



# Agenda

DATE 4/4/18 TIME 9:10a  
SERVED BY Daniel Fernandez  
RECEIVED BY SSSSSS

**MAYOR'S COMMITTEE ON DISABILITY  
THURSDAY, APRIL 19, 2018  
10:00 A.M.  
CITY COUNCIL CHAMBERS  
200 LINCOLN AVENUE, SANTA FE, N.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES: FOR THE MARCH 15, 2018 MEETING
5. PUBLIC COMMENTS (15 MIN. TOTAL)
6. NEW BUSINESS – DISCUSSION AND POSSIBLE ACTION
  - a) CANADA RINCON TRAIL PROJECT UPDATE – LEROY PACHECO, PUBLIC WORKS
  - b) GUADALUPE STREET CONSTRUCTION – DAVID QUINTANA, PUBLIC WORKS
  - c) RESIDENTIAL ACCESSIBILITY MODIFICATION PROGRAM (RAMP)– STAN ROSS, GCD
  - d) COMMUNITY DAY 2018 – AURORE BLECK
  - e) PUBLIC-RIGHTS-OF-WAY (PROW) PRIORITIES – AURORE BLECK
7. OLD BUSINESS
  - a) MCD SUB-COMMITTEE REPORTS

ITEMS FROM MEMBERS AND STAFF (3 MINUTES)

8. ADJOURN

NEXT MEETING MAY 17, 2018

**PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.**

**THIS IS A FRAGRANCE FREE MEETING**

**\*\*Please notify Aurore Bleck, Chair at (505)473-2060 and/or Daniel Fernandez, ADA Coordinator/Liaison, at (505)955-6612 if you are unable to attend.**

**SUMMARY OF ACTION  
MAYORS COMMITTEE ON DISABILITY  
CITY COUNCIL CHAMBERS, CITY HALL  
200 LINCOLN AVENUE  
THURSDAY, APRIL 19, 2018**

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**ADJOURN**

**ADJOURNED**

**12**

**MAYORS COMMITTEE ON DISABILITY  
CITY COUNCIL CHAMBERS, CITY HALL  
200 LINCOLN AVENUE  
THURSDAY, APRIL 19, 2018**

**1. CALL TO ORDER**

The meeting of the Mayors Committee on Disability was called to order by Aurore Bleck, Chair at 10:00 am, on Thursday, April 19, 2018, at the City Council Chambers, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Aurore Bleck, Chair  
Dave McQuarie, Vice Chair  
Kathlyne Gish  
Michael Wirtz  
Nancy Pieters  
Meriam Jawhar  
(3 vacancies)

**MEMBERS ABSENT**

**OTHERS PRESENT**

Daniel Fernandez, ADA Coordinator  
Stephen Lopez, NMDOT  
Victor Hughes  
Leroy Pacheco, Public Works  
David Quintana, Public Works  
Stan Ross, GCD  
Ashton Tyler, Wilson and Company  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

Mr. McQuarie asked that Kathlyne Gish's report on parking be added under Public Comments.

**MOTION** A motion was made by Mr. McQuarie, seconded by Mr. Wirtz, to approve the agenda as amended.

**VOTE** The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES  
MARCH 15, 2018**

Mr. Wirtz said on page 6 it should be Mr. Edds.

Chair Bleck said on page 6 La Familia is misspelled.

Mr. McQuarie said on page 2, paragraph 6, it should be intersection on St. Michaels. On page 9, paragraph 1 it should say meeting last night. On page 8, paragraph 4 it should say it is mandatory that signage.

**MOTION** A motion was made by Ms. Pieters, seconded by Mr. McQuarie, to approve the minutes as amended.

**VOTE** The motion passed unanimously by voice vote.

**5. PUBLIC COMMENTS**

Ms. Gish said in your packet is a memo from her about issues around parking violations in handicapped spaces. She reviewed the memo and photos. She would like this to be addressed.

Chair Bleck asked who monitors the parking violations at businesses.

Mr. Fernandez said the City Police Department. They will tell you they will try to get out there, but they don't have the man power. The other option is the access isles do need to have the wording no parking. Contact the Governors Commission and they will inspect and let the business know how to correct that.

Ms. Gish said in another state they started an online submission of photos and statements when there were ADA violations. That was then uploaded to parking enforcement. They said it is working.

Chair Bleck asked is there something that allows a person to receive a fine for a violation based on a photo.

