

Residential Access Modification Program (RAMP)

Guidelines and Criteria

RAMP Guidelines & Criteria

Assisted Living and Social Services

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Definitions

The following definitions are applicable under this document:

- a) “applicant” means the person who is applying for RAMP benefits, and for whom the modifications are required;
- b) “child” or “children” means a dependent(s) of the applicant who is 17 years or younger, or 20 years or younger if attending full time school;
- c) “family” means the applicant, the applicant’s spouse/interdependent partner, and/or the applicant’s dependent children;
- d) “modification” means the structural change to the exterior or interior of an eligible residence that is designed to improve access into and within the home;
- e) “permanent resident” means a person who is legally able to reside in Canada;
- f) “RAMP” means the Residential Access Modification Program;
- g) “residence” means a personal residence, and does not including public or commercial buildings not meant for residence;
- h) “spouse” or “partner” means the person with which the applicant has entered a legal marriage, inter-dependent relationship, or common-law relationship;
- i) “total income” means the combined total income shown on line 15000 of the Notice of Assessment in respect of the income tax return filed under the *Income Tax Act* (Canada) by the applicant or by the applicant and the applicant’s spouse/partner (if applicable).

1. Program Overview

1.1 Purpose of the Program

RAMP is intended to assist low income Albertans who have mobility challenges, with grants to modify their home in order to remain living safely in their own homes.

1.2 Purpose of the Grant

- a) RAMP provides non-repayable, non-taxable grants of up to \$12,000 to modify housing for eligible Albertans. Grants are for permanent modifications that help facilitate access to and movement within a principal residence.
- b) The purpose of the grant is to carry out modifications to the applicant's principal residence if the modifications:
 - o significantly contribute to the safety and security of the applicant,
 - o facilitate access by the applicant to the principal residence,
 - o facilitate movement by the applicant within the principal residence, and/or
 - o improve the livability of the principal residence that would otherwise be restrictive to the applicant.

1.3 Program Priority

Modifications are approved and funded for those awaiting hospital discharge or in palliative care first and then all other applications on a first-come first-served basis.

1.4 Disputes

The Government of Alberta (GoA) is a third-party funder in respect to RAMP grants and does not become involved in any disputes arising from contractual work in process or after a project is completed. The approved applicant must settle any disputes between a contractor/vendor and themselves.

2. Program Grants

For information on what may be covered by program grants, see [3.3: Modification Eligibility](#).

2.1 Grant Limits

An eligible applicant may receive RAMP grant funding, to the following limits and conditions:

- \$12,000 each benefit year,
- \$24,000 in a ten-year period.

RAMP will not fund the same modification at the same principal residence within ten years.

2.2 Exceptions

Exceptions may be made to grant limits outlined in 2.1 if:

- the health and/or physical needs of the applicant require additional modifications, and RAMP is partnering with another department program (e.g. Alberta Aids to Daily Living (AADL), Persons with Developmental Disabilities (PDD));
- the applicant suffers marked health deterioration at the same address, is forced to move; is required to move due to different health needs; or a mechanical product suffers a breakdown that cannot or is not economically feasible to repair.

2.3 Grant Usage

- a) Grant funding under RAMP can be applied only to eligible modifications listed in [3.3: Modification Eligibility](#).
- b) If an applicant received a prior grant under RAMP and did not utilize all the funding, the applicant may be approved to access the balance remaining for additional modifications that may be required. The approval would be dependent if the applicant is still within program guidelines.

2.4 Additional Funding and Funders

2.4.1 Modifications above grant limits

In all applications where estimates exceed the maximum available grant, the additional funding source must be identified. Grants are not approved unless RAMP has been apprised in writing that the applicant has access to the necessary amount of funds to complete the project.

2.4.2 Additional Funders

- a) RAMP funding should not be approved if the modification is fully funded through a federal or provincial government grant, or any other source.
- b) Funding over and above what is eligible through RAMP may be funded by: the applicant, the applicant's family, community organizations, or other government funding sources.
- c) In all cases where additional funders are involved, RAMP grant funding is not approved until confirmation has been received that the additional funder has approved their funding. If the applicant is the additional funder, confirmation that the applicant can provide additional funding without undue hardship must be submitted.
- d) Prior to grant approval, the RAMP program staff will confirm with the applicant and the additional funders which modifications/materials/costs are eligible and will be approved for payment from the RAMP grant fund, and which items or modifications will be funded by the additional funder.

2.5 Grant Transfers

An approved grant may be transferred to another property, with Expenditure Officer approval. To be eligible to transfer the grant to another property, the following guidelines apply:

- if the new property is newly purchased, property value thresholds apply,
- grant funding cannot be transferred to a new property under construction,
- the applicant must submit two new quotes and before photos from the new property, and
- if applicable, the applicant must submit a Landlord Modification Agreement form.

3. Program Eligibility

Applicants must meet eligibility criteria in three (3) areas to be approved for RAMP funding: grant eligibility (see [2.1 Grant Limits](#)), applicant eligibility, and income eligibility.

Applicants are responsible to report any changes in circumstance which may affect program eligibility, including change in marital status or family structure, change in income, or change in mobility.

3.1 Applicant Eligibility Criteria

To be eligible for RAMP grant funding, applicants must:

- have Canadian citizenship or permanent resident status as defined by the Immigration and Refugee Protection Act (Canada);
- reside in Alberta, and at the residence for which the grant is being applied for;
- meet family income thresholds (see 3.2: Income Eligibility);
- require an eligible modification (see 3.3: Modification Eligibility);
- meet one of the following mobility criteria:
 - require the use of a wheelchair on a permanent basis,
 - be 65 years of age or older and use a four-wheeled walker on a permanent basis,
 - be diagnosed with a neuro-degenerative diseases in the progressive stage including: amyotrophic lateral sclerosis (ALS), chronic obstructive pulmonary disease (COPD), dementia, multiple sclerosis (MS), muscular dystrophy (MD), Parkinson's, or a non-recovering stroke, spina bifida or, spinal cord injuries (these individuals may be eligible for RAMP funding as it may be anticipated that they will be using a wheelchair within 12 months); and
- submit a complete application package for eligibility assessment within program guidelines, including identification.

