

INSTRUCTIONS

Please read before completing the application form.

STEP 1:

Complete the application form and provide the following documentation:

- the Medical Report Form completed by your medical professional; and,
- a copy of your latest Property Tax Notice or a copy of the current Property Tax Assessment.

In addition, if you are a tenant:

- a copy of your current Lease Agreement, or
- a letter confirming monthly rent payment if family member,
- the Landlord's Letter of Acknowledgment; and,
- if the tenant moves and the modification is able to be moved and is no longer required, contact the RAMP program for relocation or disposal instructions.

Complete the income section to determine income eligibility and provide:

- a completed copy of the signed Personal Income Tax return(s), or provide an Option C printout (available from Canada Revenue Agency) for the previous year for all persons residing in the home. If self-employed, include all income and expense statements.
- a copy of your current cheque stub if you are on Assured Income for the Severely Handicapped (AISH). This must show the Medical Services Card, persons covered, and amount received.

Complete the wheelchair modification proposal section and provide:

- at least one (1) detailed estimate from a contractor and one (1) drawing, sketch and/or photograph of the proposed modifications
(Attached for your reference is the Common Residential Barrier Free Guidelines).

Payment Assignment:

- If you wish to have the payment assigned to the vendor, contractor, and/or landlord complete the Assignment and Payment Authorization form and return it with the Application.

In addition, if any of the situations listed below apply to you, the following must be provided.

If you own a mobile home:

- a copy of the bill of sale or home insurance policy showing year, make, model, and serial number or your mobile home; and,
- the Mobile Home Park Agreement signed, witnessed, and dated to indicate approval of any outside permanent modifications.

If you reside in a housing co-operative:

- the Housing Co-operative Statement to be completed by an Authorized Official of the Housing Co-operative Association.

If you reside on a reserve:

- a Band Council Resolution (BCR) form will be provided with the application and must be completed and returned along with the application.

If you reside in a Métis settlement:

- the Métis Title or Métis Provisional Title completed by the Métis Settlement Council.

If you reside in a Hutterite colony:

- Hutterite Colony Life Tenancy Statement (enclosed) completed by the head of the Colony and the applicant; and,
- a copy of the latest Certificate of Incorporation from the Colony to verify signing authority.

Non-resident Owner:

- A non-resident owner, who is registered on the title of your home, is required to complete the form "Non-resident Owner Authorization" (AS0188) which provides their authorization to any wheelchair modifications.

Mail or fax the complete package to:

Alberta Seniors and Community Supports
Residential Access Modification Program
P.O. Box 927
Edmonton, AB T5J 2L8

Fax: **(780) 427-0418**

Email: RAMP@gov.ab.ca

Telephone: **(780) 427-5760**

To call toll free: **310-0000** then dial **(780) 427-5760**

STEP 2:

- You may be contacted to discuss your application, the proposed plans and contractor of choice.
- Upon approval of your application and receipt of the grant funds, arrange to have the work completed.
- If there is a change in contractor or plans, please contact Alberta Seniors and Community Supports immediately to obtain approval to proceed.
- The grant funding will be provided directly to the RAMP applicant, in most cases, prior to the start of the project.
- It is possible for the applicant to request the Ministry to fund the vendor or contractor directly by completing the Assignment and Payment Authorization form. This form is available on the Ministry website or it may be mailed or faxed to the applicant upon request.
- In the case of an Assignment, and after the invoice is provided to the Ministry by the contractor or vendor, the contractor or vendor will be funded after the project is completed. The applicant must sign and date the contractor's or vendor's invoice.
- In the case of shared funding with another program (public or private) the applicant, assignee, assigned vendor, and/or assigned contractor will be funded after project completion.

STEP 3:

- Upon completion of the project, please provide copies of paid invoices and/or receipts for the wheelchair modifications approved under the grant.

Common Residential Barrier-Free Guidelines

NOTE: There are other items eligible under the RAMP guidelines. For further information call (780) 427-5760 or toll free 310-0000 then dial (780) 427-5760.

Exterior Walkways

- Exterior walks that form part of a barrier-free path of travel should be not less than 1100 mm (43") wide, and form a continuous plane not interrupted by steps or abrupt changes in level. The cross-slope should not be greater than 1:50.
- A walkway that has a vertical drop exceeding 75 mm (3") shall have a minimum curb height on each side of the walkway of at least 75 mm (3").
- Walkways with a 1500 mm (60") width is preferred, to allow wheelchairs to pass one another.
- Pre-cast units (brick pavers, concrete slabs, tiles) should not be used. However, if they are used, all joints should be as flush as possible and the upper limit of the joints should not exceed 6 mm (0.25").