Mr. McQuarie said this has been brought up before. The proposal was for citizens to report violations to the Police with a photo. Based on photo they issue a citation through the mail. We don't have that in Santa Fe. It did not pass.

Mr. Wirtz said with the new City Council maybe we should try it again.

Mr. McQuarie said he feels the City needs to adopt an Ordinance covering all aspects of parking. They are very lax here. Signage should be white on blue so that it is noticeable. He has requested from the Parking Division the updated layouts for parking and have yet to receive it. They only worry about the meters. People who pick him up and take him need those spaces. The parking in front of City Hall is a hazard.

Ms. Gish said parking for the disabled is supposed to be level.

Mr. McQuarie said Santa Fe does not have clear lines defining parking. They need to put in an Ordinance.

Chair Bleck asked do we want to have a subcommittee. How do we proceed.

Mr. McQuarie said send a letter to the Parking Division to review and revamp parking in Santa Fe to do what is required for an Ordinance. Then it goes to Council.

Chair Bleck said we want included in the Ordinance parking tickets in the absence of an officer, the use of reflective white paint to designate ADA spaces and level spaces.

Ms. Gish said she will contact Councilor Villarreal to sponsor the Ordinance.

## **6. NEW BUSINESS - DISCUSSION AND POSSIBLE ACTION**

### **A. CANADA RICON TRAIL PROJECT UPDATE**

Mr. Pacheco passed out a graphic of the current projects under development which is herewith attached to these minutes as Exhibit "1".

Mr. Pacheco said these are the projects funded and under development under the Engineering Division. He is in the river and trails section. There may be some others in parks or in development, but basically we are in charge of trails. We also have 60 or so miles of wilderness trails.

Mr. Pacheco introduced the design engineer from Wilson and Company who is here, Ashton Tyler.

Mr. Pacheco said the trail on the left retraces the old Camino Rael north to San Ildefonso Pueblo. There is an urban trail from the River Trail to the MRC then it becomes a foot trail to Diablo Canyon. The acequia trails are done to make it safe to cross the arroyos. The other big one is the underpass under St. Frances. It is under construction with 2 bridge crossings. The connection is important to get bicyclists and pedestrians off St. Frances. The Rail Trail is currently awarded. We are working through a few snags. Hopefully it will be built this year. Some acequia trails currently

are unfunded. They are at a design level at this time. Up in the north is the Canada Ricon Trail. This gets the urbanized Rail Trail to increased developments that have taken place. It connects to Bishops Lodge and the development there. This is an urban connection down into the City from the North. We did meet with your technical review committee and those changes are included in the design.

Mr. Tyler said it is 3/10 of a mile long. It goes on the east side of the Reserve Condominium complex. There is a section that due to existing grades we had to work on a plan to get up there. We found some guidance from the technical committee and examples to get us up to Avenida Rincon.

Mr. Pacheco said the City does have a new foothills map and bike and trail map. He hopes the Committee can get out to some of these trails. All our projects are signed off on by the Mayor's Committee staff liaison. You are an important part of our design team. All our urban trails are ADA compliant.

Mr. Wirtz said years ago he had permission from Zocalo to put a trail through their community up on the ridge and north.

Mr. Pacheco said he has walked that and it is beautiful.

Mr. Wirtz said that is an ADA non compliant trail.

Mr. Pacheco said that is a wilderness trail. This will be an urban trail on the east side of the cul de sac. It is a short urban connection to get users out of the Reserves parking lot. There are wilderness trails through the Zocalo property. Those are different from an ADA perspective.

Ms. Jawhar said she lives at Zocalo. She did not realize that Michael did that trail.

Mr. McQuarie said he would like to compliment Mr. Pacheco. He has done an excellent job of trying to coordinate and making most trails accessible. Keep up the good work.

Mr. Pacheco said thank you.

Mr. McQuarie said someone requested as part of the Transition Plan that all trails be reviewed. He assumes the urban trails will be done, but not the wilderness trails. Our Committee does not like to review wilderness trails because the requirements are so vague. On Rincon there is one section that falls under wilderness. We were not aware of that. It was pointed out to us so we said fine we accept that. We would like to continue reviewing urban trails for accessibility. Lets continue to work together.

Ms. Jawhar asked what makes an urban trail accessible.

Mr. Pacheco said a hard surface, leaning to concrete or asphalt. The slopes are governed by Federal law.

Mr. Tyler said there cannot be cross slopes over 2%. We usually go to 1 1/2%. It can go up to 8% if there is a railing.

Mr. Pacheco said that is for aging, disabilities and youngsters.