3.2 Income Eligibility

RAMP is an income tested program; applicants must meet income thresholds outlined below to be eligible to receive funding:

RAMP Income Thresholds: (exceptions may be made for income within \$1200 of the relevant income threshold)			
Family Size	Maximum Family Income	Family Size	Maximum Family Income
Single Adult	\$36,900	Couple, no children	\$46,500
Singe Adult, 1 child	\$46,500	Couple, 1 child	\$56,100
Single Adult, 2 children	\$56,100	Couple, 2 children	\$65,700
Single Adult, 3 children	\$65,700	Couple, 3 children	\$75,300

Single Adult, 4 children	\$75,300	Couple, 4 children	\$84,900
Single Adult, 5 children	\$84,900	Couple, 5 children	\$94,500

An additional \$7,131 family income can be added if the family contains a child who permanently uses a wheelchair.

3.2.1 Family income

- Family income includes current income for the applicant and the applicant's spouse/partner, if applicable. Non- immediate family (siblings, parents, grandparents, and dependent or adult children) is not to be included into the calculation for total household income.
- Income earned by dependent children attending school, living at home with the applicant(s), under the age of 20, is not to be included in household income.
- If the applicant is an adult with a guardian or trustee but living in a group home or public institution, only the applicant's income will be considered.

3.2.2 Reviewing current income

- RAMP staff will use Line 15000 (total income) from the applicant's and the applicant's spouse/partner's (if applicable) most recent Notice of Assessment from Revenue Canada to assess income eligibility.
- If the applicant has not provided their most recent Notice of Assessment but has provided their Social Insurance Numbers and signed the consent on the application, RAMP staff will attempt to retrieve the most recent total income on line 15000 for the applicant and the applicant's spouse/partner (if applicable) directly from Revenue Canada.

3.2.3 Calculating current income

Current income may be calculated under the following circumstances:

- the applicant has just turned 18 and has not yet filed a tax return,
- the applicant is a newcomer to Canada and has not yet filed a tax return, or
- the applicant's and/or the applicant's spouse/partner's income on their most current tax return is over threshold but the applicant's current income would fall within income thresholds.

Under one of these circumstances, and if requested by the applicant, RAMP staff will use current income statements (paystubs, bank statements, EI, AISH or Income Support statements etc.) to calculate 12 months of current, gross family income (see [Appendix A: Income Sources C](#) for a list of all eligible and ineligible income sources). The applicant must submit all applicable income statements within program timelines (see [4.9: Timelines](#)) for a current income calculation to be performed.

3.2.4 Sponsored Immigrants

- If the applicant is a sponsored immigrant, both the applicant's family income and the sponsor's family income must be reviewed. Applicant and sponsor family income is not combined but reviewed separately, in relation to each's family size (see chart in 3.2: Income Eligibility) to ensure each meets program guidelines for income eligibility.
- The Sponsorship Agreement form must be complete and sponsor's family income must meet RAMP income thresholds.

3.3 Modification Eligibility

RAMP funding is meant for permanent modifications that provide access into and movement within the home and that contribute to the safety and security of the applicant. See [Appendix B: Eligible Modifications & Costs](#) for a list of all modifications eligible for RAMP funding, and their conditions or cost limits.

Modifications must be performed on residences within the province of Alberta.

The Expenditure Officer has authority to define and interpret terms as required for exceptional circumstances or to provide clarity for administrative purposes.

3.3.1 Temporary Modifications

Where the eligible tenant applies, and resides in a social housing unit, or moving to a social housing unit (lodge, community housing, senior's self-contained units) and the modification(s) is/are not permanent, RAMP may fund the project.

Temporary or movable modifications are: exterior lift, interior stair lifts, interior platform lift, and/or ceiling track lifters.

However, it must be noted that each application will be treated on a case-by-case basis and the first rule is to suggest that the applicant contact the management body that administers the social housing complex to consider the funding request.

Temporary modifications are considered because the modification may be moved if the tenant needs to move to other accommodations.

A temporary modification, installed by the tenant, does not place additional responsibilities onto the management body in respect to building or fire codes.

3.3.2 Barrier-Free Design Guide

- a) The Barrier-Free Design Guide was designed by the Safety Codes Committee and Municipal Affairs to be used as a reference to assist designers, builders, and others to incorporate barrier-free design standards in their projects. Contractors are expected to follow the Barrier Free Guidelines when completing modifications under RAMP funding. All building code requirements are listed in the National Building Code- 2023 Alberta Edition.
- b) RAMP staff will review quotes and/or invoices to verify proposed/completed modifications comply with Barrier-Free guidelines.

3.3.3 Building Permits

- a) A municipality may require a building permit if:
 - a project costs above a minimum amount,
 - the project involves structural changes to the building, and/or
 - the project modifications involve safety concerns.
- b) Applicants, Vendors/ and Contractors are responsible for determining the need for, acquiring and completing building permits. RAMP may ask for a building permit or proof of non-requirement.

3.3.4 Property Requirements

RAMP staff will confirm the following property requirements when considering if a modification is eligible:

- previous modifications completed on that property, if applicable: RAMP will not fund the same modification on the same property within a ten-year period;
- property value, if applicable (see [4.5.1: Property Value](#));
- property owner agreement, if applicable (see [4.5.2: Property Modification Agreement](#)); and
- property type (see [4.5.3: Property Types](#)).

3.3.5 Warranty

- a) RAMP does not fund the purchase of additional warranties.

- b) RAMP does not guarantee the workmanship of any contractor/vendor.
- c) The GoA is not responsible for any defects arising from the project.

