

Environmental Modifications

Definition: Those physical adaptations to the individual's primary residence, required by the individual's plan of care, which are necessary to ensure the health, welfare and safety of the individual, or which enable the individual to function with greater independence, and without which, the individual would require institutionalization. Home is defined as non-government subsidized living quarters and modifications to any government subsidized housing (i.e., group homes or community residential care facilities) are not permitted. Such adaptations may include the installation of ramps and grab-bars, widening of doorways, modification of bathroom facilities, or installation of specialized electric and plumbing systems, which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the individual. Environmental Modifications may also include consultation and assessments to determine the specific needs and follow-up inspections upon completion of the project.

Excluded are those adaptations or improvements to the home which are of general utility, and are not of direct medical or remedial benefit to the individual, such as carpeting, painting, roof repair, central air conditioning, etc. Adaptations that add square footage to the home are excluded from this benefit. All services shall be provided in accordance with applicable State or local building codes. Approval of a request for environmental modification is a multi-step process. The modification is initially determined by you based on the individual's need as documented in the plan of care. Three bids for the modification are obtained by you and submitted with documentation of the need. The consultation/assessment does not require the submission of bids. This information is reviewed by South Carolina Department of Disabilities and Special Needs (SCDDSN) staff for programmatic integrity and cost effectiveness.

Please note: Environmental modifications are not intended to provide financial assistance for any phase of new home construction or major home renovation projects. Routine and one-time home maintenance is the sole responsibility of the homeowner or landlord (e.g. siding, repairs/replacement, gutter work, foundation repair, electrical wiring problems, etc.)

The following are examples of possible adaptations that may be done as a part of Environmental Modifications (this list is not all inclusive):

- installation of a ramp to facilitate safe and easy entering and exiting of the home.
- installation of grab-bars.
- porch lift to facilitate safe and easy entering and exiting of the home (in certain situations a porch lift can be more feasible and cost effective than extensive ramping).
- widening of doorways to allow functional entry into the home, bathroom, bedrooms, etc.
- flooring modifications to facilitate easier propelling of a manual wheelchair (e.g. carpet is replaced with vinyl floor covering).
- modification of bathroom facilities to provide a more accessible means of maintaining personal hygiene, and better independence and safety in bathing and grooming (e.g. wider bathroom door with lever hardware, a roll-in shower with customized grab bars, roll-under sink, etc.).
- installation of specialized electric and plumbing systems which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the individual.

Providers: Services can be provided by a SC Department of Health and Human Services enrolled licensed contractor or a DDSN contracted Board/provider DDSN/DSN Boards/contracted providers or by those enrolled with SCDHHS as providers of Environmental Modifications.

Environmental Assessments/Consultations must be provided by licensed Medicaid enrolled Occupational or Physical Therapists, Medicaid enrolled Rehabilitation Engineering Technologists, Assistive Technology Practitioners and Assistive Technology Suppliers certified by the Rehabilitation Engineering Society of North

American (RESNA), Medicaid enrolled Environmental Access/Consultants/contractors certified by Professional Resource in Management (PRIME).

In accordance with the South Carolina Consolidated Procurement Code, SCDDSN directive 250-08-DD, *Procurement Requirements for Local DSN Boards*, applies to all procurement activities supported in whole or in part by SCDDSN funding, including Environmental Modifications funded by the Community Supports Waiver. Providers contracted with SCDDSN must establish and follow procurement policies and procedures with requirements at least as restrictive as those contained in this directive. **Participants must be made aware of this requirement. Waiver Case Managers, not families, are responsible for soliciting bids for environmental modifications.** Directive 250-08-DD can be accessed on the SCDDSN website: www.ddsn.sc.gov

Below are the solicitation limits as defined by the Consolidated Procurement Code:

A. \$10,000 or less NO COMPETITION:

Small purchases not exceeding \$10,000 may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from a provider other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

B. \$10,001 to \$25,000 THREE WRITTEN QUOTES:

Written request for written quotes from a minimum of three (3) qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three (3) bona fide, responsive, and responsible quotes must be attached to the purchase requisition for a small purchase not in excess of \$25,000. The award must be made to the lowest responsive and responsible sources. The request for quotes must include a purchase description. Requests must be distributed equitably among qualified suppliers unless advertised as provided above.