Mr. Tyler said signs are required.

Mr. Pacheco said the parking lots at trails are ADA compliant. We did go through this Committee for approvals.

Mr. Wirtz asked do you have any braille trails in town.

Mr. Pacheco said he did not believe so.

Mr. McQuarie said accessibility for the blind is not a requirement. Occasionally we have a suggestion from our Committee to include braille language and signage. It is a design amenity and is not required for trails. We are trying to make trails accessible for the majority of the disabled people to walk on or traverse. That is why we do prefer a hard surface and that it is level and where it crossed a roadway it is safe. We do want ramps and grade warnings.

Chair Bleck and the Committee said thank you very much.

## **B. GUADALUPE STREET CONSTRUCTION**

Mr. Quintana said he did not bring any handouts, but you can find the designs at [www.santafe.gov/projects](http://www.santafe.gov/projects). We had a public meeting 2 weeks ago that identified proposals. The history of this is the City had applied for safety funds through NMDOT and received approximately \$4 million for the reconstruction of Guadalupe to provide for safety and multi modal access to build sidewalks and provide bike lanes. With the limited space, the only way to do that is to use what we have so we are reducing 4 lanes to 3 lanes. We are doing raised medians and 12 foot and 6 foot minimum sidewalks. There are several alternatives for the intersections. There are some access restrictions in some intersections. We have received a lot of public comments. When you look at the alternatives on the website those are preliminary. They have not been looked at for accessibility yet. We will go through the Committee with Dave and Daniel. We are in the early process. Mr. Tyler happens to be his consultant on this project as well. His contact information is on the website. Please provide him or Mr. Tyler your comments. We are taking them over the next 45 days. We will use those comments and others to come up with the final design. We are 2 or 3 months away from developing a final



alternative. They we will go back out to the public and go from there. We have construction funding identified in Federal fiscal year 2020. We anticipate construction over the spring and summer of 2020. We don't like to start in the fall. Dave has the booklet that is on the website with all of the alternatives. The impetus was that concerned citizens and business owners came to his boss for sidewalks. This is about 3/10th of a mile project. We are not putting utilities underground. We are not putting a median in front of Jose Street. We have gotten a lot of comments on that. 955-6672 is his number. The Committee can call him directly.

Mr. McQuarie said as member of the Plan Review Committee instead of contacting Dave contact Daniel and say this is for his boss.

Chair Bleck said thank you.

Mr. Quintana said he will be back with the design.

Chair Bleck asked do you deal with the PROW.

Mr. Quintana said that is done through MPO and he is part of the technical committee and is involved in some of the oversight.

Chair Bleck said Mr. Romero told us these improvements would be made over the course of time in the engineering budget, but one issue we have is we have 3 priorities at the top of the list to be done. Will you be involved in that.

Mr. Quintana said yes we will be involved in prioritization. If you have priorities those will be taken into account. We are involved in getting ramps up to date in projects being done now. We are trying to get this into a plan we can tick off.

Chair Bleck and the Committee said thank you .

### **C. RESIDENTIAL ACCESSIBILITY MODIFICATION PROGRAM (RAMP)**

Mr. Ross said he is with the Governor's Committee and is an architectural specialist. One of his main duties is this RAMP project. He handed out information on the project which is herewith attached to these minutes as "Exhibit "2". The purpose is to give people the chance to stay at home rather than force them to a medical facility. We do ramps into the house, walk-in showers, widening doors and other items. We have an application process and a website as well. The program is orientated toward lower income. He reviewed the requirements and other documents.

Ms. Gish asked is there a list of contacts for where you can get rejection letters.

Mr. Ross said we just need one rejection.

Mr. Ross said we did 16 projects statewide last year. The process can take a year. We are a fairly small agency. This year we may be able to get 30 projects done. We have a new employee starting in a month. The 5 requirements need to be addressed. Most applications come back as incomplete. That letter of last resort is what is missing most of the time. Call him and he will review the application with you before you send it in. The Independent Living Center and San Juan Center is what we primarily use. There are other groups that will give rejections for the applicant. It could also be the care giver.

Chair Bleck said maybe tell them the examples of who can give them rejection letters and put that on the flyer.

Mr. Ross said that is a good idea.

Ms. Gish said that is what would confuse her.

Chair Bleck said it could speed up the process a bit.

Mr. Ross said that is a great idea.

Chair Bleck said it is great to know there is a program like this. Thank you.