3.4 Ineligible Applicants

- a) In the following situations, an application for a grant under RAMP may be ineligible if:
 - the household income exceeds the maximum eligible income;
 - the property was purchased by the applicant/guardian, applicant/guardian's spouse, or landlord if landlord is immediate family, within 24 months prior to the application and exceeds Property Value Thresholds (see 4.5.1: Property Value)
 - the applicant is not using a wheelchair or a 4-wheeled walker on a continuing basis or is not expected to be using a wheelchair within 12 months of the application;
 - the applicant is not a Canadian citizen or a permanent resident of Canada;
 - the applicant's principle residence is not in Alberta;
 - the landlord of the personal residence does not agree to allowing the modification; or
 - the registered co-owner of the personal residence does not agree to allowing the modification (whether living on the property or not).
 - A grant applicant is advised in writing of the reason that the application for a grant under RAMP is modified or rejected.

4 Application Process

4.1 Application Package Requirements

4.1.1 Pre-Modification Application package

Applicants who have not yet initiated modifications may complete an application package and submit it to the RAMP office for eligibility assessment.

To be assessed for eligibility, the applicant **must** submit:

- *Application form* – complete and signed by the applicant and spouse/partner;
- *Modification Request form* (completed by a rehabilitation professional- see [4.4: Modification Recommendations](#));
- *Current Notice of Assessment for the applicant and his/her spouse/partner* (or SIN and consent to contact CRA to obtain information directly);
- *Before photos* of the modification site; and
- *Two quotes* that detail the modifications to be performed, including labour and material costs (see [4.2: Quotes](#)).

Applicants **may** also need to submit:

- *Landlord Property Modification Agreement form* (if the applicant is a tenant or living with family);
- *Band Council Resolution form* (if the applicant resides on a First Nations Reserve);
- *Sponsor's Income Verification form* (if the applicant is a sponsored immigrant);
- *Métis Land title* (if the applicant resides in a Metis settlement);
- *Condo Association Approval letter* (if the applicant resides in a condo);
- *Mobile Home bill of sale or insurance policy* (if the applicant resides in a mobile home);
- *Mobile Park Agreement letter* (if the applicant resides in a mobile home park and is requesting exterior modifications);
- *Guardianship, Agent, Personal Directive, Enduring Power of Attorney, or Trustee documents* (if the applicant indicates he or she has such an agreement in place); and/or
- *Letter of Agreement from the guardian* (if applicable) which confirms the guardian's agreement to modifications and outlines how long the applicant is expected to reside with the guardian.

4.1.2 Post-Modification Application Package

Applicants may submit an application within the accepted timeline after a modification has been completed (see [4.9: Timelines](#)) for assessment of eligibility for RAMP funding.

To be assessed for eligibility, the applicant **must** submit:

- *Application form* – complete and signed by the applicant and spouse/partner;
- *Modification Request form* (completed by a rehabilitation professional- see [4.4: Modification Recommendations](#)); and
- *Current Notice of Assessment for the applicant and his/her spouse/partner* (or SIN and consent to contact CRA to obtain information directly).

Applicants **may** also need to submit:

- *Landlord Property Modification Agreement form* (if the applicant is a tenant or living with family);
- *Band Council Resolution form* (if the applicant resides on a First Nations Reserve);
- *Sponsor's Income Verification form* (if the applicant is a sponsored immigrant);
- *Métis Land title* (if the applicant resides in a Metis settlement);
- *Condo Association Approval letter* (if the applicant resides in a condo);
- *Mobile Home bill of sale or insurance policy* (if the applicant resides in a mobile home);
- *Mobile Park Agreement letter* (if the applicant resides in a mobile home park and is requesting exterior modifications);
- *Guardianship, Agent, Personal Directive, Enduring Power of Attorney, or Trustee documents* (if the applicant indicates he or she has such an agreement in place); and/or
- *Letter of Agreement from the guardian* (if applicable) which confirms the guardian's agreement to modifications and outlines how long the applicant is expected to reside with the guardian;

4.2 Quotes

The applicant must provide two quotes from two different contractors/vendors for a proposed modification. RAMP will use the quote that offers the lowest cost, providing the quote meets the needs of the approved applicant and the program. In areas of the province where there is only one contractor/vendor to perform the proposed modifications (i.e. rural communities), one detailed quote from the qualified contractor/vendor may be accepted.

4.2.1 Quotes requirements

Written quotes must be based on a site visit to the applicant's residence and an inspection of the applicant's residence and property.

Quotes **must** contain:

- contractor's name, address, phone, email and name of contact person,
- detailed listing of the work to be completed including separate costs for materials and labour based on a site visit,
- the date of the site visit the quote is based on, and
- work matching the description provided by the rehabilitative therapist on the Modification Recommendation form.

4.2.2 Estimates and design

RAMP will not fund or reimburse contractors or applicants for the following project costs:

- preparation of quotes,
- construction drawings and site specifications, and
- site management or supervision costs.

4.2.3 Eligible and ineligible costs

Quotes must detail what costs are expected, to be associated with the project. Eligible costs include:

- materials required to build/complete approved modifications,
- labour completed by the contractor/vendor, and

- site preparation
- Ineligible costs include:
 - labour completed by the applicant, the applicant's family, or the property owner, and
 - Goods and Services Tax (GST), unless included on the invoice for post-modification approvals (see [5.4: Goods and Services Tax \(GST\)](#))

4.3 Eligible Contractors

- The applicant is responsible to identify and procure a suitable contractor to perform the proposed modifications.
- RAMP does not pay for labour if it is completed by the property owner or family members, but material costs can be considered.
- The contractor's business must be located in the province of Alberta.

4.3.1 Contractor Obligations

- Contractors/vendors must notify the applicant and RAMP of any changes to a project approval (e.g. change in type of lift or site preparations, product availability, project change, additional costs of any type, schedule dates, etc.).
- Contractors are expected to understand and follow applicable provincial building codes and guidelines, including the Barrier Free Guidelines, when estimating and completing modifications to an applicant's residence.
- Contractors are expected to obtain building permits wherever applicable and/or required.

