopted a Grievance Policy and Procedure to resolve disability related complaints (see Appendix). Mr. Aspinwall, Town Administrator is responsible for receiving and processing discrimination complaints. However, there are additional statements that should be included to make the policy more comprehensive.

Recommendation A2:

- The policy should include the steps that a complainant can pursue if they do not agree with the ADA Coordinator's decision, for instance a statement indicating a person's ability to appeal to the Chairman of the Board of Selectmen.
- The grievance policy should be easily located on the Town website.

Finding A3: Surcharges. The Town does not impose surcharges to recover the cost of accommodations, effective communications services or accessibility features.

Finding A4: Meetings at Accessible Locations. Procedures are established to assure meetings, hearings, workshops, and conferences, are held in accessible locations. For example, KMA had a discussion with the Facilities Department whose office is located on the second floor of a non-elevated building. The staff member we spoke with confirmed that there is a phone on the lower level that can be used to alert the Department of a person who cannot access the second level and the Department is able to meet in other accessible locations.

Recommendation A4: All departments, boards and commissions should have written protocols for ensuring that meetings are accessible. If the public is expected to phone an office that is not accessible, this information must be clearly posted.

Findings A5 & D: Service Animal Policy. The Town does not have a written policy regarding service animals in municipal facilities.

Recommendation A5 & D: Develop a written Service Animal policy and post it in Town facilities

PULASKI PARK

Function and Description of Facility and Programs: Pulaski Park is a public green space on Main Street within the central business district. The area serves as a passive recreational area, green space, and location for civic events. The park contains 8 benches, 2 monuments, a gazebo, and a fountain. There are walkways which go through the park providing access to the benches, gazebo, and fountain.



Responsible Party: Mayor, City Council, Parks and Recreation.

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route of travel to the 2 monuments. There are no level areas for a wheelchair adjacent to the benches. There is no accessible route of travel to the gazebo with the only means of access via 2 sets of stairs. The stair railings are non-compliant as they are not round or oval in shape, are too wide, and lack top and bottom extensions. There are abrupt changes in level surface along the walkway at the transition from concrete to brick near the gazebo and lamp posts. The fountain is not accessible.

Pulaski Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	E	TF	Cost Estimate
Gazebo There is no accessible route (vertical access) to the gazebo.	206 403	20	A ramp with compliant slopes (no greater than 2.0% c.s and 8.3% r.s.); railings (paired 34" to 38" a.f.f. and 18" to 20" a.f.f. to the top of the railings); top and bottom 12" railing extensions; minimum 48" clear width between railings (521 CMR); and a level landing must be provided (S.405 and 505 of the 2010 ADA Standards and S.24 of 521 CMR).	1	3	N	Up to \$20,000+
The stairs (2 sets) have railings that are rectangular in shape, are 5 1/4" wide, and lack top and bottom extensions. See Photo Pulaski 1.	505	27	Assuming one of the stairs will be replaced with a ramp, the remaining set of stairs will need to have the railings replaced with ones that are round or oval in shape, 1 1/2" – 2" in outside diameter, have top extensions that are 12" parallel to the floor, have bottom extensions that are the slope distance of one tread then 12" parallel to the ground, and are 34" to 38" a.f.f. to the top of the railings.	1	3	N	Up to \$2,500



Project grants

Removing architectural
and communication
barriers at municipal
facilities

Project grants: Required documentation

- Same as planning grant, plus:
 - Self-Evaluation Plan
 - Transition Plan



Municipal Grant Application



Commonwealth of Massachusetts

Office on Disability

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Section 1 - Requestor Information

Applicant (Required)

Contact Full Name (Required)

Contact Address 1 (Required)

Contact City (Required)

Grant Type (Required)

PROJECT GRANT

Contact Phone (Required)

Contact email (Required)

Contact Address 2

Contact State (Required)

Massachusetts

Contact Zip (Required)

Responsible Employee (ADA Coordinator) Info

☐ Same as Contact

Responsible Employee Full Name (Required)

Responsible Employee Address 1 (Required)

Responsible Employee City (Required)

Responsible Employee Phone (Required)

Responsible Employee Address 2

Responsible Employee State (Required)

Responsible Employee email (Required)

Responsible Employee Zip (Required)

Section 2 - Qualification

Responsible Employee <small>(Required)</small>	
Posting of Non Discrimination <small>(Required)</small>	
Grievance Procedures <small>(Required)</small>	
Self Evaluation <small>(Required)</small>	
Transition Plan <small>(Required)</small>	
Duly Established COD <small>(Required)</small>	
Member of Community Compact <small>(Required)</small>	
Public Accessibility Best Practice	

Section 3 - Project Grant

Section 3.1 - Project Request

The type and nature of the project, including description of the project, and whether project is renovation/repair of existing facility or asset or new facility or asset

Grant Type

Amount Requested (Required)

Grant Scope

Is the proposed project identified in the current Self-Evaluation and/or Transition Plan?

Proposed Work

Cost estimate of project

Cost Estimate

Proposed project schedule or timeline (Please be advised, all work must be invoiced no later than June 30)

The proposed use and/or programming for the project, including proposed user fees if any for project

Proposed Use

The proposed operating, staffing and maintenance plans for the project, if applicable

Staffing and Maintenance Plan

Renovation/construction history of the affected facility or asset if applicable

Renovation and Construction History

Any other expected sources of funding, support or participation in project, including Applicant's and third parties

Additional Funding Sources

Section 3.2 - Impact Information

Number of persons with disabilities that will or are expected to be impacted by the project

Impact on People

The impact that the project will have on the overall access to the facility and/or the Projects

Impact on Access

Data or projection regarding the average monthly use of the facility and/or Project

Monthly Usage

U.S. Census microdata that provides estimates of the number of persons with disabilities residing in the applicant municipality, district or region

Census Data

Section 3.3 - Other Information

Applicant's planning grant submission team and contact information, including any persons with disabilities involved in application process

Applicant Team

Applicant's history of interactions with the state's Architectural Access Board, if any

Architectural Board History

Applicant's history of interactions with any state and/or federal agencies with regards to accessibility related issues

State and Federal Agency History

Section 4 - Acknowledgement

Confirmation (Required)

By selecting "YES", you certify that the information in this form is truthful and accurate

Contact Name (Required)

☐ Same as Contact Full Name in Section 1

Upload Attachments

Submit

https://massit.hylandcloud.com/203mod/

2/2

Former project grants



Submission tips

- Once you click “Submit”, **do not exit the page** prior to receiving the application submission confirmation pop-up.
- You will receive an email within 15 minutes confirming your application submission was received. Do not reply to the email. If you received both the confirmation screen and email, your application was successfully completed.
- If you did NOT receive a confirmation email or see the appropriate screens mentioned above, your submission was unsuccessful, and you will need to resubmit.



Tips to improve your score

Top 3 tips to improve your score

✓ 1

Submit multiple
project grants

□ 2

CCC: Public
accessibility best
practice

□ 3

Establish a
Commission on
Disability

Community Compact Cabinet (CCC)

- mass.gov/best-practices-program
- Voluntary, mutual agreement entered into between the Healey-Driscoll Administration and individual cities and towns of the Commonwealth
- Option to select **Public Accessibility Best Practice**

Resources for Commissions on Disability (CODs)

- mass.gov/MOD/COD
- [Statewide COD Meeting](#): August 31st at 10 AM
- Email mod-communications@mass.gov to update your COD contact info with MOD

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December 2023

FY24 Grant contracts issued to awarded communities



Contact MOD

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Grant Compliance Officer

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Website: mass.gov/MOD



Q&A