C. \$25,000.01-\$100,000 ADVERTISED SMALL PURCHASE:

Written solicitation of written quotes, bids, or proposals may be made for a small purchase not in excess of \$100,000. The procurement 250-08-DD, February 20, 2020, Page 4 must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, to the highest ranking offeror.

Arranging for the Service: When modifications are thought to be needed and before proceeding with bid requests, the **Environmental Modifications Fact Sheet for Individuals Who Live in Privately Owned or Rented Homes (Community Supports Info Sheet-2)** must be given to the individual and/or legal guardian. The information included in this fact sheet should be explained fully.

There are two options for completing Environmental Modifications from which the participant/legal guardian may choose:

1. The participant/legal guardian may choose to arrange his/her own waiver funded Environmental Modification Assessment and work with his/her Waiver Case Manager to follow procurement to obtain the specified modification. **If the participant/legal guardian chooses to bypass the SCDDSN Professional Design Team process for completing an Environmental Modification, the participant/legal guardian must sign the Release of Liability form.**

2. The participant/legal guardian may choose to have the SCDDSN Professional Design Team (PDT) complete the modification specifications using State Funds. If this option is selected, the PDT will also complete the procurement process to obtain the specified modification.

Option One: “CM/Participant Directed”

Once the individual’s specific need has been identified and documented in the Plan and it is determined that Environmental Modification is the appropriate service to meet the need, the scope of the work/specifications must be determined. This should be done in consultation with the individual and/or family and should define the expected modification as clearly as possible, including measurements and specific materials to be used. The expected modifications can be defined by obtaining an Environmental Modification Consultation.

The request for Environmental Modification Consultations are reviewed by the SCDDSN Waiver Administration Division. Consultations do not require the submission of bids; however, the cost cannot exceed \$600.00/consultation. To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider. Consultations **cannot** be billed directly to South Carolina Department of Health and Human Services. Services must be billed to the Financial Manager, and Board Billed must be indicated on the authorization. If the provider of a Board Billed service is not directly enrolled as a Medicaid Provider and is not on the DDSN QPL but will be invoicing the financial manager for services, the “non-sharable” indicator should be selected when authorizing the service and the authorization can be printed and faxed to the provider.

After an Environmental Modifications Assessment outside of the DDSN Professional Design Team has been completed, the Waiver Case Manager must review the findings/specifications with the Professional Design Team (PDT) Program Coordinator before soliciting price quotes. In some situations, additional assessments or other actions may be necessary before proceeding. If the Program Coordinator agrees that the specifications are allowed within policy, the Waiver Case Manager will be notified to proceed by reviewing the assessment with the waiver participant/family. Receipt of this notification must be documented in a Case Note and a copy of the correspondence must be maintained in the participant’s file.

Once the scope of the modification has been determined and put in writing either by you or independent consultation, a listing of available contractors should be shared with the individual/family or the individual should be made aware of the qualifications for contractors and asked to select contractors to give at list three written bids. This offering of choice of provider must be documented in the individual’s file. The individual/agency that completes the Assessment/Consultation is ineligible to bid on the actual modification.

When obtaining written bids for needed environmental modifications, if the modifications include a ramp, ramp repair, widening of doorways and/or interior floor surface modifications, the requirements noted below must be adhered to when the contractor is preparing the bid and later when the project is initiated and completed. This information must be given to the individual and/or family and must be provided to the contractors when requesting written bids. Furthermore, the written specifications for the project that were developed with the individual/family by you or independent consultant must be provided to each contractor and each contractor's bid must be based on these specifications.

1. Ramps

Any ramp that is contracted through the Community Supports Waiver must meet the following minimum requirements or comply with ANSI A117.1-1998.