4.4 Modification Recommendation from a Rehabilitation Professional

- A Modification Request form must be completed by a rehabilitation professional: Physician, Nurse Practitioner, Registered Nurse, physical therapist, occupational therapist, or who is familiar with the mobility needs of the applicant.

4.5 Property Information

4.5.1 Property Value

- If the applicant is a homeowner and the purchase date of the applicant's property is less than 24 months prior to the date the application is received to the RAMP office, property values may affect modification eligibility. Please refer to the table below for property value thresholds across Alberta:

Municipality	Property Value Threshold	Municipality	Property Value Threshold
Fort McMurray	\$660,000	Grande Prairie	\$360,000
Calgary	\$510,000	Medicine Hat	\$330,000
Edmonton	\$420,000	Lethbridge	\$300,000
Red Deer	\$390,000	All Rural Areas	\$276,000

4.5.2 Property Modification Agreement

- a) If the applicant is a tenant in an apartment/condo complex, a housing cooperative, or living with family or a guardian, the property owner/landlord/property manager must complete the Landlord Property Modification Approval form. The form must indicate the modifications to be completed, which should match the modifications recommended by the rehabilitation professional on the Modification Request form.
- b) If the applicant is renting a mobile on rented private land a Landlord Letter of Acknowledgement from both owners is necessary (if the owners of the mobile and land are not the same).

4.5.3 Property Types

The following:

- a) General:
 - more than one applicant per household may apply for a RAMP grant,
 - however, the applications must be for separate modifications if on the same property.
- b) Group Homes:
 - modifications will not be considered on group homes built after 1997, with the exception of ceiling tracks, as group homes built since this time should have been built in accordance with Barrier-Free Design Guide guidelines, and
 - the landlord/property owner is to complete and sign the Landlord Letter of Acknowledgment.
- c) Homeowner: a homeowner may be the owner of any of the following:
 - acreage,
 - condominium,
 - mobile home (on a rented lot, private lot that may or not be owned by the mobile homeowner).
 - single-family residence in an urban or rural setting, or
 - farm.
- d) Housing Cooperative:
 - A Housing Co-operative Statement (provided by the housing cooperative) is to be completed and signed by an authorized official of the Housing Co-operative.
- e) Hutterite Colonies: applicants residing on Hutterite colonies must provide the following:
 - Hutterite Colony Life Tenancy Statement to be completed and signed by either the President or manager of the Colony,
- f) First Nations Reserves:
 - applicants residing on a First Nations reserve must provide a Band Council Resolution form signed by authorized band council member(s).
- g) Life Tenancy Agreement or Life Estate Caveat:
 - if the applicant has ongoing rights of the residence but is not the registered owner.
- h) Manses, Rectories, Convents:
 - certificate of Title or property tax notice and Life Tenancy with the Church, if the clergyman is deemed a life- long tenant.
- i) Métis Settlement:
 - applicants residing on a Metis settlement must provide a Métis Title or a Métis Provisional Title completed by the Métis Settlement Council.

- j) Military Bases:
 - applicants may be considered for RAMP funding if the applicant is a dependent of the individual in the military and not entitled to military benefits.
- k) Mobile Home:
 - if the principal residence is a mobile home, a copy of the Bill of Sale or a current home insurance policy showing the year, model, and serial number, and
 - a Mobile Park Agreement letter (if the applicant resides in a mobile home park and is requesting exterior modifications) is required.
- l) New Home Construction:
 - modifications are not funded for construction of new standard, modular, or mobile homes, built in the previous 2 years.
- m) Rent-to-Own Agreements:
 - if an applicant can provide the necessary documentation that a rent-to-own agreement exists, and the seller will sign the Landlord Tenant Agreement, an application may be considered.
- n) Rural Emergency Home Program:
 - if the Provincial Government is the registered owner of the mobile home, the tenant is eligible for a grant under RAMP.
- o) Social Housing Units:
 - is housing that requires ongoing subsidies to reduce shelter costs for very low- income households and which non-profit groups generally administer, and
 - a Landlord Modification Agreement form is required.
- p) Squatters Rights:
 - a letter from the city, town, village offices, or government department when the applicant has no written proof of ownership or lease of land.
- q) Tenants: a tenant may reside in:
 - apartment,
 - basement suite,
 - coach home,
 - single family residence,
 - condominium,
 - duplex,
 - four-plex,
 - room & board (from a family or non- family member),
 - group home, or
 - granny or mother-in-law suite.

4.6 Guardians and Alternate Contacts

- a) Guardians may apply to the Program on behalf of an eligible applicant.
- b) Copies of the legal guardianship papers need to be submitted with the application.
- c) If the guardian or agent for a personal directive agrees with the modification, they will provide a letter of

agreement to be included with the application.

- d) If the proposed project exceeds RAMP funding and the estate is contributing monies to complete the proposed project, the applicant's trustee or enduring power of attorney will be required to provide legal documentation confirming their status and confirm in writing that the estate is able to fund the additional costs.

4.6.1 Guardianship – Adult Dependent

- a) If the applicant is the age of majority (18 years of age) and has a legal guardian or an agent for a personal directive, the guardian or agent is to sign the RAMP Agreement and provide a copy of their legal documentation authorizing them to act on behalf of the applicant.
- b) Persons acting on behalf as Financial Administrators; or parents of adult disabled children; or spouses of non- cognizant persons; are not recognized by RAMP.

4.6.2 Guardianship – Minor Dependent

If the applicant is a minor, the parent/guardian will apply for and sign the RAMP Agreement. The guardian must provide documentation confirming their status.

4.6.3 Alternate Contacts

An applicant without a legal guardian, trustee or agent for a personal directive may appoint an alternate contact to communicate with RAMP staff on the applicant's behalf. The applicant must complete a "Consent to Disclose Personal and/or Health Information" form (ISO11902) and submit it as part of the application package.

