

**SUPPORT SERVICES ENVIRONMENTAL ADAPTATIONS OVER \$5000  
Project Summary and Request for SPD Review/Approval**

**I. Individual Contact Information**

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| Name of Individual with DD:                             |  |
| Family Name (if work to be done is in the family home): |  |
| Address:  |  |
| Telephone:  |  |

**II. Description of Need**

- A. Individual Goals:     Safety                       Independence  
B. Briefly describe the situation, including age, abilities, applicable physical characteristics (i.e. weight, height) of the individual with disabilities, and the challenges created by disability to meeting individual goals.

- C. Exactly what is the proposed support? What support meets this need now? How will the proposed support more effectively achieve individual goals?

**III. Request for Approval of Environmental Adaptations**

- A. Adaptations to be made to:     Individual's home                       Family Home  
B. Name and Telephone of Property Owner (if different from individual or family)

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**C. Description of Work and Cost Estimates:**

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| 1. What work must be done to complete the adaptation? When must it be done? Is unique, highly-specialized equipment or adaptation involved that can only be obtained and installed by a sole expert provider? Attach a description that includes materials, equipment, and an initial schedule of activity. Include sketches or, if available, contractor-ready plans and scope of work statement. |
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| 2. What is the estimated cost of the adaptation? Attach an initial budget that includes your estimate of the cost of labor, materials, profit and overhead, and applicable local or state permits. |
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Since the total estimated cost is \$5000 or more, the Property Owner is willing to proceed with securing the State's interest.

**IV. Personal Agent Information**

|                |  |
|----------------|--|
| Name:          |  |
| Address:       |  |
| Telephone/Fax: |  |
| E-Mail:        |  |

Personal Agent Signature: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

**VI. SPD Review/Approval**

- Environmental adaptation request is approved. Hold final payment pending satisfactory completion and inspection of work.
- Environmental adaptation request is conditionally approved. See comments below.
- Not approved. See comments.

**Comments:**

- Revise description of work to address issues indicated in comments below.
- Obtain 3 contractors' bids for joint local/SPD review before proceeding with work.

Execute and file instrument to secure State's interest prior to release of funds.  
Include cost of filing in budget.

Submit copy of Contractor Agreement (attached)

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**SPD Signatures**

Program Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Staff: \_\_\_\_\_ Date: \_\_\_\_\_

SPD-Assigned Project #: \_\_\_\_\_