



Environmental Modification Service Cost Quote Packet Checklist

To the Participant: First, speak with your consultant to verify and establish your Environmental Modification (EM) budget. Your consultant will send a Mi Via Environmental Modification Funds Verification Form to the state. Please wait to speak with a contractor until you have received notice of your available funds.

All Mi Via EMs must go through the SSP & Budget approval process.

This form is a checklist to help you get the necessary information for your Environmental Modification Service Cost Quote Packet. The Service Cost Quote Packet is a key piece for review and approval of your Mi Via Environmental Modification benefit. Please provide a copy of this checklist to your selected contractor or business so that they may prepare the cost estimate properly. You may also review this checklist to make sure they have supplied all the information before you turn it over to your consultant for the review and approval process. Your consultant can help you understand and complete the paperwork. Please attach this completed checklist along with the completed packet and return to your consultant for review and approval by the Third Party Assessor (TPA).

The Environmental Modification Service Cost Quote Packet shall include each of the following:

- Assessment of Need: description of functional/medical need for EM in order to ensure health and safety or to enhance Participant’s level of independence
- Brief description of work to be done (e.g. build ramp to front entrance, modify shower)
- Cost for equipment and materials
- Description of supplies
- Description and cost of labor
- Total Environmental Modification Service Cost Quote, **including all applicable taxes**, approved and signed by the Participant and the Property Owner (if not the same) and the Contractor
- Permission Signature of Property Owner
- Building Permit, if required
- Assurance that project will comply with Americans with Disabilities Act (ADA) guidelines, as relevant
- Assurance that project will comply with all relevant building codes
- Warranty period on parts and labor (minimum of 1 year)
- Projected Start Date and Projected Completion Date
- 2 copies of Contractor’s License, or appropriate certification to perform the work described (1 for Consultant to submit to TPA, 1 for FMA w/ PRF)
- 2 copies of Contractor’s liability/insurance (1 for consultant to submit to TPA, 1 for FMA w/ PRF)

All attachments and information necessary attached.

Agreement: By signing this document, I agree the above conditions will be met for this Environmental Modification.

Participant _____ Property Owner _____
(Signature) (If not the same as Mi Via Participant)

Contractor _____
(Signature)

NOTES: _____