4.7 Appeals

- a) Incomplete applications packages will not be assessed for RAMP funding eligibility. The applicant will be notified by letter if their application for RAMP funding has been denied due to missing information or ineligibility (see [3: Program Eligibility](#)).
- b) There is no appeal process for RAMP funding. If the applicant's situation has changed since the application was initiated and the applicant provides new information within program timelines (see [4.9: Timelines](#)) that will impact eligibility, the RAMP office will re-assess the application.
- c) An applicant may resubmit a new application with new information.
- d) Requests for exceptions may be presented to the RAMP program in writing.

4.8 Deceased Applicants

During an Application in Progress:

- a) Any modifications that have been started prior to the death of an approved applicant may be completed and the costs for labour and materials paid from the approved grant fund.
 - Once the work is completed, the estate must provide copies of paid invoices.
- b) Death Prior to Applying:
 - If the work was completed prior to the death of an applicant and within 90 days prior to applying to the Program, the surviving spouse, partner, or estate may apply for reimbursement for eligible modifications. The recommendation would be to authorize that the funding be forwarded directly to the surviving spouse or partner; and/or a contractor/vendor after the surviving spouse, partner, or an executor for the estate agreed and signed an Assignment Authorization form (a legal document obtained from the estate lawyer).

4.9 Timelines

The following timelines are applicable to the application process:

- Missing application package information/forms: a complete application package must be received to the RAMP office within 60 days of the initial application received date. Information, including quotes, in the RAMP application package are time sensitive; if the applicant is unable to submit all required information within 60 days of the initial application date, the application will be cancelled. The applicant may submit a new application with updated information.
- Modifications: applicants must endeavor to have modifications completed within 90 days of the approval date (approval letter date) for RAMP funding. If additional time is required due to contractor/vendor delays, the applicant must contact the RAMP office to indicate additional time is required.
- Invoices and After Photos:
 - pre-modification approvals: invoices and after photos must be received to the RAMP office within 14 days after modifications are complete
 - post-modification approvals invoices and after photos must be received to the RAMP office within 14 days of the approval letter date
- Post-modification applications: a complete application package must be received to the RAMP office within 120 days of the commencement of the modification.
- Program contact: emails to the RAMP office will be responded to within three (3) business days.

5 Grant Payment Process

5.1 Payment Eligibility

Grant payments will only be processed for approved applications where the following conditions are met:

- Documentation: the applicant has submitted all required documentation to verify the completed modification, including:
 - an invoice from the contractor/vendor which details the work that was completed
 - after photos of the modification site that verify the work that was completed
- Timelines: required documentation is submitted to the RAMP office within 14 days of the modification completion date.
- Modification: the modification listed on the invoice and in the after photos matches the modifications which were approved for funding.
- Costs: the costs indicated on the invoice are in line with approved costs.

5.2 Partial Grant Payments

Grant payments may be considered for incomplete modifications if the modification was not completed because the applicant is now deceased, or if the modification was unable to be completed due to circumstances outside of the applicant's control and costs incurred to date will be the responsibility of the applicant/applicant's guardian.

5.3 Payment Recipients

- a) RAMP grant payments will be issued to the contractor/vendor whose name/business name appears on the original quote and invoice for pre-approved modifications.
- b) RAMP grant payments will be issued to the applicant or the applicant's guardian, trustee, or Power of Attorney (as applicable) for post-modification approvals.

5.4 Goods and Services Tax (GST)

- a) RAMP is part of the Alberta Crown and is therefore not subject to GST or HST. The GoA GST Exemption Number is 124072513. This information is provided on the approval letter for pre- approved modifications.
- b) GST is an eligible recoverable cost if paid by applicant and being reimbursed for post- modification approvals.
- c) Wheelchair lifts (exterior and interior) sold through commercial medical supply firms do not have GST costs attached to them.

5.5 Cancelling Grants

- a) RAMP grants may be cancelled if required documentation is not received within prescribed timelines.
- b) RAMP staff may cancel an application or approval at any time for any reason at the Minister's discretion.
- c) The applicant may request the cancellation of a grant or grant application at any time before payment is issued.

Appendix A: Income Sources

Eligible Income Sources:

- alimony, separation allowances
- commissions (net)
- CPP pension plan benefits
- dividends (taxable amount) from companies
- employment income (all types)
- Employment Insurance
- guaranteed income supplement
- investment income
- lease (surface) royalties
- net partnership income
- oil lease royalties
- Old Age Security pension
- other pensions or superannuation
- rental income (net basis)
- RIF income
- RRSP income (not one-time withdrawals)
- self-employment income (net business, professional, commission, director's fees, farming, fishing – but not negative incomes – all negative income will be considered as “zero” income)
- social assistance payments including Alberta Seniors Benefit
- taxable capital gains (not one-time withdrawals)

Note: Losses reported from self-employed earnings cannot be deducted from other eligible income sources.

Ineligible Income Sources:

- childcare benefit
- child tax credit
- CPP Disability Payments
- disability income from private life insurance firms where the recipients paid the taxes as part of their premiums prior to becoming ill and now are unable to work
- energy tax rebate
- foster care income
- interest income
- lump sum payments rolled into annuities (e.g. Manual Life payment)
- military medical pensions
- non-reportable income (Native Band income, payments, etc.)

- orphans' benefits
- shares through life insurance premiums
- lump sum payments rolled into annuities
- pension income from life insurance firms (e.g. applicants paid the premiums while employed)
- provincial monies from provincial income of oil revenues
- share income through life insurance premiums
- Special Needs Assistance for Seniors (SNAFS) grants
- WCB disability payments (as they are not taxed)

Appendix B: Eligible Modifications & Costs

General Guidelines

- a) Only one access point to a personal residence, apartment building or condominium complex will be covered under RAMP funding.
- b) Bathroom modification quotes and dimensions should provide detail to ensure modifications enhance accessibility.
- c) RAMP reserves the right to modify the list of eligible or ineligible modifications at any time. Lack of an item being listed as ineligible does not constitute eligibility.

