APPLICATION PROCESS / FORMS

• *NOTE: The application and policy forms were updated and reposted to the website on January 7, 2019.

• What is the due date for applications?  
  There is no set deadline for application submission. Applications are accepted on a rolling, non-competitive basis and are reviewed first come, first served.

• When can I request access to the Syncplicity (file transfer) site?  Who do I contact?  
  You may request access to the Syncplicity site at any time. Please contact Katie Hall, Real Estate Development Coordinator at KaHall@ihcda.in.gov

• The threshold checklist on page 13 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.

• Can we apply for more than $25,000 if we are serving multiple counties?  
  No, $25,000 is the maximum grant request amount no matter the target area size. Applicants may only submit one application at a time.
• What is the maximum amount of Development Fund an agency can have at a time (for all programs)?
   No individual project sponsor or affiliate may hold more than 20% of the Development Fund’s total portfolio at any one time. No agencies are currently near this cap. IHCDA will notify agencies if their on-going Development Fund contracts are nearing the 20% portfolio cap.

• What is the award timeline for a Ramp Up grant?
   Ramp Up grants must be completed within 18 months from the award date. Upon successful completion and close-out of a Ramp Up grant, the awardee may be eligible to apply for a second round of funding.

• What if a development team member holds a certification that is not listed as eligible in the application policy?
   You may submit such certifications to Dani Miller at DMiller@ihcda.in.gov with an explanation why you think it should count for points. IHCDA will internally discuss if the certification is applicable to Ramp Up activities and will let you know if the certification can count for points in the application.

• Can we use Banked Match to meet the 10% Match Requirement?
   No, banked match is not an eligible form of match for the Ramp Up program.

**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.

- **Is the demolition/new construction or rehab of a current ramp an eligible activity?**
  Yes, if the ramp has demonstrated safety or functional issues, it can be rehabbed or demolished and replaced.

- **If a homeowner receives assistance through the Ramp Up program, would they be eligible for Owner-Occupied Repair assistance in the future?**
  Yes, that homeowner would be eligible for OOR because there are no liens or affordability period requirements with Ramp Up.

- **Can we build ramps for renters/landlords?**
  No, only owner-occupied homes are eligible for ramps.

### PROGRAM COMPLIANCE

- **What income limits should I use when income qualifying potential beneficiaries?**
  Reference [RED Notice 18-31](#) for the most updated income limits by county.

- **How should the ramps be built?**
  All ramps must adhere to the [Uniform Federal Accessibility Standards](#). Sections 4.3, 4.8, and 4.9 list the standards to which ramps must be built. All requirements therein (slope, surface, etc.) will be inspected by IHCDA’s inspector. Ramps must also adhere to any applicable local jurisdiction building code requirements.

- **What is IHCDA’s inspection policy for Ramp Up?**
  IHCDA must inspect all ramps that are part of a Ramp Up grant. IHCDA no longer requires a third party to inspect the ramp before IHCDA can perform the final inspection. The inspection policy can be found on page 8 of the 2019 Ramp Up policy. Any questions related to inspections can be directed to Dave Pugh at [DPugh@ihcda.in.gov](mailto:DPugh@ihcda.in.gov).

- **How do Lead-Based Paint requirements pertain to the Ramp Up program?**
  A lead-based paint risk assessment must be conducted *only if* the home assisted with a ramp was built before 1978 and paint will be disturbed due to the ramp installation. If
paint will be disturbed on a pre-1978 home, a licensed Risk Assessor must conduct the lead Risk Assessment.
If the home was built after 1978 and/or paint will not be disturbed, the ramp construction is considered an exempt activity. Questions about this process can be directed to Dave Pugh at DPugh@ihcda.in.gov.

- **Do we have to follow the Historic Review process? If so, who should we talk to at IHICDA?**
  Yes, all projects utilizing Development Fund are subject to the Historic Review process. Questions about Historic Review should be directed to Dani Miller at DMiller@ihcda.in.gov.

- **What should the Ramp Warranty look like?**
  The warranty should cover any manufacturer or installation defects for the first year, but does not cover general ‘wear and tear’ of the ramp. A sample warranty can be found on the Ramp Up program webpage.