



## **Architectural Drawing Guidance for Children’s Waiver Environmental Modifications**

The HCBS Children’s Waiver provides Environmental Modifications (EMods) to eligible children/youth under the age of 21. General guidance related to the provision of EMods to children/youth enrolled in the Children’s Waiver can be found in the [Guidelines for Authorizing Environmental Modifications](#). Most Children’s Waiver EMod projects do not require Architect Drawings. However, there are certain circumstances where these drawings might be required. This guidance is being issued to clarify the process of obtaining Architectural Drawings as part of a Children’s Waiver EMod request.

### **Identifying the Need**

Circumstances in which Architect Drawings might be required, but are not limited to the following:

- The project has structural implications (i.e., removal of a wall, etc.)
- The project requires a permit
- The building owner/HOA community requires architectural drawings

When required, Architectural Drawings are part of the pre-project evaluation phase of a project. These drawings are completed in addition to, not as a replacement for, a pre-project evaluation and are part of the pre-project cost/payment.

- *It is the responsibility of the pre-project evaluator, in collaboration with the HHCM/C-YES and additional personnel as needed to determine if Architect Drawings are required.*

If the building/residence is not owned by the family (i.e., the family is renting an apartment, the family owns a condo inside a larger building/development, etc.), the HHCM/C-YES should check with the building/residence owner to ensure that any structural changes resulting from the project would be permitted by the building owner before seeking approval for the architectural drawings. The building owner may also require architectural drawings as a contingency for their permission for the project to move forward.

### **Obtaining Approval**

Once the need for Architect Drawings is identified, the HHCM/C-YES must contact the LDSS to request permission to obtain these drawings. The LDSS will contact the State to explain the need, and ultimately grant approval to the care manager to proceed with obtaining the drawings. Once permission is received, the HHCM/C-YES must locate an architect to provide the drawings.

### **Finding an Architect**

Locating an architect may vary based on location and project needs. Some options for finding an architect include:

- Ask the pre-project evaluator. Some evaluators know of local architects or have employed architects to assist with previous projects.
- Ask the building owner. Some NYC apartment buildings have architects that they’ve worked with in the past, and that they can recommend.
- Ask the family. Some families already know of architects that are available in their areas.

- Ask the LDSS. The LDSS may know architects available that they have worked with in the past.
- Conduct research. Similar to conducting research for bid solicitation, a care manager can research local architects in the area online.

The HHCM/C-YES should involve the county in conversations relating to finding an architect. Depending on the county, they may have certain requirements related to submitting invoices for Architectural Drawings (i.e., submitting proof of certain insurance requirements, etc.). In some circumstances, the county may be able to issue payment directly to the architect. In other circumstances, a pre-project evaluator may choose to “sub-contract” with an architect to submit payment requests to the county on behalf of the architect.

The HHCM/C-YES should also ensure that the building owner, if applicable, is involved in conversations regarding architects. The building owner **must** approve and provide written permission for any potential structural changes being proposed to the building.

### **Payment and Processing**

Architect Drawings are funded and processed in the following way:

1. Once approval for Architect Drawings has been obtained from the LDSS and an architect has been secured, the HHCM/C-YES will work with the family to schedule a time to complete the architect visit at the location of the proposed project.
2. After the drawings have been completed, the HHCM/C-YES will provide a copy of the drawings to the pre-project evaluator. The pre-project evaluator must adjust the project scope to align with the Architect Drawings. All adjustments must be made in alignment with Children’s Waiver regulations.
3. The updated evaluation and architect drawings will be submitted by the HHCM/C-YES to the LDSS for review and approval, along with a completed [Pre-project Evaluation Payment Request \(PEPR\) Form](#).
  - a. Some architects may require payment “up front” for drawings (i.e., partial payment for the service prior to visiting the project site, preparing drawings, etc.). In these instances, the HHCM/C-YES may submit an invoice along with a Pre-project Evaluation Payment Request Form to the LDSS on behalf of the architect, to generate the requested funds. Architects can be provided a portion of the overall drawing cost prior to delivering drawings. However, architects should not be issued final/complete payment until the prepared drawings have been provided and approved.
4. The LDSS will consult with the State to review the Architect Drawings. If determined to be acceptable, and in alignment with Waiver requirements, the LDSS will notify the HHCM/C-YES that they are permitted to obtain bids for the project.
5. After receiving approval from the LDSS, both the drawings **and** the pre-project evaluation must be provided by the HHCM/C-YES to vendors to solicit bids for the project.

## **Association Resources for Architects**

American Institute of Architecture for New York State

[www.aianys.org](http://www.aianys.org)

50 State Street, 5<sup>th</sup> Floor

Albany NY 12207

(518) 449-3334 or (518) 426-8176 (TTD)

[aianys@aianys.org](mailto:aianys@aianys.org)

[Members | AIANYS Member Directory](#)

American Institute of Architecture for New York City

[www.aiany.org](http://www.aiany.org)

536 LaGuardia Place

New York, NY 10012

(212) 683-0023

[info@aiany.org](mailto:info@aiany.org)

[Members | AIANYS Member Directory](#)

Society of American Registered Architects (SARA)

[www.sara-national.org](http://www.sara-national.org) SARA National Website

[www.sara-national.org/directory](http://www.sara-national.org/directory) Email form to describe project and request possible referrals

[ceus@saranational.org](mailto:ceus@saranational.org) Email address for questions on SARA National