Materials: The use of treated lumber (rated for ground contact) is required throughout the ramp (local building codes may be more specific as to the level of treatment in the lumber). Earth berming, used in conjunction with ramping is permissible due to uneven terrain.

Width: The usable platform width of all ramps must be a minimum of 36” (thirty-six inches).

Slope: The slope or grade of the ramp must be no less than 1’ (one foot) of linear ramp for every 1” (one inch) of height that is to be ascended.

Designs: Fold-back (180 degree or 90 degree) turn designs are permissible. At each point where the ramp’s direction changes there must be a functional turning platform with adequate space for the individual’s mobility device to safely brake and/or change directions.

Wheelchair Turning Platforms/Landings: All turning platforms or “landings” (usually at the top end of the ramp or where the ramp changes directions) that lead directly into the home must be a minimum of 5’ x 5’ (five feet by five feet) for a safe functional space to turn and enter the home. At any exterior entry/exit door, the turning platform should start at the hinged side of the door and extend beyond the latch side of the door to best utilize the available space to turn and maneuver a wheelchair.

Decking Material: All decking boards must be of sufficient thickness to maximize strength, provide stability, and maximize the life of the ramp.

Railings: All ramps should include handrails with pickets or other designs that will prevent wheelchairs from accidentally rolling off the sloped surface of the ramp.

Support Structures: Where it is necessary such as soft grass, soil, sand, loose gravel or muddy areas, or as local building codes dictate, all the ramp support posts and turning platform support posts shall be set in concrete for long-term stability.

Landing Pads: At the lower or ground end of the ramp, and where necessary such as soft grass, soil, sand, loose gravel or muddy areas, ramps shall include a concrete minimum 4’x4’ (four feet by four feet) landing pad, for function and safety. Ramps that end, for example, onto a hardened surface or a concrete driveway usually do not require a concrete landing pad.

Repairs to Existing Ramps

If the project is to simply repair an existing ramp that is in unsatisfactory condition, the repairs must not in any way bring a ramp out of accessibility compliance regulations or exceed the cost of replacing the ramp with a new one.

2. Widening Doorways/Installing Door Hardware

Width: Whenever possible, a doorway must always be expanded to three (3) feet (or a 3’0” doorway). The 3 (three) foot door allows better function for a wider variety of mobility devices and can usually accommodate upgraded wheelchair prescriptions. In some cases existing architectural designs may circumvent widening the door to a full three (3) feet. This should be brought to the attention of the Waiver Case Manager at any time prior to authorization of the project.

Lever door hardware: Lever-type door hardware must always be used when individuals have limited hand/finger dexterity. In some cases the custom mounting of large “D” pull-type handles might be necessary to maximize one’s independence in opening and closing doors. For individuals with limited finger dexterity, locks for bedroom/bathroom doors should be the push-to-lock design.

Thresholds: When doorways are widened, thresholds should be kept to a minimum of ½ inch or less, to prevent a barrier for those individuals who use manual wheelchairs and/or shower chairs.

3. Interior Floor Surface Modifications

Typically this means removing the existing carpet in certain essential areas of the home and replacing it with vinyl flooring. Sometimes this is done in conjunction with a complex bathroom modification to facilitate easier wheelchair maneuvering directly associated with the ADL related to personal hygiene and safety. **This modification is not intended to provide floor surface replacement for an entire home or use more expensive materials such as hardwood.**

The Waiver Case Manager should request written bids from contractors. Bids must be obtained and submitted to SCDDSN in accordance with State Procurement and SCDDSN Directive 250-08-DD for approval before any work can be authorized.

You should assist the family as needed in scheduling and arranging for written bids from contractors.

When a bid is received the **Acknowledgement of Bid Submission for Environmental Modifications (Community Supports Form 59)** must be completed and forwarded to the Provider/Contractor that submitted the bid. This must be done for each bid you receive. This communication notifies the provider/contractor that you have received their bid and they cannot proceed with beginning services without written authorization from you.