Eligible Exterior Modifications & Costs

Modification	Specifications
Curb guards	<ul style="list-style-type: none">any part of a path that has a gradient exceeding a slope of 1:20 is recommended to have a curb guard of at least 75 mm (3") to prevent the wheelchair's guide wheels from falling off the walkway where the drop exceeds 75 mm
Exterior Door	<ul style="list-style-type: none">up to 36" (914 mm) wide; minimum 32" widerequired due to widening of existing doorwaysmax \$3,000 for materials and installationstandard steel type doorsstorm door removal to permit easier access to the residence is eligiblereversal of door swing to permit easier access to the residence is eligiblecreation of a doorway to a deck or where a ramp is or will be constructed is eligible
Landing pads	<ul style="list-style-type: none">may be upper or lowermanual wheelchair: up to 60"x60" (1524 mm x 1524 mm)centre drive wheelchair: up to 72" x 96" (1828 mm x 2438 mm)rear wheel drive wheelchair: up to 96" x 96" (2438 mm x 2438 mm)

<p>Porch lift with electrical connection</p>	<ul style="list-style-type: none"> • purchase/installation of new porch lift required for access to residence is eligible • purchase/installation of a used porch lift required for access to residence (if, RAMP, or a federal program or a private funding group {e.g. Easter Seals, MD Society, MS Society} has not previously funded the porch lift, stair or platform lift) • construction of a concrete pad/base (consisting of concrete, metal, or wooden pressure treated products) for a porch lift is eligible • construction of an enclosure/roof designed to shelter the porch lift is eligible the RAMP program recommends the purchase of new mechanical equipment (e.g., interior and exterior stair lifts; exterior porch lifts) • exterior porch lifts must have an upper deck landing that is level and at least 60" x 60" (1524 mm x 1524 mm) with a rail of 36" (914 mm) in height • all exterior porch lifts must include a winter package if they are to be installed outside the residence <ul style="list-style-type: none"> ◦ a winter package is unnecessary if the lift is to be installed inside a garage • if the upper deck has stairs used by foot pedestrians as well as the applicant, a locking gate is necessary to prevent the applicant from accidentally falling off the steps. • • self-installed porch lifts are not funded by RAMP (all platform and porch lifts must be installed by a certified vendor and/or representative) • Modified railings are eligible
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Ramp

- wheelchair type only
- handrails with a height of 915 + 50 mm (36" + 2") are mandatory for all above surface decks and ramps
- RAMP will fund only one entrance at one residence for access and egress; on occasion, a temporary entrance ramp may be approved if the landlord, condominium association, or housing cooperative does not approve a permanent modification to the property
- threshold ramps may be required on existing decks if the exterior entrance is not flush with the deck
 - a ramp modification should provide access from exterior ground level to the entrance door threshold level
 - threshold risers or ramps may be required and must be part of the modification
- latching gates to lift entrances on exterior landings and decks are necessary to prevent falls
 - if the stair entrance is adjacent to the exterior lift, a swing gate or an additional gate may be necessary to prevent falls
 - the use of chains across the lift or stair entrance is not sufficient
- the ramp must have:
 - a slope of not more than 1:12 (1 inch of height to 12 inches of length), although a slope of 1:16 (1 inch of height to 16 inches of length) to 1:20 (1 inch of height to 20 inches of length) is preferred, complete with handrails
 - a latching gate is required for upper landings at the entrance to the porch lift and a latching gate is required at the step entrance (swing gates are acceptable) to prevent falls
 - handrails on both sides that must be continuously graspable along the entire length and have:
 - a circular cross-section with an outside diameter of not less than 1.2" (30 mm) and not more than 1.7" (43 mm)
 - a non-circular cross-section with a graspable portion that has a perimeter not less than 3.9" (100 mm) and not more than 4.9" (125 mm) and whose largest cross-sectional diameter is not more than 1.8" (45 mm)
 - a width of not less than 36" (914 mm) between the handrails
- the overall ramp length does not include the upper and lower landings; the overall length refers to the length of the ramp and possible interior rest level (flat) landings (platforms)
- for manual wheelchair and walker users, the upper landing or level areas at the exterior door entrance to the home must not be less than 60" x 60" (1524mm x 1524mm), and if a lower (at the bottom of the ramp) landing is required, it must be 60" x 60"

- a resting point at intervals of no more than 29.5' (9000 mm); however, if the applicant has weak upper body strength, rest platforms are recommended every 20' (6096 mm) and the slope required may be increased to 1:16 or 1:20
- a resting point or landing platform with a minimum surface area of 48" (1219 mm) in length and at least the width of the ramp
- a level area of at least 48" x 48" (1219 mm x 1219 mm) if the ramp makes a 90-degree turn
- a level area of at least 60" x 60" (1524 mm x 1524 mm) if a ramp makes a 180-degree turn
- a permanent, firm and slip-resistant surface and a high (rail) guard set at 36" (915 mm) \pm 2" (51 mm)
- if the wheelchair is a rear drive powered chair, the level areas at the top and bottom of the ramp may need to be 96" x 96" (2438 mm x 2438 mm); or if the power wheelchair is a centre drive, a 72" x 96" (1.8 m x 2.4 m) upper landing may be required
- ramps, landings and horizontal rails under 24" in height must be constructed of pressure treated wood products, aluminum or steel as per the type supplied by local vendors in a metal component package; used as per RAMP guidelines
- edge protection must be incorporated into all ramp designs whose sides are not adjacent to a wall
- modular aluminum/steel ramps and landings may also be used for exterior wheelchair ramp projects if the total height does not exceed 24"
- the use of pressure treated wood, synthetic, cedar, steel and/or aluminum material is mandatory under program guidelines
- the use of pressure treated wood is recommended for all exterior wood ramps and 24" x 72" (609 mm x 1828 mm) planks are recommended instead of pressure treated wood sheets for ramp and landing surfaces to allow for better drainage of surface moisture
- pressure treated wood is not required for the construction of a landing, rails and/or a ramp if the ramp is being installed in an enclosed building on a cement floor
- the use of non-treated wood products for all exterior modifications – wheelchair ramps, landings, stairs, porch lift pads or walkways – is not allowed under the RAMP guidelines
- all ramps, landings (and rails) exceeding 24" in height must be constructed of pressure treated wood products (planks recommended over plywood sheets) with vertical picket railings (does not include skirting for decks, landings or ramps)
- plastic material, post caps with lighting, aluminum or wrought iron rails on wood ramps and landings, as well as imitation wood products, cable, custom glass, iron, Plexiglas, synthetic coverings, vinyl, stainless steel, tile, et cetera, will not be funded by RAMP
- additionally, the following questions need to be addressed:
 - determine how high the existing door or landing is off the ground
 - is threshold (height of the entrance) level with the deck/landing

