

## Environmental Accessibility Adaptations

\* = required field

### I. Service Capacity

A. Indicate which of the following you propose to provide:\*

- ☐ Major adaptations (ramps, porch lifts, moving walls, etc.)
- ☐ Minor adaptations (widening doorways, removing thresholds, hand rails, etc.)
- ☐ Equipment and equipment installation

B. Describe any limitations or specialization of the services indicated (e.g., provide stair lifts only, specialize in bathroom modifications, etc.)\*

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C. Describe the equipment that your agency is authorized to install and/or service. Attach copies of vendor certifications from the manufacturer.\*

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D. Attach any rate information for services provided. (Major adaptations and certain other adaptations are subject to a procurement process that will be conducted by the ASAP among approved contractors.)\*

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### II. Qualifications

A. List any other public payers (such as MassHealth, Massachusetts Rehabilitation Commission, etc.) for whom your agency has provided this service.\*

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B. Attach a copy of your current Home Improvement Contractor or Construction Supervisor license, or, for Contractors that propose to carry out only limited types of modifications (such as the installation of stair lifts, porch lifts or electric door openers/locks), all applicable licenses, certifications and permits required for such modifications/installations.\*

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- C. List any other local and state business licenses maintained and attach copies.\*

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- D. Describe the experience and qualifications of the person responsible for service provision (the manager of the program), if different from the information provided in the Administrative Overview.\*

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- E. Describe the experience and qualifications you require for tradesmen. Include details specific to services provided such as requirements for plumbers, electricians, etc.\*

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- F. If your agency proposes to provide lifts, it must be registered with the Department of Public Safety. Attach proof of registration.\*

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- G. If any work is performed by independent contractors, describe your procedures for ensuring that workers possess the appropriate licenses, certifications and insurance.\*

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### **III. Supervision**

- A. Describe the procedures for supervision of projects, including frequency, documentation, and credentials/qualifications of supervisors. \*

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- B. Describe the inspection procedures that are used to ensure that work is completed in conformance with work orders and is of quality craftsmanship.\*

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- C. How do you assure that all necessary permits have been obtained prior to performance?\*

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If you would like to attach any documents in support of your responses, please attach and clearly identify which question(s) they relate to.

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Provider employee who completed this form\*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES**

*A specific Provider charge for estimating the cost for Environmental Accessibility Adaptations is not allowed either to the ASAP or Consumers unless an agreement to this charge has been made. Any cost to be incurred by the Consumer must receive the prior approval of the ASAP before performance/the cost is incurred*