

RAMP UP VICTORIA PROGRAM GUIDELINES

COMMUNITY DEVELOPMENT BLOCK GRANT
City of Victoria, Texas

TABLE OF CONTENTS

I.	PROGRAM OVERVIEW	2
II.	PUBLIC AWARENESS	2
III.	ELIGIBLE RECIPIENTS	3
IV	PROPERTY ELIGIBILITY REQUIREMENTS	4
V.	ELIGIBLE ACTIVITIES	4
VI.	PROGRAM ASSISTANCE	4
VII.	APPLICATION & SELECTION PROCESS	5
VIII.	PROGRAM REQUIREMENTS	6
IX.	APPLICANT'S ACKNOWLEDGEMENT	8

I. PROGRAM OVERVIEW

The RAMP UP VICTORIA PROGRAM (Program) has been established to assist low- to moderate-income homeowners in the City of Victoria (City) with the installation of an ADA ramp at their home, which they must reside in.

Funding for this Program is being provided from the City's Community Development Block Grant (CDBG) entitlement. The Program reflects the guidelines and administrative requirements of the U.S. Department of Housing and Urban Development (HUD) and is subject to change to conform to changes in the rules and regulations.

The City shall have the right to change, modify, or revoke all or any part of the PROGRAM guidelines, as they see fit to ensure compliance with all federal, state, and local regulations.

II. PUBLIC AWARENESS

Golden Crescent Habitat for Humanity (Habitat) and the City will advertise that Habitat is accepting applications for the Program through local news releases, the City's and Habitat's websites and/or Habitat's and the City's social media. Habitat will also make Program guidelines and requirements available to the public through printed materials and online through the Habitat website.

For more information or questions regarding the Program, citizens may contact Golden Crescent Habitat for Humanity or Development Services – CDBG Division by phone, fax, mail, and/or email. Citizens are also welcome to visit the Golden Crescent Habitat for Humanity or Development Services – CDBG Division office in person. Program staff will respond to all inquiries in a timely fashion.

III. ELIGIBLE APPLICANTS

1. Eligible applicants must be low- to moderate-income homeowners as defined by HUD (Section 8 definitions). A low- to moderate-income homeowner has an annual household income of 80 percent or less of the City's median household income, adjusted for household size.

2026 City of Victoria Household Income Limits	
Number of Persons In Family	Annual Family Income
1	\$47,050
2	\$53,800
3	\$60,500
4	\$67,200
5	\$72,600
6	\$78,000
7	\$83,350
8 or more	\$88,750
<i>*HUD limits effective June 1, 2026. Figures are subject to change on an annual basis.</i>	

2. Applicants must be a resident of the City of Victoria and live in the home that will have the ADA ramp installed before applying for Program assistance.
3. Applicants must own the single-family dwelling as their primary residence.
4. If applicable, applicants agree to remove all abandoned appliances, junk vehicles, trash, rubbish, etc. from the property before assistance is rendered and must resolve any outstanding Code Enforcement cases and liens.

IV. PROPERTY ELIGIBILITY REQUIREMENTS

1. A property must be feasible for installation of an ADA ramp as determined by a cost estimate completed by Habitat staff and the contractor. Assistance **will not be approved** for a project with a cost estimate above Program Maximum Limit of \$7,000.00. The total cost includes the administration fee and ADA ramp materials and labor.
2. Program assistance will **not** be provided for a manufactured/mobile home as that term is defined in 24 CFR 201.2 by HUD. Program assistance also will not be provided for multifamily housing, rental units, and/or property that is located in the 100-year and/or the 500-year floodplain.
3. **All** delinquent property taxes **must** be paid on the property prior to applying for Program Assistance, or the applicant must have qualified for and received a tax deferral as allowed under Section 33.06 of the Texas Property Tax Code. Written verifications must be documented in the applicant's file.

V. ELIGIBLE ACTIVITIES

The only eligible activity for the Program will be installing one (1) ADA ramp at the applicant's home.

VI. PROGRAM ASSISTANCE

1. Selected applicants will receive Program assistance through a grant with no repayment.
2. The ***maximum*** Program assistance per household is **\$7,000** per installation of ADA ramp, which shall each include a contingency of 10%. The total cost includes the administration fee and ADA ramp materials and labor.
3. Participation in this Program is voluntary and relocation assistance will **not** be provided.
4. Applicants will be required to allow Program staff and a contractor selected by the City to complete a risk assessment, on-site needs assessment, and project cost estimates.
5. Assistance **will not be approved** until all assessments have been completed and a determination has been made that the property is feasible for the installation of an ADA ramp.
6. A contractor selected by the City will be authorized to complete the ADA ramp installation.
7. If Program assistance is expended on a project that is terminated by the homeowner prior to completion, the homeowner must repay the funds to the Program.
8. The applicant agrees as part of receiving the Program assistance as described herein to maintain and keep the property in good repair after the completion of work.