Doorways

- Every doorway along a barrier-free path must have an opening of at least 800 mm (32") and be easy to open.
- Every doorway within a suite of residential occupancy must have at least 800 mm (32") in the open position.
- Every exit door shall have a minimum headroom clearance of 2100 mm (82").
- Door opening devices must be of a design that does not require tight grasping or twisting of the wrist as the only means of operation to open the door.
- A door threshold with a threshold height greater than 6 mm (0.25") to a maximum height of 13 mm (0.50") higher than the finished floor surface must be bevelled to facilitate wheelchairs users.

Bathrooms

- The doorway that allows entry to a washroom must have a clear opening of at least 800 mm (31") and a corridor width of at least 1220 mm (48") when turning a 90° corner. If the doorway entrance is 915 mm (36") clear, then the corridor width may be 920 mm (36").
- Most bathroom doorways in residential buildings open outwards, as the bathrooms are usually too small to allow the door to open inwards.
- The toilet seat height should be 430 mm \pm 30 mm (17" \pm 1") from the floor, with a sink top surface height of 760 mm \pm 50 mm (30" \pm 2").
- The bathroom counter must have a work surface that is not less than 865 mm (34") above the floor with a knee space that is:
 - 760 mm (30") wide;
 - 685 mm (27") high; and,
 - 485 mm (19") deep.

Shower Stalls

- The inside measurement of a wheelchair accessible shower stall should not be less than 900 deep x 1500 mm wide (35" x 60"). The floor should have a slip-resistant finish and a bevelled threshold of not more than 13 mm (0.50") than the finished floor surface. The entrance to the shower must have a minimum space of 900 mm (35") and be the same width of the shower. Fixtures are permitted to intrude into the space but must not restrict access to the shower stall.

Kitchen Counters, Cupboards

- The counter top height should be 760 mm (29") from finished floor surface.
- Overhead cabinets with accessible shelving should be a maximum height of 1150 mm (45") from the finished floor surface.

Decks

- If a deck is required, the maximum deck size to be funded is to be limited to 34 sq. m. (112 sq. ft.) with railings.
- The deck surface must have a permanent, firm, and slip-resistant surface.

Ramps

The ramp must have a:

- slope of not more than 1:12 (1 inch of height equals 12 inches of length), although a slope of 1:16 to a 1:20 is preferred, complete with handrails;
- width of not less than 870 mm (34") between handrails;
- level area not less than 1500 mm x 1500 mm (60" x 60") at the top and bottom of the ramp;
- resting point at intervals of not more than 9000 mm or 9 m (354" or 29");
- resting point or landing with a minimum surface area of 1200 mm (48") in length and at least the width of the ramp;
- level area of at least 1200 mm x 1200 mm (48" x 48") if the ramp makes a 90⁰ turn;
- level area of at least 1500 mm x 1500 mm (60" x 60") if a ramp makes a 180⁰ turn;
- permanent, firm, and slip-resistant surface; and a,
- high (rail) guard set at 920 mm (36").

Exterior Chair Lifts

- Exterior chair lifts are to have an upper deck landing that is level and at least 1500 mm x 1500 mm (60" x 60") with a rail of 920 mm (36") in height.
- If the upper deck has stairs used by foot pedestrians as well as the wheelchair user, a locking gate is necessary to prevent the wheelchair user from accidentally falling off the steps. The deck pad is to be of a permanent material.