#### **D. COMMUNITY DAY 2018**

Chair Bleck said Community Day this year is May 12<sup>th</sup>. The table and chairs we used were bought by David Chapman and are his. Daniel is working on getting something. We need volunteers.

Chair Bleck said this is the new brochure. Daniel updated everything.

Mr. Pieters said this is beautiful.

Mr. Fernandez said all he did was some simple things. The work was done by you guys.

Mr. Fernandez said he wanted to get feedback before he prints lots of them.

Everyone loved it.

Chair Bleck asked Daniel will we have enough printed to hand out on May 12<sup>th</sup>.

Chair Bleck said it is mostly tourists. She thinks the plaza is not the place for this event. What do we want to do regrading participating.

Mr. Wirtz said he participated last year. 90% of the people who stopped were tourists. We did not make contact with locals. He thinks it is a waste of time.

Chair Bleck said she is in the same place.

Ms. Jawhar asked what other opportunities would we have.

Ms. Pieters said maybe the whole Community Day needs to be looked at.

Chair Bleck said the brochure was the thing that people loved when she spoke to the Commission for the Blind. Daniel is going to set it up on the website where the links will be clickable. She would like to print enough for each library.

Ms. Pieters said we should put them on the buses.

Chair Bleck maybe we could put our brochure into a more wide distribution.

Mr. Fernandez said yes.

**MOTION** A motion was made by Mr. Wirtz, seconded by Ms. Pieters, that the Mayor's Committee on Disability not participate in Community Day.

**VOTE** The motion passed by a vote of 5 yes and 1 no. The no vote was by Ms. Jawhar.

Ms. Jawhar said she would like the Committee to reconsider and participate in Community Day one more year and see how it goes. She will commit to be there for the full day and to bring the locals to the table.

Mr. Fernandez said he did come from the Governors Commission and has previous experience with Community Day. If you don't have stuff to give out it is hard to get people. He could ask the Governors Commission to put our brochures on their table.

Mr. Wirtz said maybe Meriam could sit at their table.

Mr. Fernandez said he could ask.

Chair Bleck said that is a great solution.

Mr. Fernandez said if you want to draw in people Meriam you still have the ability. He has to ask their permission and will do that.

Ms. Pieters said it would be nice to work together with them as well.

Mr. Fernandez said he will see how many he can print and go from there.

Everyone agreed to help distribute the brochures.

Chair Bleck said lets go ahead and move forward with this brochure as is.

#### **E. PUBLIC RIGHTS-OF-WAY PRIORITIES (PROW)**

Chair Bleck said she suggests that the route from the temporary bus stop while they redo Sheridan should be a priority.

Mr. McQuarie said it does not fit the category of PROW. They must provide the detour and transportation as part of their project.

Chair Bleck asked do they know that.

Mr. McQuarie said they better. It is Federal money. You might remind them. It is mandatory.

Chair Bleck said her other issue was at Ft. Marcy, but it is not sidewalks so it is not PROW.

Mr. McQuarie said it is part of the transition plan.

### **7. OLD BUSINESS**

#### **A. MCD SUBCOMMITTEE REPORTS**

##### **Plan Review**

Mr. McQuarie said there are various plans in your packets that we have reviewed. Mr. McQuarie reviewed the memos.

Mr. McQuarie said he wants to get clarification from the Mayor about the different opinions on the review committee. There is the committee opinion and the engineer's opinion. He is waiting for a reply.

##### **Media**

Ms. Gish asked are there any updates on us having a Facebook page. She would like to get out information to our folks.

Mr. Fernandez said he reached out to IT and got permission, but he is the only

one who can man it because it would be part of the City. The last thing he is waiting on is that he has to send an email to the Director of Public Works for approval. It seems like it will happen. As long as he gets the information he can log on and add it.

Ms. Gish said she will help if he needs it.

Mr. Fernandez said he will work on this.

Ms. Jawhar said that would be huge.

Ms. Pieters said it is a great idea, but she can imagine people sitting at home on their computer and using it to put in a complaint.

Ms. Gish said the City should direct people through the process of how to communicate with the City regarding complaints.

### **Transportation**

Chair Bleck said we had not met for almost 3 months so she has a long report. They are going to have bus schedule changes, minor, to meet the Railrunner. Because of the high demand for para transit when they have made the new schedules for drivers they looked at how they can adjust the schedules to meet the prime times better. The new schedules went into effect on March 1st. They are trying to do more ride sharing for para transit. The City Manager approved the 2 temporary positions to become permanent for para transit. Originally we had on the agenda to talk about free public transportation because it was brought up in the mayoral election. The idea was free bus service, but the people proposing it forgot para transit. They told us in advance that the proposal was dead. Chainbreakers came to the meeting and said they are looking for the money for para transit to make all of transportation free. It would be about \$2.5 million a year.