Sidewalk	<ul style="list-style-type: none"> • are there stairs inside the entry door • is the width of the ramp 914 mm (36") or more i.e. 1.2 m (4 feet) • is there a railing • is there non-slip material • is the ramp painted or stained • what is at the bottom of the ramp i.e. a concrete pad for proper wheelchair access • RAMP ratios must follow ratio guidelines: see Attachment 1 at the end of this document <ul style="list-style-type: none"> • RAMP will fund sidewalk repair or replacement only for sidewalks that connect to accessible entrances, ramps or lifts • construction of or replacing existing walkways with wide walkways with slip resistant surfaces, and with no abrupt changes in level to provide access to the street, entrances and other outside areas • widening of existing walkways (as above) • repairs or alterations to existing walkways; to promote wheelchair accessibility • existing sidewalk must be wheelchair accessible and the recommended width • sidewalks cannot exceed a slope of 1:12, and are recommended to have a maximum of 1:16 or 1:20 slope ratio • sidewalks should be constructed from continuous concrete <ul style="list-style-type: none"> ○ pre-cast units (brick pavers, concrete slabs, tiles) are not recommended; however, if they are used, all joints should be as flush as possible, and the upper limit of the joints must not exceed 0.25" (6 mm) • exterior walks for personal residences (e.g. single family, duplexes, and fourplexes) should be at least 43" (1100 mm) wide, forming a continuous plane uninterrupted by steps or abrupt changes in level that is part of a wheelchair access system to the residence
Site preparation and clean up	<ul style="list-style-type: none"> • up to \$500 for all site preparation, removal of waste materials and clean up.
Stair lift with electrical connection	<ul style="list-style-type: none"> • exterior stair lifts may be applicable to a residence that cannot accept an exterior platform lift because of restricted access
Survey	<ul style="list-style-type: none"> • if required to determine a real property report, or to estimate the installation of an exterior lift, ramp, walkway, and/or site preparation cost

Threshold strips (ramp)	<ul style="list-style-type: none"> • at entry door • recommended maximum threshold height 13 mm (approximately 0.5 inch) • the installation of beveled strips on either side of a threshold to provide maneuverability of a wheelchair over the threshold • removal of thresholds is recommended
Walkways	<ul style="list-style-type: none"> • if part of an access system: 40" (1016 mm) in width is recommended for personal residences (refer to Barrier-Free Guidelines for multi-unit residences) • exterior walkways must be part of an access system in order to be eligible • the residence must have a flat entrance, an exterior wheelchair ramp, an exterior porch lift or exterior stair lift

Eligible Interior Modifications & Costs:

Modification	Information
Bathtub cut-out inserts	<ul style="list-style-type: none"> to a maximum cost of \$1,000
Bathroom counter	<ul style="list-style-type: none"> must have a work surface that is not less than 34" (865 mm) above the floor with a knee space that is: <ul style="list-style-type: none"> 30" (762 mm) wide 27" (685 mm) high 19" (483 mm) deep
Bathroom enlargement	<ul style="list-style-type: none"> to allow access and ease of use for the applicant Modifications of interior doors are included
Bathroom fixtures	<ul style="list-style-type: none"> if being replaced with handicapped fixtures lever type faucets, with or without thermostatic controls, for washbasins and bathtubs
Bath lift	<ul style="list-style-type: none"> purchase and installation cost may be shared with AADL or fully covered by RAMP may be funded along with ceiling tracks where a demonstrated need is identified because of attendant issues or family member is unable to cope with movement or access within a home Replacement of the tub and fixtures is eligible if cost is less than reasonable costs for a lift and bathtub modifications or inserts.
Bathroom shelving	<ul style="list-style-type: none"> to replace space lost due to modifications of the bathroom
Bathroom sink	<ul style="list-style-type: none"> the sink may have a countertop, but it must be wheelchair accessible with knee space beneath and exposed plumbing must be insulated to prevent burns could include the provision of new space under the washbasin
Ceiling track lifters	<ul style="list-style-type: none"> for bath lifts, bedroom lifts, exercise rooms, hallways, living rooms or stairwells may be funded along with bath lifts where a demonstrated need is identified because of attendant issues or family member is unable to cope with movement or access within a home slings or lift motors are eligible if declined by AADL
Door and door widening	<ul style="list-style-type: none"> includes kick plates maximum cost of \$3000 for materials and installation per door includes pocket doors. entryway along a barrier free path must have a clear opening of at least 33.5" (850 mm) and a corridor width of at least 48" (1219 mm) when