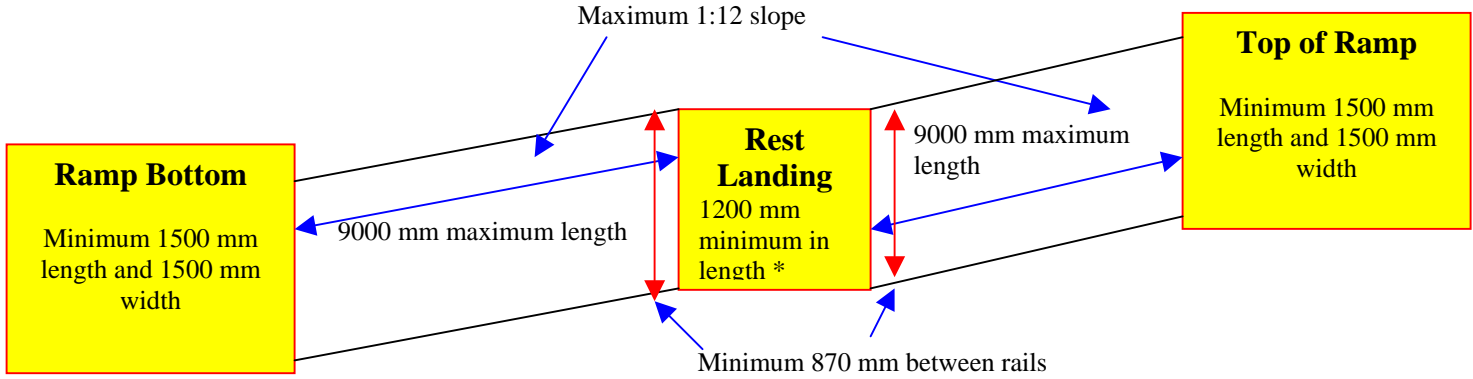
INFORMATION ON RAMPS

RAMPS			
1:12 Minimum Ratio			
Metric		Imperial	
Rise	Length	Rise	Length
25 mm	300 mm	1 in.	12 in.
50 mm	600 mm	2 in.	24 in.
75 mm	900 mm	3 in.	36 in.
100 mm	1200 mm	4 in.	48 in.
150 mm	1800 mm	6 in.	60 in.
200 mm	2400 mm	8 in.	96 in.
250 mm	3000 mm	10 in.	120 in.
300 mm	3600 mm	12 in.	144 in.

RAMPS			
1:16 Suggested Ratio			
Metric		Imperial	
Rise	Length	Rise	Length
25 mm	400 mm	1 in.	16 in.
50 mm	800 mm	2 in.	32 in.
75 mm	1200 mm	3 in.	48 in.
100 mm	1600 mm	4 in.	64 in.
150 mm	2400 mm	6 in.	96 in.
200 mm	3200 mm	8 in.	128 in.
250 mm	4000 mm	10 in.	160 in.
300 mm	4800 mm	12 in.	192 in.

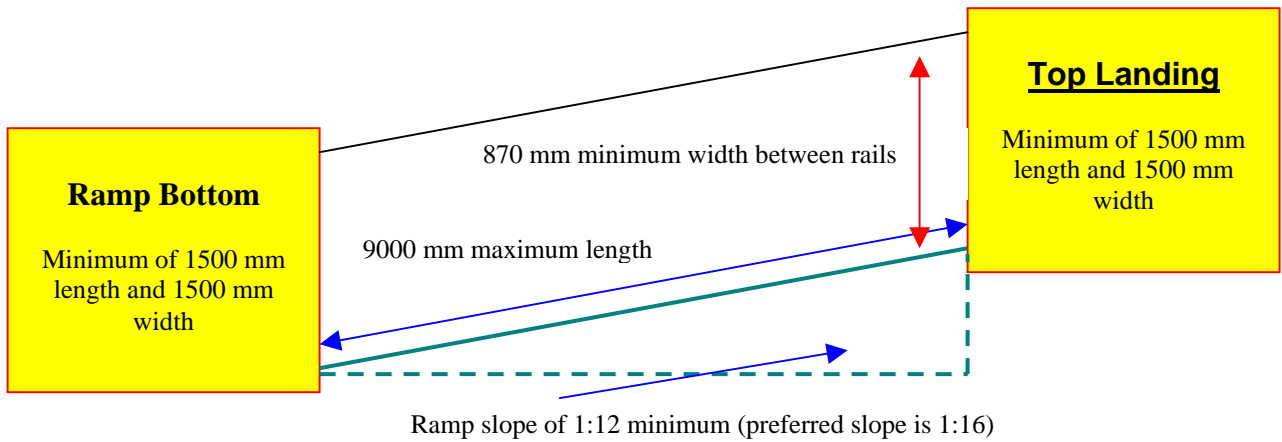
RAMPS			
1:20 Suggested Ratio			
Metric		Imperial	
Rise	Length	Rise	Length
25 mm	500 mm	1 in.	20 in.
50 mm	1000 mm	2 in.	40 in.
75 mm	1500 mm	3 in.	60 in.
100 mm	2000 mm	4 in.	80 in.
150 mm	3000 mm	6 in.	120 in.
200 mm	4000 mm	8 in.	160 in.
250 mm	5000 mm	10 in.	200 in.
300 mm	6000 mm	12 in.	240 in.