Ms. Pieters asked what happens to the fees people pay for Santa Fe Ride.

Chair Bleck said it goes into the budget for transit. The actual cost for a ride is about \$48.

Ms. Gish said the big reason why some towns don't have bus service is that they cannot afford para transit.

Chair Bleck said the senior van ride program is doing better. They are doing rides for shopping and doctor appointments now as well. They do ask that you call earlier and you may have to wait a little longer. They are looking at the current bus stops that have elaborate schedules where if they have to change the schedule it is a pain to do so. They going to put a much simpler sign on the panels that say which routes come to that stop. They are stickers so they can take the items off and on.

Ms. Gish said if that is put in place there needs to be full schedule on the bus.

Chair Bleck said they are adding new panels to the shelters to protect people in wheelchairs and scooters. They have to get artist approval from who did the original design. The Mayor wants to look at newer transit options, but this year the budget has been approved. The Railrunner and Presbyterian Hospital are trying to figure out a hospital friendly schedule. There was approval for them to develop an app on phones to access route maps and google maps. They will roll that out this summer.

Mr. McQuarie said regarding the signs they are proposing, neither one of them comes close to meeting ADA minimum requirements. If they would run this before our plan review we might be able to give them some ideas, but none of them comes close to what is required. They are not even trying to comply in his estimation. For instance the letters on the signs have to be 5/8 inches in size.

## **8. ITEMS FROM MEMBERS AND STAFF**

Mr. Wirtz said he has not been able to get in touch of his Councilor about re-vitalizing the Resolution, but he will get on it this month.

Mr. McQuarie said he would like to advise the Committee of something he found regarding the resolution of the transition plan update. He found a letter from the Feds saying, "the City must include all public rights of way and functions and provide a schedule as to when these will be brought into compliance as required by the ADA. If the City fails to voluntarily comply with a remedy the ADA will refer this to the United States Department of Justice of further appropriate action." The City staff is required to furnish what they plan to prioritize and the schedule to address the issues. We, as a Committee, have mentioned a few roads to include. This is on the City's back. We are advisory and only review what they propose.

Chair Bleck asked what are you saying we should do.

Mr. McQuarie said he is saying the City Engineer better get busy doing the work they are required to do. This letter is dated November, 2013.

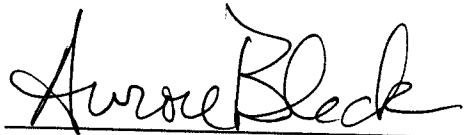
Chair Bleck said so they have to get the plan done. Lets start with engineering and ask Mr. Romero to come to our meeting and give us the status.

Mr. Fernandez said he did come to him and ask about scheduling something to get our rights of way prioritized. He will check with Mr. Romero and see if an update can be given to the Committee.

## **9. NEXT MEETING MAY 17, 2018**

**10. ADJOURN**

There being no further business before the Committee the meeting adjourned at 12:00 noon.

A handwritten signature in cursive script, reading "Aurore Bleck".

Aurore Bleck, Chair

A handwritten signature in cursive script, reading "Elizabeth Martin".  

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Elizabeth Martin, Stenographer

**FERNANDEZ, DANIEL A.**

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**From:** K. Gish <zephyreblue@yahoo.com>  
**Sent:** Tuesday, April 17, 2018 3:54 PM  
**To:** FERNANDEZ, DANIEL A.  
**Subject:** Fw: issues of illegal parking in ADA spaces and a possible solution

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Daniel, fellow MCD members,

I have witnessed and experienced a noticeable increase in ADA parking violations in the past few months.

this includes violations of non-placard/plate vehicles parking in the no-parking stripes loading area,  
and people with placards parked in two spaces with no need to do so.

I would like to present on this and briefly on 3 other issues during our meeting. I will have photos printed to share and show during the meeting, I was not always able to get photos due to traffic and ability issues.

I am wondering if you are interested in possible solutions such as presented in the video linked below, as calling police often doesn't work.

I also have found the state law, and it seems to say parking violations can be enforced by law enforcement even if on private property, but we know that doesn't happen enough to stop people from doing this.