In all cases, the lowest bid must be indicated. In all cases, the award will be made to the lowest responsive and responsible bidder. If a bid is submitted from a contractor that has been debarred by the State of South Carolina Materials Management Office, then the bid will be dismissed and a new bid will have to be obtained.

If the individual/legal guardian has communicated concerns and issues about using the lowest bidder that involve possible bad references, proof of faulty work, complaints from the Better Business Bureau, etc. you must submit in writing the reasons and concerns that the individual/legal guardian has about the provider. SCDDSN Central Office staff will examine this information and if legitimate, documented and substantiated concerns are noted, the second lowest bidder can be used to complete the modification.

If the cost of the low bid exceeds the waiver cap, the waiver participant/legal guardian will be notified of the overage by the WCM. If the waiver participant/legal guardian chooses to move forward with the modification, privately funding the overage, he/she will need to review and sign the “Acknowledgement of Financial Responsibility” indicating that he/she will be responsible for these costs and any other unanticipated costs that might arise during construction.

Once the request for the modification has been approved by the SCDDSN Waiver Administration Division, the individual/legal guardian must be presented with the **Environmental Modification Project Agreement (Community Supports Form 60)**, agree to it terms and sign it before services can be authorized. Once the form is signed, you can authorize the service. To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider.

Option Two: “DDSN Professional Design Team (PDT)”

The participant may also choose to bypass the waiver funded Consultation and have the Professional Design Team (PDT) and the SCDDSN Engineering Division complete the specifications and follow procurement using State Funds. The Waiver Case Manager will complete the following steps:

1. The WCM will complete the Environmental Modifications Pre-Assessment form outlining the participant’s abilities and specific modification needs and submit to Program Coordinator via SComm or secure email.
 - If a bathroom modification is requested, the WCM shall include the make/model of the participant’s current shower chair or a shower chair assessment indicating the specific shower chair the person has been assessed to need. Full information shall also be provided for wheelchair, shower trolley and/or any other prescribed equipment that may be used in the bathroom area, including arm height and any other information that may affect the bathroom design.

Note: If the waiver participant is currently receiving Physical or Occupational Therapy services, he/she can request that his/her therapist complete a shower chair assessment. Otherwise, shower chair assessments can be obtained through Equipment and Assistive Technology Assessment/Consultation. After approval by the Program Coordinator, requests will be added to the processing list and assigned in the order in which they are received and accepted. Only complete pre-assessments containing all of the necessary information will be accepted, including full information on prescribed bathroom equipment. Project workflow will be organized geographically for process efficiency.

2. At the point the participant is next on the processing list, a visit to the modification site will be conducted. A member of the PDT will be assigned as Project Coordinator. The Project Coordinator will contact the WCM to notify of the visit date and time. The WCM shall confirm the visit with the waiver participant/legal guardian and be present for the visit. WCM shall contact the Project Coordinator **within ten business days** to confirm the visit. Failure to confirm the visit will result in the participant’s name being moved to a later date determined by the PDT’s return to the geographic vicinity for other assignments.
3. The Project Coordinator will make the visit to take photos and measurements in order to develop construction plans. If any assistive technology or equipment will be utilized in the area to be modified, the Project Coordinator will observe the items and may take measurements and photos. The WCM and/or WCMS should be present at the initial site visit.
4. Plans/specifications developed by the PDT will be forwarded to the WCM for review with the participant/legal guardian, along with the Environmental Modifications Project Agreement (PDT version). If the property owner is someone other than the participant/legal guardian, he/she will also need to review and approve the plans. If there are any questions about the plans, the WCM should forward those to the Project Manager for review. A response will be provided. If the waiver participant/legal guardian has questions which require further discussion and cannot be otherwise communicated, the Project Coordinator will arrange a conference call between the waiver participant/legal guardian, WCM, and the PDT. Once questions are resolved, the WCM should respond to the Project Coordinator **within ten business days** as to whether the participant/legal guardian and homeowner approve the plans. If the waiver participant/legal guardian and homeowner are in agreement with the plans, they will initial and sign the Environmental Modifications Project Agreement (PDT version) indicating approval of the plans/specifications as developed. The signed Environmental Modifications Project Agreement (PDT version) must be forwarded

to the Project Coordinator. If the plans are not approved within ninety (90) days, the WCM will be notified that the project will be marked as resolved and the participant's name will be removed from the processing list.

