



## Ramp Up Indiana Frequently Asked Questions (FAQ)

Updated May 6, 2016

### APPLICATION PROCESS / FORMS

- **What is the due date for applications?**  
There is no set deadline for application submission. Applications will be accepted on a rolling basis beginning May 1, 2016.
- **When can I request access to the FTP (file transfer) site? Who do I contact?**  
You may request access to the FTP site at any time. Please contact Leesa Norton, Real Estate Development Coordinator at [lnorton@ihcda.in.gov](mailto:lnorton@ihcda.in.gov).
- **Does item #6 (question about community development plans) on the “assurances and certifications” tab of the application apply?**  
No. IHCD A has determined this item does not apply. A revised version of the application that removed this line item was posted on April 21, 2016.
- **\*NOTE: The application was updated and reposted to the website on April 13, 2016. This fixes a technical glitch that caused some information to get deleted out.**
- **\*NOTE: The application was updated and reposted to the website on May 5, 2016. The tabs about Davis Bacon requirements were removed since it is not applicable to Ramp Up activities.**
- **\*NOTE: Application Form B “Client Intake List” and Exhibit A “Environmental Review Record” were posted to the program website on April 15, 2016.**
- **The threshold checklist on page 16 says that the applicant must provide a grievance procedures document in Tab B. What types of grievances must be covered?**

The grievance procedures must outline how the applicant will accept and review grievances (1) from homeowners who are not selected to benefit from the program (e.g. a household determined to be ineligible for assistance) and (2) from homeowners that are assisted that have concerns about the quality of the work completed.

## **ELIGIBLE ACTIVITIES**

- **If our organization installs pre-built ramps (e.g. aluminum or steel ramps), does the ramp belong to the organization or to the homeowner?**  
The ramp belongs to the homeowner and would not be reclaimed by the non-profit organization.
- **Can Ramp Up funds be used for interior accessibility, including a ramp installed inside of the house between rooms?**  
No. The ramp must serve an exterior entrance into the home. Part 3.2 Ineligible Activities states that “accessibility work on the interior of the home” is ineligible.
- **Would installing a ramp from an attached garage into a home be considered “interior” work and therefore ineligible.**  
No. Since the ramp would still be serving an exterior door into and out of the house, this work would be considered eligible under Ramp Up.

## **PROGRAM COMPLIANCE**

- **Ramp Up has a 10% leveraging requirement. What types of leverage are eligible? Does banked match count?**  
A list of eligible forms of leverage can be found in Chapter 1, Part B of the [CDBG and HOME Program Manual](#). Banked match is eligible as long as it meets the requirements found in Chapter 1, Part C.
- **Do we have to follow the Environmental Review process? If so, who should we talk to at IHCD?**  
Yes, the Environmental Review requirements apply. Questions about Environmental Review should be directed to Carmen Lethig at [clethig@ihcda.in.gov](mailto:clethig@ihcda.in.gov).
- **Do we have to follow the procurement process?**  
Yes, all construction contracts must follow the “competitive sealed bid” method of procurement as outlined in Chapter 10, Part G of the [CDBG and HOME Program Manual](#). Organizations providing volunteer labor are **not** procured. Supplies and materials under

\$25,000 may follow the “small purchase procedures” in Chapter 10, Part I. Questions about procurement can be directed to Celia Ringle at [cwangringle@ihcda.in.gov](mailto:cwangringle@ihcda.in.gov).

- **Are there any requirements for insurance?**

Yes, award recipients must provide proof of adequate insurance as outlined in Chapter 10, Part M of the [CDBG and HOME Program Manual](#). Homes assisted through Ramp Up are not subject to an affordability period, so language about insurance during the affordability period does not apply. Questions about insurance requirements can be directed to Celia Ringle at [cwangringle@ihcda.in.gov](mailto:cwangringle@ihcda.in.gov).

- **If the Ramp Up program will serve multiple towns/cities/counties, how does this affect the public hearing requirements?**

To meet the public hearing requirements, the applicant must publish a legal notice in a newspaper of general circulation at least 10 days prior to the public hearing. If the newspaper serves all areas that will be covered under the Ramp Up program, then one notice may suffice. Depending on the geographic area to be covered, multiple legal notices may need to be published. Similarly, the public hearing must take place at a time and location “convenient to potential or actual beneficiaries.” Depending on the geographic area to be covered, multiple public hearings may need to be held. Please contact IHCDA to discuss as this will be a case-by-case determination.

## **EVALUATION CRITERIA**

- **Part 7.3(1) of the Ramp Up policy states that points are awarded if the applicant has completed certain certifications. I am registered to take one of the listed certification courses in May 2016. Will this count for points?**

Yes, but you would need to complete the certification prior to application submission. You must submit a copy of the certification completion in Tab K of the application.