Kathlyne

Video of possible solution:

Reporting Accessible Parking Violations





**city urban trail system works in progress**

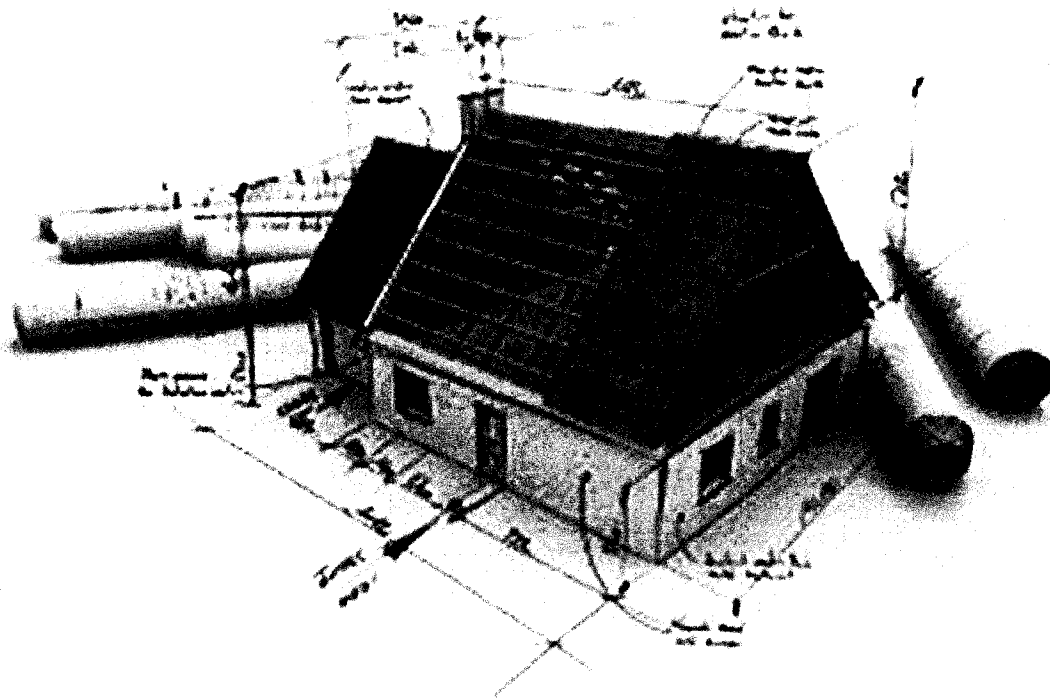
- F1 - el camino real trail
- acequia trail
- A1 - rufina to san felipe
- A2 - otowi to maclovio
- A3 - kathryn and harrison road crossings
- A4 - st. francis underpass
- rail trail
- R1 - pen road to alta vista
- cánada rincon
- CR1 - calle meija to avenida rincon
- arroyo chamosos
- AC1 - yucca street crossing
- AC2 - camino carlos rey crossing
- AC3 - avenida de las campanas crossing
- tierra contenta trail
- TC1 - tierra contenta extension
- MUNICIPAL RECREATION COMPLEX
- DIABLO CANYON TRAILHEAD / RIO GRANDE

# State of New Mexico Governor's Commission on Disability (GCD)



## Residential Accessibility Modification Program (RAMP)

### Application Packet



**For more information please contact us at the phone numbers  
shown below and ask for a RAMP Project Manager.**

Lamy Building • 491 Old Santa Fe Trail Santa Fe, New Mexico 87501  
505-476-0412 / 877-696-1470 • Fax: 505-827-6328 • [gcd@state.nm.us](mailto:gcd@state.nm.us)

Exhibit 3

RAMP services are available to any New Mexico resident with a disability and shall be coordinated on a case by case basis with the client, guardian, and staff of the GCD.

**Eligibility:**

Applicants must meet all of the following eligibility criteria:

- 1) Must be a citizen of the United States of America;
- 2) Must be a resident of New Mexico for at least six (6) months;
- 3) Must have a physical disability documented by receipt of Social Security Disability Benefits (SSI or SSDI) or a statement from a physician;
- 4) Must have applied for all other appropriate and available residential modification community resources leaving the RAMP as the "payer of last resort";
- 5) Taxable or reportable income must be within 250% of the most current Federal Poverty Income Eligibility Guidelines for Medicaid and Children's Health Insurance Program (CHIP).

