

## **Summary of Changes for May 2025 Ramp Up Indiana Policy Manual**

Minor formatting, wording, or grammatical changes are not identified in this list.

### **PART 1: APPLICATION PROCESS**

- Added clarification to application documentation and organization within OneDrive folder.
- Added further detail regarding application submission steps as well as IHCDA's review and response process.

### **PART 2: ELIGIBLE APPLICANTS**

- No changes to policy.

### **PART 3: ELIGIBLE ACTIVITIES AND BENEFICIARIES**

- Removed LIHWAP (Low Income Household Water Assistance Program) from Categorical Income Eligibility.

### **PART 4: PROGRAM COMPLIANCE**

- Added new section, Section 4.3 Approval to Proceed, detailing new procedure for determining beneficiary income and homeownership eligibility.
  - o IHCDA will review the income verification, proof of homeownership and historic review map by address. If the household and property meet the eligibility criteria, IHCDA will issue a notice to proceed and work on the ramp may commence.
- Added new section, Section 4.4 Ramp Construction Standards, referencing minimum requirements, both scoping and technical, for newly designed, constructed, or alter ramps in accordance with Section 405 Ramps of the 2010 ADA Standards for Accessible Design.
- Added new section, Section 4.5 Inspection and Unit Completion, elaborating on the documentation required inspection process.
  - o To request inspections, contact IHCDA's Healthy Homes Resource Manager and submit the following documents:
    - Lead Form – if a painted surface is disturbed, a risk assessment must be conducted
    - Lead Risk Assessment – if applicable
    - Lead Clearance Report – if applicable
    - Lead Scope of Work – if applicable
    - Photo(s) of the completed ramp(s)
    - Address of each unit completed
    - Final Inspection Certification
      - The Final Inspection Certification also certifies that the homeowner has received the required maintenance brochure and warranty information.
    - Warranty Information for the Ramp
  - o Once the documents are reviewed, the Healthy Homes Resource Manager will request an inspection with the Ramp Up award recipient or administrator and IHCDA's inspector. The inspector and administrator will coordinate a date and time to conduct the inspections. A representative from the award recipient or administrator must accompany the IHCDA inspector to each unit inspected.

After the IHCDA inspection, the recipient and/or administrator will receive an inspection report listing any deficiencies observed by address. If deficiencies are noted, the administrator will have 30 days to make corrections and submit the following documents to the Healthy Homes Resource Manager:

- IHCDA Physical Inspection Affidavit with a detailed description of the repairs performed
- Photos of the repairs At IHCDA's discretion, a re-inspection may be required.

If additional time beyond the 30-day correction period is needed to address deficiencies, an extension request must be submitted to the Healthy Homes Resource Manager. The request must detail the reasons an extension is needed and describe any progress made to date. Once reviewed, a response with the decision will be communicated to the recipient and/or administrator.

When all repairs are complete, IHCDA will provide an inspection clearance report to the award recipient. The recipient must correct all deficiencies noted in the report provided by IHCDA before claims can be processed. If the recipient is unwilling or unable to complete the repairs needed to pass the inspection, IHCDA will be unable to accept any claims or issue payment for the address in question.

#### **PART 5: SUBSIDY LIMITATIONS & ACTIVITY COSTS**

- Revised document requirements for draw requests. Added:
  - Summary of Assisted Sites form: A clear line-item accounting of project costs with units identified by address
  - If applicable, IHCDA waiver approval letter (for maximum subsidy waiver if over \$5,000 per address)

#### **PART 6: COMPLETENESS & THRESHOLD CRITERIA**

- No changes to policy

#### **PART 7: SCORING**

- Removed Section 7.5 Administrative & Soft Costs scoring category.

#### **FORMS AND RESOURCES**

- Revised Application form (Excel)
  - Client Intake Form (PDF)
  - DF- LUG grant resolution (Word)
  - DF- NFP grant resolution (Word)
- Added Program Compliance and Reimbursement forms:
  - 40- Paystub Income Calculation Worksheet (PDF)
  - 47- Household Income Verification (PDF)
  - 48- Ramp Up Categorical Income Eligibility (PDF)
  - Lead Form (PDF)
  - Physical Inspection Affidavit (PDF)
  - Ramp Up Final Inspection Certification (PDF)
  - Ramp Up Historic Review Guide (PDF)
  - Ramp Up Summary of Assisted Sites (Excel)
- Added Samples and Templates:
  - Ramp Up Maintenance Brochure (Word)
  - Ramp Up Program Brochure (Word)
  - Ramp Up Warranty Template (Word)
  - Template- Extension Request Letter (Word)
  - Template – Subsidy Limit Waiver Request Letter (Word)