



Dear Applicant:

You are receiving this letter because you have either requested assistance or have been referred to the Broome County Council of Churches concerning your need for a wheelchair ramp. **Enclosed you will find an application for the Ramp It Up Program as well as an Access to Property & Release of Liability Waiver form.** Please complete both of the forms and return. Forms are available, in fillable or printable format by visiting the Broome County of Churches website>Ramp It Up> Ramp application.

Eligibility for the program is based on income and need. Please ensure that as you complete the application you list all of the people that live under your roof, including children, and their monthly income. Upon review of your application, I will contact you to schedule a visit to your home. The purpose of the visit is to meet you, answer questions, determine your ramp needs and discuss ramp location options. I will also discuss the cost of the ramp and your ability to contribute towards its cost. I will then review your request with the Broome County Council of Churches and you will contact you to inform you of your projects acceptance or denial.

If your project is accepted I will contact you to establish a mutually agreed upon date and time for our engineer team to visit your home. The purpose of their visit is to insure that the design that I have proposed will work and to produce a drawing that will be utilized in obtaining a building permit.

I will then set about recruiting a build team and arranging for the necessary materials required to build your ramp. I will contact you once a build team has been recruited and a build date has been confirmed with the team.

If you rent your home, it is your responsibility to keep the landlord informed and review the location and ramp design with them. I would be happy to meet with them on site and review the proposed project.

If you have any questions in regard to completion of the application or your eligibility, please do not hesitate to contact me.

Very truly yours,

Bob Bundy

Ramp It Up Program Coordinator
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