	<ul style="list-style-type: none"> turning a 90-degree corner <ul style="list-style-type: none"> if the doorway entrance is 36" (915 mm) clear, then the corridor width may be 36" (914 mm); minimum head clearance is 82" (2083 mm) levered handles are preferred; new hardware should be installed between 35" - 42" above the finished floor
Door hinges	<ul style="list-style-type: none"> swing-away hinges that permit a door to provide wider access without requiring a new door or framing
Door thresholds	<ul style="list-style-type: none"> it is preferred that raised thresholds in doorways be avoided <ul style="list-style-type: none"> if necessary, the door threshold shall not exceed 1/2" (13 mm) in height above the finished floor surface and must be beveled to provide a smooth transition from area to area
Electrical	<ul style="list-style-type: none"> the wiring and installation of new electrical outlets to accommodate new adaptations (i.e. lift) provision of adequate lighting for completed modifications
Entrance hallway widening	<ul style="list-style-type: none"> to facilitate adequate turning space and clear door swing for wheelchair access
Floor covering changes	<ul style="list-style-type: none"> from carpet to laminate, linoleum, vinyl, or non-glaze ceramic tile for manual wheelchairs or walker users includes the cost of removing existing flooring, installation, underlay, sub-floor preparation, and labour. up to 25% may be added for waste and pattern matching
Grab bars	<ul style="list-style-type: none"> to permit safe and comfortable use of a toilet, shower, and/or bathtub not covered by AADL.
Hand rails	<ul style="list-style-type: none"> for Ramps, landing pads, decks, stairwells and along interior walls handrails at an appropriate height to give the applicant additional stability are also allowable handrail costs in corridors at a height appropriate for the applicant
High rise toilet	<ul style="list-style-type: none"> should be a minimum 17" ± 1" (432 mm + 25 mm) from the floor purchase and installation covered

Landings	<ul style="list-style-type: none"> to allow a 360-degree turn-around space for the applicant, wheelchair accessible landings: <ul style="list-style-type: none"> 1524 mm x 1524 mm or 5' x 5' 1828 mm x 2438 mm or 6' x 8' 2438 mm x 2438 mm or 8' x 8' non-slip surfaces are necessary to give the wheelchair an additional rough surface to reduce slipping (may be painted, adhesive strips, or sand imprinted) the existing landing may need to be widened to allow a proper turn around or the door swing may need to be reversed
Painting	<ul style="list-style-type: none"> only as part of an eligible modification
Plumbing	<ul style="list-style-type: none"> for modification of an existing bathroom includes re-routing piping to accommodate modifications enclosing or insulating of hot water lines to protect the applicant from burns is eligible (i.e. new space, alcove under a sink)
Pocket door installation	<ul style="list-style-type: none"> installation of a pocket door in an interior doorway
Shower stalls	<ul style="list-style-type: none"> inside measurement should not be less than 35" deep x 60" wide (889mm x 1524 mm) if the applicant is a wheelchair user, the flooring should have a slip-resistant finish and a beveled threshold entrance of either a 1/2" (13 mm) or a compression entrance lip not more than 1" or (26 mm) in height to accommodate a wheelchair commode if the applicant is using a walker (and does not use a wheelchair on any basis), and/or has progressive MS, progressive MD, and/or progressive COPD, and does not experience difficulty in lifting their legs, the shower entrance lip may be up to a maximum height of 4" (102 mm) the clear floor space at the entrance to the shower must have a minimum space of 35" (889 mm) and be the same width, 60" (1524mm), as the shower fixtures are permitted to intrude into the space but must not restrict access to the shower stall shower/wet room curtains, swing away shower rods, glass shower doors, seats, grab bars and/or handheld shower sprays may be included as part of the costs for the shower project
Stair lift with electrical connection	<ul style="list-style-type: none"> eligible interior stair lift requests include: <ul style="list-style-type: none"> stair lift with electrical connection (self-installs are not eligible) some stairs require lifts that are curved if it is necessary to reduce the cost, it may be possible to install two straight lifts if the user is capable of transferring to the other lift

Threshold ramp	<ul style="list-style-type: none"> • between rooms
Wall guards	<ul style="list-style-type: none"> • as part of eligible modifications • recommended materials: stainless steel, Kydex (high performance plastic), or Plexiglas • should be a material that can withstand gouges from wheelchairs • paneling, ceramic tile, Arborite, and burlap are not suitable materials
Wheel-in shower	<ul style="list-style-type: none"> • purchase/installation of a wheel-in shower or enlarging of an existing shower is eligible up to recommended size: 900 mm x 1500 mm (3' x 5' minimum) • shower/wet room curtains, swing away shower rods, glass shower doors, seats, grab bars and/or handheld shower sprays may be included as part of the costs for the shower project
Wheelchair accessible vanity	<ul style="list-style-type: none"> • a sink top surface height of 30" ± 2" (762mm ± 51 mm)

Ineligible Modifications unless approved as an exception (see 3.3)

- additions
- air conditioning (including removal)
- alarm systems
- appliances (purchase, replacement, or repair)
- asbestos removal
- basement repair (including weeping tile)
- bathroom vanities/sinks with cabinets (not wheelchair accessible)
- beds
- cabinets
- carpet repair or replacement
- carport/garage
- closets (including closet organizers)
- decks (unless a ramp landing –see landing pads)
- driveways
- drywall repair or replacement
- eaves or eaves troughs
- fencing
- foundation repair
- furniture
- furnace/filters
- garage repair
- garden, patio, french doors, storm doors, and/or sidelights
- hot water tanks
- humidifiers
- insulation
- in-floor heating
- kitchen modifications, repairs, and/or renovations
- landing roof
- landscaping
- mail slots
- medical alert equipment
- mobility aides (including canes, smart rails, support poles, walkers and wheelchair purchases, replacement or repairs)
- mold removal
- moldings

- painting (unless part of an eligible modification)
- parking pad repair or installation
- pergola purchase, repair or installation
- patient lifts (battery powered)
- ramp roofs
- repairs/restoration of properties to pre-modification conditions (including removal of equipment)
- roof repairs
- saunas
- scooters
- secondary entrances (ramp covers access to one property entrance only)
- security bars
- security peepholes
- security systems (burglar alarms, fire alarms, fire extinguishers, intercom systems, medical alert, smoke detectors etc.)
- sidewalk upgrades (unless for repair or replacement of sidewalks that connect to accessible entrances, ramps or lifts)
- siding/skirting
- stairs or steps (except when needed to relocate existing stairs or steps for installation of a ramp or porch lift)
- swimming pools
- standard height toilets
- utility system installation, replacement or repair (cistern, electrical, plumbing, sewage, water)
- wheelchair batteries
- whirlpools
- window installation, repairs or replacements
- window casement installation, painting, repair, or replacement

Attachment 1: Ramp Ratios

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

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

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