2015 Federal Poverty Guidelines (250%)								
Household Size	1	2	3	4	5	6	7	8
Taxable or Reportable Income	\$29,425	\$39,825	\$50,225	\$60,625	\$71,025	\$81,425	\$91,825	\$102,225

**RAMP Services:**

Modifications are physical adaptations, which provide direct remedial benefits to the client's physical environment. All modifications must address the client's disability and enable the client to function with greater health, safety or independence in their residence. All services shall be provided in accordance with applicable federal, state, and local building codes.

**Scope of Service (Case by Case):**

RAMP projects are targeted for safety or functional concerns that incorporate the client's specific functional strengths and needs. To be reviewed on a case by case basis the following examples include modifications of the client's physical environment as well as the necessary installation services for but not limited to:

- 1) Access routes;
- 2) Roll in showers;
- 3) Sink modifications;
- 4) Bathtub modifications;
- 5) Toilet modifications;
- 6) Water faucet controls;
- 7) Turnaround space adaptation;
- 8) Widening of doorways/hallways;
- 9) Specialized accessibility/safety adaptations/additions;
- 10) Handrails, grab-bars, door handle adaptations;
- 11) Automatic door opener/ doorbells;
- 12) Environmental controls incorporated into the house infrastructure (Case by Case):
  - a) modified switches, outlets, or other structural controls for home devices; and
  - b) alarm, alert or signaling systems which do not duplicate such systems included with personal support technology obtained under the separate service.

- I. Fire safety adaptations; or
- II. Glass substitutes for windows and doors or other structural safety modifications.

**RAMP Service Limitations:**

RAMP improvements or repairs to the existing home, which do not provide safety or functional benefit to the client, and any improvements that should be included as part of routine home maintenance shall not be approved. Such non-covered adaptations, modifications or improvements include but are not limited to:

- 1) Carpeting is excluded with the exception of repairs due to permitted modifications;
- 2) Roof repair;
- 3) Furnace replacement;
- 4) Completing unfinished construction projects;
- 5) Other general household repairs;
- 6) Vehicle modification;
- 7) Outdoor fences;
- 8) Medical devices and adaptations.

No duplicate modifications shall be approved. For example, if the client has a safe and usable ramp, a replacement ramp shall not be approved.

**RAMP Funding Limitations:**

- 1) RAMP funds may not be utilized to upgrade fixtures or other construction materials solely on the basis of aesthetic qualities or personal preferences when compared to lower cost fixtures or material that provide the same or similar functional benefit to the client. RAMP project funds shall not provide any materials or services that are not in the original bid approved by GCD;
- 2) Any augmentation or upgrade to the GCD funded portion of the RAMP project will void any warranties in place.
- 3) RAMP funds cannot be used to fund new residential construction, even if the new dwelling is designed to accommodate the needs of individuals with disabilities.

**Submit Completed Application:**

Return completed application, by US mail or in person, with original signature, proof of income, proof of disability, proof of residency and proof of denial from at least one other community resource to:

**State of New Mexico Governor's Commission on Disability**  
**Attn: RAMP**  
**491 Old Santa Fe Trail, Lamy Bldg.**  
**Santa Fe, NM 87501**

**State of New Mexico**  
**Governor's Commission on Disability (GCD)**  
**Residential Accessibility Modification Program (RAMP)**



**APPLICATION**

<b>Name:</b> _____	<b>Phone:</b> _____	<b>Date:</b> _____
<b>E-mail:</b> _____	<b>Alternate Contact Person:</b> _____	
<b>Address (include city):</b> _____	<b>Alternate Contact Person Phone:</b> _____	
<b>What modification are you requesting?</b> _____ _____		
<b>Why do you need this modification?</b> _____ _____		
<b>Demonstrate that RAMP funds are the "payers of last resort," by listing other community resources that you have contacted and that have declined to provide you with assistance.</b>  <b>Managed Care Organization (MCO):</b> <input type="checkbox"/> Presbyterian Healthcare <input type="checkbox"/> Molina Healthcare <input type="checkbox"/> Blue Cross Blue Shield <input type="checkbox"/> United Healthcare  <b>Care Coordinator Name:</b> _____ <b>Contact Information:</b> _____  <input type="checkbox"/> Independent Living Center <input type="checkbox"/> Developmental Disability Waiver <input type="checkbox"/> Self Directed Waiver <input type="checkbox"/> Home and Community Based Waiver <input type="checkbox"/> Other Organization  <b>Organization Name:</b> _____  <b>Contact Name:</b> _____ <b>Phone Number or Email:</b> _____  <b>Are you a Veteran?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Annual household taxable/reportable income:</b> _____ <b>Number of persons in household:</b> _____		

