

Herkimer County Office for the Aging
Wheelchair Ramp Program Policies and Procedures

- ❑ A Herkimer County resident.
- ❑ Cannot be eligible to receive assistance for a wheelchair ramp/adaptive railing under another program such as VESID, Senior Network Health, or any other program:
 - If applicant resides in the 13365 zip code, they may be eligible for support under the Dale Trust.
- ❑ Have a permanent need for wheelchair ramp and/or adaptive railing.
- ❑ Expect to remain in residence for at least one year;
- ❑ Meet program income AND resource eligibility criteria as established in the Wheelchair Ramp Program Eligibility Form (*client must be willing to divulge complete financial information*):
 - A copy of the *Wheelchair Ramp Eligibility Form* must be retained in the applicant record.
 - If applicant has no irrevocable burial fund, a deduction of 1,500 dollars per person will be deducted from Section 3 (Allowable Resources) of the Wheelchair Ramp Program Eligibility Form.
- ❑ Be a home owner, renter, or have life-use of home/property:
 - **Homeowners** must present a copy of the *deed*. In addition, homeowners must sign a *Wheelchair Ramp Program Waiver of Liability Form*. Copies of the *deed* and *Wheelchair Ramp Program Waiver of Liability Form* must be retained in the applicant record. **THESE DOCUMENTS MUST BE RETAINED PRIOR TO CONSTRUCTION.**
 - **Renters** and **Life-Use** applicants require permission of home/property owners prior to any construction. The home/property owner(s) must sign the *Wheelchair Ramp Program Rental Property Release Form*. In addition, the applicant and home/property owners must sign a *Wheelchair Ramp Program Waiver of Liability Form*. Copies of all forms must be retained in the applicant record. **DOCUMENT(S) MUST BE RETAINED PRIOR TO CONSTRUCTION.**
- ❑ Resource Center for Independent Living (RCIL) will visit the home and develop a design/blueprint for construction of the wheelchair ramp and/or adaptive railing:

- Design/blueprint must be in conformance with current Americans with Disabilities Act (ADA) standards and local building codes, if applicable.
 - A copy of the Plan/blueprint must be retained in the applicant record.
- ❑ The applicant will be required to contribute to the cost of the wheelchair ramp and/or adaptive railing. The Office for the Aging will provide funds of **75 percent of the total cost of the wheelchair ramp/adaptive railing, up to a maximum of 2,000 dollars, whichever is lower.**
- ❑ The applicant, if required by the municipality, must secure a *Building Permit* prior to construction. A copy of the *Building Permit* (if applicable) must be retained in the applicant record.
- ❑ Applicant must secure three (3) bids from three (3) different contractors utilizing the design/blueprint provided by RCIL.
- Contractor(s) must build wheelchair ramp and/or adaptive railing to design/blueprint as developed by RCIL.
 - Lowest bid will be selected. *Applicant has the option of selecting a higher bid contractor, however, the applicant will be responsible for all additional costs beyond the costs normally covered for the lowest bid contractor by the Office for the Aging.*
 - Contractor selected must provide proof of insurance. Copy of *Insurance Certificate* must be retained in the applicant record.
 - Contractor must agree to complete construction of the wheelchair ramp and/or adaptive railing no later than 45 days after notification of award.
 - The Office for the Aging will pay the contractor directly, not the applicant.
- ❑ Applicant may elect to not go through the contractor bidding process and have the wheelchair ramp and/or adaptive railing built by someone other than an approved contractor (family member, friend, etc.):
- Office for the Aging will not pay for labor.
 - Payment for materials (75 percent of total material costs or 2,000 dollars, whichever is lower) will be made directly to vendor providing materials, not the applicant.
 - A *Wheelchair Ramp Program Waiver of Liability Form* must be signed by the laborer(s) performing the work. A copy of the *Wheelchair Ramp Program Waiver of Liability Form* must be retained in the applicant record.