5. Upon approval of the construction plans as indicated by receipt of the initialed/signed, Environmental Modifications Project Agreement (PDT version) the Project Coordinator will begin the procurement process in accordance with SCDDSN Directive 250-08-DD. Site visits prior to bid submittal will be arranged directly by bidders, utilizing contact information provided on the bid quote form, including waiver participant's name and the WCM's name and phone number. Any questions regarding the construction plans that arise should be directed to the Project Coordinator.
6. Once bids have been solicited and received and the lowest qualified bidder determined, the Project Coordinator will forward all bid information to the Program Coordinator, for review with the WCM, notifying of the low bid. If the cost of the low bid exceeds the waiver cap, the waiver participant/legal guardian will be notified of the overage by the WCM. If the waiver participant/legal guardian chooses to move forward with the modification, privately funding the overage, he/she will need to review and sign the "Acknowledgement of Financial Responsibility" indicating that he/she will be responsible for these costs and any other unanticipated costs that might arise during construction. When the cost of the modification exceeds the waiver cap, the contractor awarded the modification will be responsible for completing a separate contract with the homeowner/waiver participant denoting the portion of the work and costs that are the responsibility of the homeowner/waiver participant. The contractor will also outline the specific work and costs provided with waiver funding. A copy of this agreement/contract between the contractor and participant/homeowner must be provided to the WCM and reviewed by the Project Manager before the waiver funded portion of the work can be authorized.
7. The Project Coordinator will initiate the DDSN Form 101, Environmental Modifications Agreement (contract) and have the contractor sign. When signed, the Project Coordinator will forward this form to the WCM. The WCM is responsible to sign the contract and have the contract signed by the waiver participant/legal guardian and homeowner, and returned to the Project Coordinator **within seven business days**. Upon receipt, the Project Coordinator will initial and date the contract and forward to the contractor. **Work cannot begin until the contract is signed by all involved parties and the work is authorized.**
8. WCM must update the Support Plan to include the cost of the modification (see "Updating the Support Plan" below for detail regarding this process). Upon approval, the WCM must send the authorization to the contractor (see "Authorizing the Service" below for detail regarding this process). **No work can begin until the service has been approved and authorized.**
9. Upon receipt of the signed contract, Project Coordinator will identify a pre-construction meeting date for first time contractors and all bathroom modifications (ramps and smaller projects do not require a pre-construction meeting unless the PDT deems it necessary). Project Coordinator will forward this information to the WCM and request that the WCM confirm the meeting date/time with waiver participant/legal guardian. WCM will confirm date and notify Project Coordinator **within five business days**. The WCM and/or WCMS must be present at the pre-construction meeting.

If no pre-construction meeting is required, the Project Coordinator will negotiate the start date with the contractor and confirm participant's availability with WCM.

10. At the pre-construction meeting, the waiver participant/legal guardian/property owner shall make all required color/material selections from literature and/or samples provided by the contractor (such as color choice for floor covering, paint, etc.). Work will begin immediately following the pre-construction meeting.
11. The Project Coordinator will monitor the progress of the work. Upon completion, the Project Coordinator will make an inspection visit to determine that contract provisions have been met. The WCM and/or WCMS should be present at the project completion inspection visit. If the contract provisions have not been met, the Project Coordinator will develop a “punch list” outlining the necessary corrections. When all punch list items are completed, the Project Coordinator will indicate that the work is complete, and submit the invoice to the WCM for payment. WCM shall monitor satisfaction with participant/legal guardian, and if satisfied, the case manager will submit the invoice for payment **within five business days**. **Payment must be made to the contractor within 21 days of the invoice date.**

Note: If the Contractor requests adjustments to the specs design specs, the Waiver Case Manager/Early Interventionist will be contacted and the work will stop until the adjustments can be addressed. The Waiver Case Manager/Early Interventionist will contact the Central Office Waiver Coordinator and the Contractor to address the proposed adjustments to the design specifications.