2015 Federal Poverty Guidelines (250%)								
Household Size	1	2	3	4	5	6	7	8
Taxable or Reportable Income	\$29,425	\$39,825	\$50,225	\$60,625	\$71,025	\$81,425	\$91,825	\$102,225

*I agree to provide information needed to determine eligibility for the RAMP assistance;  
I understand that I will be subject to legal action for recovery of amounts of assistance to which I am not entitled;  
I further understand that anyone who aids in deceiving the State of New Mexico Governor's Commission on Disability is subject to criminal penalties prescribed by law;  
I understand the questions on this application;  
I am a citizen of the United States of America;  
I am a resident of the State of New Mexico;  
My answers are complete and correct to the best of my knowledge.*

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Applicant/Representative Signature**

\_\_\_\_\_  
**Date**

Submit one (1) copy of application with original signature and one (1) copy each of required backup documents, not originals.

Lamy Building • 491 Old Santa Fe Trail Santa Fe, New Mexico 87501  
505-476-0412 / 877-696-1470 • Fax: 505-827-6328 • [gcd@state.nm.us](mailto:gcd@state.nm.us)

**State of New Mexico  
Governor's Commission on Disability (GCD)**

**Residential Accessibility Modification Program (RAMP)**



**Application Submission CHECKLIST**

**Must submit the following in order to be considered for approval (initial each line):**

**Completed Application** ☐

**Proof of Income** ☐

**Proof of Residency** ☐

**Proof of Disability** ☐

**Proof of Denial from at least one other community resource** ☐

**Landlord Approval Letter (if applicable)** ☐

**Submit one (1) copy of Application Submission CHECKLIST with original signature/initials.**

**Lamy Building • 491 Old Santa Fe Trail Santa Fe, New Mexico 87501  
505-476-0412 / 877-696-1470 • Fax: 505-827-6328 • [gcd@state.nm.us](mailto:gcd@state.nm.us)**

**State of New Mexico  
Governor's Commission on Disability (GCD)**



**Residential Accessibility Modification Program (RAMP)  
Residency / Ownership Affidavit**

1) I am the property owner ☐

Please submit any of the following documents as proof of ownership:

- Warranty Deed
- Deed of Trust
- Mortgage Note or Satisfaction of Mortgage Letter

2) I rent the property ☐

Please submit the following:

- Lease Agreement
- GCD's Landlord Approval Letter

3) I do not own or rent the property ☐

Please explain in detail:

---

**Print Name**

---

**Applicant/Representative Signature**

---

**Date**

Submit one (1) copy of Residency/Ownership Affidavit with original signature.

**State of New Mexico  
Governor's Commission on Disability (GCD)**



**Residential Accessibility Modification Program (RAMP)**

**Landlord Approval Letter**

\_\_\_\_\_ is/are the owner(s) of the property at  
Owner's Name  
\_\_\_\_\_  
Property Name and Address  
\_\_\_\_\_ Owner's Name  
currently has/will have a lease agreement with \_\_\_\_\_, for a  
Tenant's Name  
period of \_\_\_\_\_ years that will expire on \_\_\_\_\_.

\_\_\_\_\_ is/are in full agreement of the proposed improvements  
Owner's Name  
to the above mentioned leased property as part of the Residential Accessibility Modification Program  
(RAMP) and grants \_\_\_\_\_ permission to allow proposed  
Tenant's Name  
improvements specified in the application.

\_\_\_\_\_ agrees to the following restrictive terms, which will be  
Owner's Name  
signed by both \_\_\_\_\_ and \_\_\_\_\_.  
Owner's Name Tenant's Name

- (a) GCD's RAMP will not be held liable and will not be held responsible for work performed by the contractor.
- (b) GCD's RAMP will not be held responsible or obligated to bring the residence back to pre-existing conditions during or after any modification is complete.
- (c) Any augmentation or upgrade to the GCD funded portion of the RAMP project may void any warranties in place.
- (d) If any unforeseen circumstances are found during construction, the recipient may be asked to fund any additional costs.

\_\_\_\_\_ acknowledge that as part of the project work order  
Owner's Name  
documents, the project is under a one (1) year warranty. The warranty will warrant and guarantee  
against faulty materials and workmanship for only the work specified on this project work order.

Tenant Printed Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord/Corporation Printed Name: \_\_\_\_\_

Landlord/Corporation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit one (1) copy of Landlord Approval Letter with original signatures.**