RAMP - WITH A REST LANDING



*Minimum 1500 mm length and 1500 mm width if intermediate level leading to a door

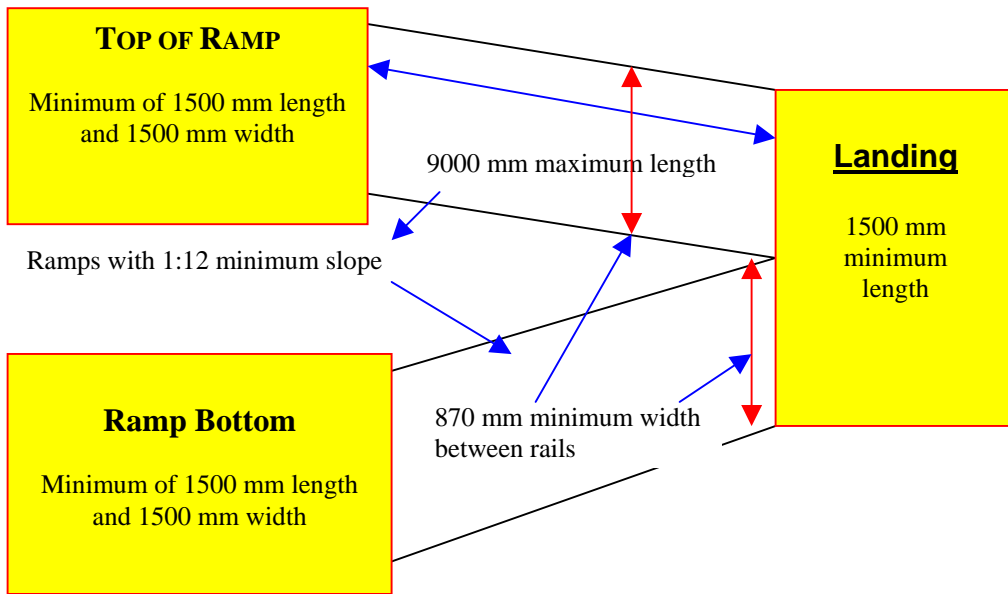
RAMP



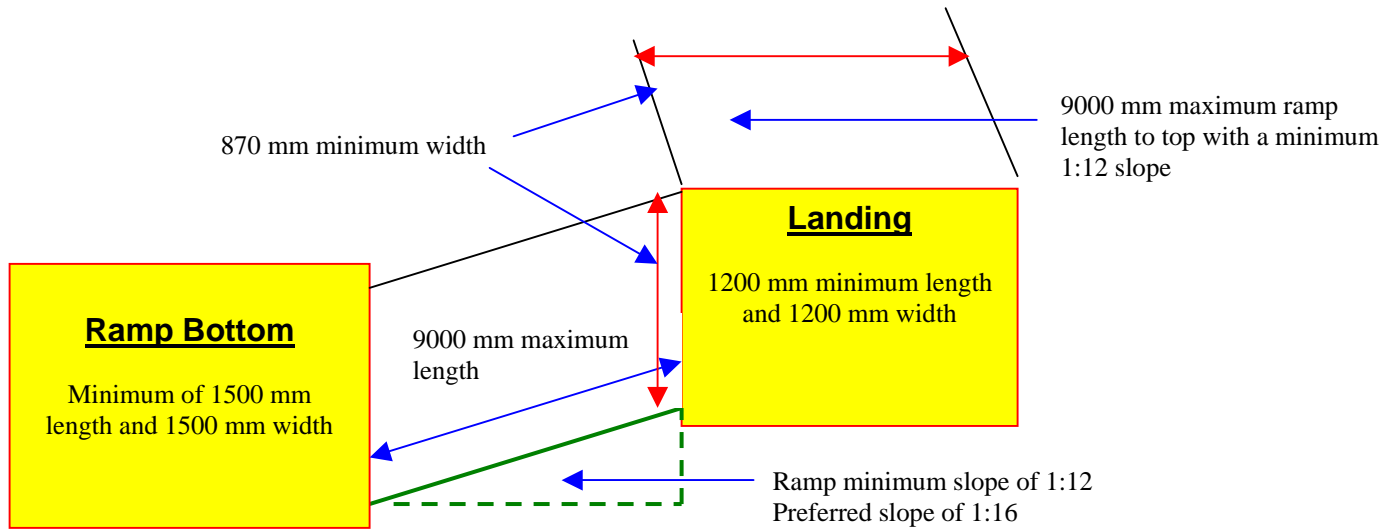
Imperial Equivalents

9000 mm	=	29 feet
1500 mm	=	60 inches
1200 mm	=	48 inches
870 mm	=	34 inches

RAMP - WITH A 180° TURN



LANDING - WITH A 90° TURN



Imperial Equivalents

9000 mm	=	29 feet
1500 mm	=	60 inches
1200 mm	=	48 inches
870 mm	=	34 inches