Authorizing the Service: To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider.

If the provider is enrolled with SCDHHS, the provider should bill Medicaid directly for the modification. , This must be indicated on the authorization. Include a copy of the authorized bid and the Environmental Modification consultation, if applicable, with the authorization.

If the provider is not enrolled with SCDHHS, Board Billed must be indicated on the authorization. Include a copy of the authorized bid and the Environmental Modification consultation, if applicable, with the authorization.

If the provider of a Board Billed service is not directly enrolled as a Medicaid Provider and is not on the DDSN QPL but will be invoicing the financial manager for services, the “non-sharable” indicator should be selected when authorizing the service and the authorization can be printed and faxed to the provider.

Please note: **If any change is needed with the proposed modifications (change in specifications) during or after the solicitation of written bids, the solicitation process must be stopped.** A written amendment of the specifications must be completed and sent to all potential bidders who received the original specifications, so each has opportunity to respond to the amended solicitation. All bidders must submit a written bid on the written amended specifications so we can assure bidding is on identical project requirements. A copy of the written amendment to the specifications and the subsequent bids must be submitted to Central Office for internal review.

Please note: If the individual enters the hospital before the modification is initiated by the provider, you must suspend the service until the individual exits the hospital using the **Notice of Suspension of Service (Community Supports Form 16-C)**.

Monitoring the Services: You must monitor the effectiveness, benefits, and usefulness of the service along with the individual’s/family’s satisfaction with the service. **When the CM/EI completes the procurement process, the following guidelines also must be followed when monitoring Environmental Modifications.**

- On site monitorship of completed modifications to verify that the work is complete, adequate, and satisfactory to the family within **two weeks** of completion.

Some items to consider during monitorship include:

- Has the modification begun? Is the individual satisfied with the work that has been done so far? Does the provider show the individual courtesy and respect when working in his/her home?
- Once the modification is complete: Was the modification completed as originally prescribed?
- Is it functional?
- Is the individual satisfied with the end result of the modification?
- How has it made his/her home more accessible and safe?
- Was he/she satisfied with the provider of the modifications?
- Did the provider show up at scheduled times and respect the wishes of the individual and his/her family?
- Are there additional needs that were included in the bid and the authorized modification that were not met by the provider?

Reduction, Suspension, or Termination of Services: If services need to be reduced, suspended, or terminated, a written notice must be forwarded to the individual or his/her legal guardian. Include the details regarding the change(s) in service and the Reconsideration and Appeal Information. You must wait ten (10) calendar days before proceeding with the reduction, suspension or termination of the service. See **Chapter 8** for specific details and procedures regarding written notification and the appeals process.

Release of Liability

Please Type or Print

Participant's Name: _____

The South Carolina Department of Disabilities and Special Needs (SCDDSN) has implemented a process for Environmental Modifications wherein SCDDSN employees and/or contracted architects will complete the Environmental Modification Assessment and the procurement process. This process was implemented by SCDDSN in an effort to avoid negative outcomes from completed Environmental Modifications. The process will allow for trained professionals to manage the environmental modifications from start to finish.

As a waiver participant/Legal Guardian, you may choose to forgo this process and arrange for an Environmental Modification with an assessor who meets the provider qualifications outlined in the waiver manual. Your Waiver Case Manager will then work with you to complete the procurement process in order to obtain a contractor to complete the construction work.