VII. APPLICATION & SELECTION PROCESS

1. Habitat and the City will advertise that Program funds are available, and Habitat will provide applications to applicants to determine if they meet the guidelines. The City will review application documentation for each house before final approval is given.
2. All applicants ***must*** fully complete the Program application.
3. Applications will be accepted and reviewed for completeness and all deficiencies shall be noted. The Program has the right to request information necessary to determine income and proof of homeownership.
4. Applicants must provide **all** information requested in the Program application that applies to their household and complete **all** required forms. Intentional falsification of the application will be subject to rejection and the applicant will not be allowed to reapply to this Program.
5. Applicants will be notified in writing of their application status and will be provided five (5) working days at the end of the application period to correct any deficiencies, if necessary. ***In the event the deficiencies are not resolved, the application will be rejected.***
6. Applicants will be selected from the applications on a first-come, first-served basis, depending upon application completeness.
7. Applicants deemed ineligible for ADA ramp installation may request a review by the Program staff on a case-by-case basis. Applicants will be notified in writing of the decision. Applicants who have been determined ineligible may submit a written appeal of the denial to the City's Development Services Director. A written response shall be issued within 10 days of the request.
8. Program staff and the applicant will complete an Initial Rehabilitation Assessment. The CDBG Staff will contract with the lead-based paint risk assessor (if applicable) and all other necessary contractors to prepare a cost estimate and work write-up.
9. Program Staff executes the following:
 - ☒ Program Guidelines *APPLICANT'S ACKNOWLEDGEMENT* page
 - ☒ Program Agreement & ADA Ramp Installation Contract
10. Program staff schedules work with the contractor and works with the owner on a timeline for project completion. Applicants may voluntarily move out during work. Relocation assistance is not provided when the applicant moves out voluntarily. All household contents that may be in the way of the ADA ramp installation must be removed/removed before the start of the project.

VIII. PROGRAM REQUIREMENTS

1. The application shall contain characteristics of the household residing at the address, income data for **all** household members over 18 years old and current housing costs. The Program has the right to request information necessary to determine income, paid taxes and proof of homeownership.
2. Program staff will determine the final project cost estimate and specifications that are applicable to the work for the ADA ramp installation. The estimates shall be within the maximum Program Assistance Limit.
3. Program staff shall provide a floodplain determination prior to granting any assistance.
4. Bidding and selection of a contractor will be obtained in accordance with Federal, State, and local City rules and regulations.
5. Program assistance will be undertaken only through a written contract. The contractor will only perform the work listed on the detailed Work Write-Up and approved change orders. The City is responsible for all contracting activities necessary to execute the Program.
6. All surfaces for homes built prior to January 1, 1978 and readily accessible to children **under six years of age** must be:
 - a) Free of cracking, scaling, peeling, chipping and loose paint, or
 - b) Adequately treated or covered to prevent access to lead-based paint.
7. Lead Hazard Evaluation [24 CFR 35.930]. Paint will be tested to determine the presence of lead and a risk assessment to identify lead-based paint hazards for deteriorated, disturbed and/or friction surfaces. Homeowners will be provided with information about the hazards of lead-based paint. Certified personnel shall complete all testing.
8. Lead Hazard Reduction [24 CFR 35.930]. Interim controls shall be performed on the hazards identified by the risk assessment. Trained workers or workers supervised by a certified supervisor are required in accordance with 24 CFR 35.1330(a)(4). Personnel will follow all HUD regulations for assuring compliance with these requirements.
 - Clearance [24 CFR 35.1340]. Safe work practices and occupant protection must be performed, except when the disturbed paint is below the de minimis levels as stated, at Section 24 CFR 35.1350(d). The de minimis levels are:
 - Interior lead-based paint surfaces disturbed smaller than 2-sq.ft or 10 percent of the total surface area of any small area surface.
 - Exterior surfaces disturbed smaller than 20-sq.ft.
 - Occupants may not enter the worksite during lead hazard reduction activities. Reentry is permitted only after lead hazard reduction activities are completed and the worksite has passed an interim clearance examination.
 - The attached disclosures of information on lead-based paint hazards will be signed by each owner acknowledging receipt.
9. The City shall submit a **Notice to Proceed** prior to granting any services. The following documentation shall be submitted with the Notice to Proceed:
 - Work Write-Ups from Habitat – The work write-up should be detailed with specific references to the location, size, type, and costs itemization of repairs.
 - Contracts/Agreements – Any executed contracts for project services.
 - All proper permits must be obtained prior to the commencement of any work.
10. The City will pay the contractor based upon submission of a *Draw Request* and supporting

documentation. Payment will be made only for eligible expenses actually incurred by the contractor.

11. The Contractor shall submit a **Certificate of Completion** to the City in order to receive final payment. The homeowner's signature is required on the Certificate stating that the work is complete. A final inspection and building code inspection shall be required to ensure performance standards have been achieved and passed inspection.
12. All work performed by a contractor shall be covered by a one-year guarantee which requires the contractor to correct any inadequacies, as determined by the Program Staff, in the work performed under the contract.
13. The homeowner agrees that the City and Habitat have no liability for warranty of any workmanship or materials furnished by the contractor under the rehabilitation contract. The owner also agrees that the City and Habitat have no responsibility for any defects, faulty work, or incomplete work by a contractor.
14. The homeowner agrees that conditions in the property which were not included in the original inspection, work write-ups and approved change orders are not the responsibility of the contractor, the City, or Habitat but remain the responsibility of the homeowner.
15. In the event a dispute exists between the applicant and the contractor with respect to the ADA ramp installation work, Program staff shall take appropriate action in accordance with the provisions of the construction contract to assure that the applicant is satisfied before any payment is made to the contractor. In the event a dispute cannot be resolved, the City's Director of Development Services shall consider all pertinent facts and shall decide an appropriate course of action to resolve the dispute.
16. Work shall meet all Federal, State, and City Building code regulations in the performance of this contract.
17. Other Federal requirements must be followed, including fair housing, equal opportunity and conflicts of interest.
18. The Applicant File Checklist shall be used to document all project information that is contained in the project files. File documentation for each address shall be on file for 4 years after the completion of the project.

IX. APPLICANT'S ACKNOWLEDGEMENT***Applicant's Acknowledgement:***

I have received and read the Ramp Up Victoria Program Guidelines and understand my responsibilities set forth in these guidelines.

Applicant's Signature

Date

Applicant's Signature

Date