



Director of Home Access

1200 9<sup>th</sup> Avenue North  
Nashville, TN 37208  
Email: [John\\_Pickett@ucpnashville.org](mailto:John_Pickett@ucpnashville.org)  
Telephone: 615/242-4091  
Fax: 615/242-3582  
Home Page: [www.ucpnashville.org](http://www.ucpnashville.org)

Dear Applicant,

Thank you for your inquiry regarding UCP's *Home Access Program*. The program is designed to assist qualifying individuals with the construction of a wheelchair ramp. *Home Access* is partially funded through a grant from Tennessee Housing Development Agency, and as such, certain regulations apply. ***Before you may be considered for a wheelchair ramp you must provide UCP with the following information:***

1. Documentation to verify the total annual income for the entire household. Complete and sign the *Household Member Income* form. All household members, regardless of age, must be listed. Relationship to applicant must be listed. If the member has no income, write zero on the appropriate income line. Next, enclose additional documentation such as a Social Security benefits letter, bank statement, pay stub, or current tax return for each member listed. Without this information we cannot add you to our waiting list.
2. Permission forms to construct a wheelchair ramp must be signed by the home's owner. Please complete and sign the enclosed *Permission for Home Modification* form. This form must be provided whether you or someone else owns the home.
3. Sign the enclosed *Release* form.
4. Complete the enclosed *Application* form. Please provide all requested information.
5. Use the enclosed checklist to make sure you have all required paperwork before returning it to your Neighborhood Helpers volunteer. Place all materials in the envelope provided (please make copies for your own records) and call your volunteer to pick-up the envelope. These documents will be added to the documentation package, which will then be scanned and electronically forwarded to John Pickett at the UCP office in Nashville, TN.

## **UCP Home Access Program**

Please be aware that we are not able to construct ramps on all homes. The determination regarding whether your home is appropriate for the type ramp we build is made after we conduct an on-site evaluation of the property. The site evaluation is made only after all information has been received and the household has qualified under current THDA guidelines.

UCP is not a construction company. We offer this as a free service to all those who qualify. UCP uses volunteers in the construction of the wheelchair ramps; therefore our schedule for building ramps is often base on the availability of these volunteers. A waiting period of several weeks is not uncommon. We always attempt to construct ramps for those who qualify within a reasonable amount of time. Construction of a ramp can usually be completed in one day.

We look forward to serving you.

Sincerely,

John Pickett  
Director of Home Access