I, _____, as a waiver participant/legal guardian of waiver participant, have been made aware of the South Carolina Department of Disabilities and Special Needs' (SCDDSN) internal process for completing an Environmental Modification. This process has been explained to me, and I have received a written copy of the SCDDSN Environmental process, as attached. I have chosen not to participate, and would prefer to move forward with an environmental modification based on specifications that have not undergone this process.

By signing this release, I agree that SCDDSN will not be held liable for the Environmental Modification, completed with the funds available to me through the Community Supports Waiver (CSW), since I did not avail myself of the SCDDSN Environmental Modifications process. I release SCDDSN of any and all liability which occurs due to the work of the contractor. I also agree that the quality of the contractor's work will not be the responsibility of SCDDSN.

Participant/Legal Guardian

Date

Waiver Case Manager/Early Interventionist

Date

Attachment- Environmental Modification Chapter- CSW manual

Environmental Modification Project Agreement (PDT)

The homeowner and waiver participant/legal guardian must understand and agree with the terms below before the environmental modification can proceed.

	Participant/Legal Guardian Initials		Homeowner Initials
1		I understand that the requested environmental modifications are being funded with <u>public money</u> . This consists of federal Medicaid funding and state funding. I understand that the monetary limits for this service cannot be exceeded.	
2		I acknowledge that I have received and reviewed the preliminary plans for the requested environmental modification prepared by the SCDDSN Professional Design Team. If optional floor plans were provided, option _____ has been selected. I understand that <u>only</u> what is in the approved specifications for the environmental modification will be provided and funded.	
3		I understand that if pre-existing home/property maintenance conditions or structural problems that affect the requested environmental modifications are identified after the project begins, work must be suspended until the problems are adequately resolved. I agree that it is the responsibility of the homeowner to correct these problems.	
4		I understand that under South Carolina state procurement the requested environmental modifications project <u>shall</u> be awarded to the lowest qualified, responsible and responsive bidder.	
5		I agree that I shall <u>not</u> request or instruct the contractor to change any of the approved specifications after the project is awarded.	
6		I agree to work cooperatively with the contractor to ensure a positive working relationship during the course of the project. I will clear the work area of all personal items prior to commencement of the work. I will not unnecessarily delay progress of the work.	
7		I agree to be available during the project if the contractor needs to take measurements or ask questions to ensure that these modifications will be of maximum benefit.	
8		I understand that I shall notify the waiver participant's case manager immediately if any unforeseen problems occur during the project.	

I have read, understand and agree to each of the above terms. I also understand that the requested environmental modification cannot proceed without my signature below. My signature on this form indicates that I am in agreement with the construction plans as indicated and would like to proceed with the environmental modification as outlined.

Name of Waiver Participant _____
Date

Signature of Waiver Participant/Legal Guardian _____
Date

Signature of Homeowner _____
Date

Signature of Case Manager/Early Interventionist _____
Date

Environmental Modifications – Acknowledgement of Financial Responsibility

I, _____ (waiver participant or legal guardian), acknowledge that the Community Supports Waiver has an annual monetary cap. Any cost greater than the annual monetary cap is my responsibility to pay the contractor.

The low bid for the requested modification totals \$ _____. As a result, I acknowledge that I am responsible to pay the overage, which totals \$ _____.

The contractor awarded the modification will be responsible for completing a separate contract with the homeowner/waiver participant denoting the portion of the work and costs that are the responsibility of the homeowner/waiver participant. The contractor will also outline the specific work and costs provided with waiver funding. This contract must be signed by the contractor, waiver participant and homeowner and a copy of the document must be provided to my case manager prior to authorization of the waiver funded portion of the modification.

In addition, should any issues arise during construction that require changes to the scope of work and incur additional costs, all these costs shall be my responsibility to pay. Payment must be rendered in full to the contractor at the time the work is completed.

The signature on this form certifies that I understand and agree to these terms and the payments required.

Signature of Waiver Participant or Legal Guardian: _____
Date: _____

Signature of the Home Owner: _____
Date: _____

Signature of the Case Manager: _____
Date: _____

Cc: Contractor