

SANDY FUNDING CRITERIA WORKSHEET

State Department:
DHS-Division of Disability Services (DDS)
Name of Expenditure Program:
Sandy Relief Modular Ramp Program
Amount:
\$2.75M

Overview:

Utilizing a portion of the SSBG funding allocated for Super Storm Sandy relief, the Division of Disability Services (DDS) will model a program similar to the former "Modular Ramp Program", which was funded by the Kessler Foundation from 2006 to 2009. This program would provide modular wooden, aluminum or steel ramps to individuals who were adversely impacted by Sandy, and who did not receive funding from FEMA, Homeowners' Insurance, or the Red Cross, to build, re-build, or construct modular ramps to give them safe access into and out of their homes.

Modular ramps provide flexibility in the event they must be moved in the future. They are not permanent fixtures, with no footings, so they can be removed and most of the sections re-used at a future site and different location. Modular ramps are built in sections, and constructed to conform to the American with Disabilities Act (ADA) of 1991 regulatory codes for accessibility. If the client moves, or lives in a rental property, or becomes deceased, the modular design allows the structure to be removed without damage to the property. Modular ramps may be constructed out of wood, metal, steel or aluminum. All modular ramps must meet the following specifications:

- Ramps must not exceed a 1:12 ratio. Every inch of rise needs 12 inches of ramp.
- Ramps more than 6 inches should have handrails.
- Ramps exceeding 30 feet must have an intermediate platform.
- Ramps must have side flanges of 2 inches or more to prevent accidental slipping from the edge.
- Ramps and platforms must have non-skid surfaces and be designed to prevent water accumulation.
- Other specifications as noted under the ADA guidelines and building requirements

Having had success with previous programs providing modular ramps to individuals with disabilities, DDS is confident that those people with disabilities who were adversely affected by Super Storm Sandy, will once again have safe access to enter and exit their homes and allow them to once again live independently, and allow them to stay in their homes that may have been damaged, or need to be raised, replacing an existing ramp where applicable.

The division believes that a modular ramp design lends itself well to the needs of the Sandy population as it allows the ramp to be easily moved and repurposed should the service recipient be in temporary housing.

Federal Department of Origin:

Administration of Children & Families
SSBG

Federal Requirements / Restrictions:

Funds to be utilized specifically for this project

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Procurement Process:

The Division will utilize an RFQ to solicit qualified vendors and evaluators, and will then implement the program as detailed below;

- The automated toll-free number for DDS (1-888-285-3036) will have a specific prompt for the Sandy Relief Ramps Program
- The individual would call DDS to request an application for a modular ramp and speak to a certified Information and Referral (I&R) Specialist.
- The I & R Specialist will take all contact information needed to mail an application packet to caller
- The application packet consists of an application, a brochure/flyer with a description of the program, medical document form, a statement of agreement and proof of residency/citizenship request, with examples of documents to be provided by applicant
- Examples of residency would include: birth certificate, driver's license, utility bill, mortgage statement, rental receipt, etc.
- The applicant must show written proof that they applied to FEMA, Homeowners' Insurance or the Red Cross and/or other organization(s), and were denied funding for a ramp.
- Prove this to be their PRIMARY residence with proof of mortgage or rental receipts along with utility bill.
- Show medical documentation of a permanent disability by providing medical documentation from a physician verifying a permanent disability. Medical documentation may be provided on the Medical Document Form provided in the application packet, or verified by a physician written on letterhead or prescription pad.
- Once an applicant is deemed eligible for the program, a RESNA (*Rehabilitation Engineering and Assistive Technology Society of North America*) and/or CART (*The New Jersey Coalition for the Advancement of Rehabilitation Technology*) certified evaluator will schedule a home visit to perform an accessibility evaluation to determine the feasibility of the ramp, placement and design (type of ramp). The evaluation will include drawings of the proposed design, narrative, photos, and alternative designs if applicable.
- The evaluation will be sent to the applicant and to DDS for review. If the design is acceptable to all parties, and signed-off by the applicant and approved by DDS, a list of locally qualified and certified CART/RESNA ramp vendors in their geographic area will be reviewed by the program manager and bids from up to 3 NJCART certified builders/contractors will be requested to give DDS a quote on the work to be completed based upon the specifications of the aforementioned accessibility evaluation

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- DDS will evaluate bids based upon cost, design, adherence to specifications, and timelines.
- Once the quote is approved by DDS, a schedule will be provided by the vendor for the start date and completion date of the project. Up to one-half of the total cost may be paid to the provider to cover materials and act as a deposit
- When the work is completed, approved and signed-off by the client, and DDS, the evaluator will return to the home to verify adherence to evaluation specs.
- The Program Manager will visit site to verify completion of job and to obtain final approval and sign off by homeowner.
- Final approval will include an acknowledgement by the homeowner that they will be responsible for the maintenance of the ramp
- Final payment to the provider will be approved, and a voucher will be issued for payment to the vendor
- Once installed, the ramp is to be maintained by the home-owner (snow, debris removal, as examples) [As noted on previously signed Statement of Agreement]
- Approved designs are final and cannot be altered without the approval of DDS
- In a case where the applicant is planning to move after the ramp has been installed, they agree to contact DDS for the removal at least one month prior to move.
- Certain parts from the removed ramp can be stored by the vendor and may be used in a future ramp design.

Eligibility Standards:

- Applicants must show examples of residency would include: birth certificate, driver's license, utility bill, mortgage statement, rental receipt, etc.
- The applicant must show written proof that they applied to FEMA, Homeowners' Insurance or the Red Cross and/or other organization(s), and were denied funding for a ramp.
- Prove this to be their PRIMARY residence with proof of mortgage or rental receipts along with utility bill.
- Show medical documentation of a permanent disability by providing medical documentation from a

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physician verifying a permanent disability. Medical documentation may be provided on the Medical Document Form provided in the application packet, or verified by a physician written on letterhead or prescription pad.

Implementation/Timeline:

The Division will utilize an RFQ to locate qualified vendors. Implementation will be within 30 days of approval of project and funding.

The Division will hire two staff to implement this program. One staff person will directly oversee all activities related to the program. A second staff person, hired as TES, will be responsible handling phone inquiries and other administrative assistant duties related to the project.

IT Requirements:

The Division will maintain a database in Microsoft Access containing all pertinent information regarding the applicant and each project until completion of project

Tracking/Monitoring:

The Access database will track all inquiries and projects from beginning to end

Reporting Requirements:

The Division will report on progress and detail final results at conclusion of grant period

Allocation Formula:

The Division will utilize funding for specific projects and has estimated each project's cost based upon need and requirements. Funds will be utilized until grant is expired or funding is depleted, whichever comes first.