



State of Utah  
Department of Workforce Services  
**INDEPENDENT LIVING / ASSISTIVE TECHNOLOGY PROGRAM  
VEHICLE MODIFICATION AGREEMENT**

The undersigned agree the following steps need to be taken for the Utah State Office of Rehabilitation (USOR) to provide assistance in purchasing the conversion portion of a used modified vehicle. These procedures also apply to requests for purchasing a conversion package on a new vehicle in the event an appropriate used modified vehicle cannot be found:

1. A consideration of the feasibility of public transportation to overcome the existing mobility barrier(s) must be made. If public transportation is feasible, USOR will not approve the request.
2. A thorough evaluation must be conducted by the Utah Center for Assistive Technology (UCAT) and/or the Assistive Technology Coordinator assigned to this Center for Independent Living.
3. The consumer/representative agrees to obtain insurance that covers the cost of replacement of the modifications upon delivery.
4. If the consumer will be driving the modified vehicle, a copy of the consumer's driver license must be included in the purchase request to USOR. If the consumer will not be driving the vehicle, there is no requirement for a copy of his/her driver license.
5. Written documentation of loan pre-approval or other form of financing of the chassis must be provided in the request to USOR.
6. If a van conversion package is being requested a thorough search for a used van with conversion must be made at least 30 days after the A.T. evaluation is received by the I.L. Coordinator and after the date this form is signed. All modified vehicles must pass state inspection.
7. The consumer/representative understands the purchasing process time-lines as explained by the I.L. Coordinator.
8. The consumer/representative understands that funds for assistive technology are limited. The request may be placed on a waiting list until sufficient funding is obtained even if the request is approved by USOR.

After the date this form is signed, there must be no agreements, verbal or written, made with any vendor for the purchase of a vehicle chassis or modifications prior to USOR approval.

Consumer/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Independent Living Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNERSHIP AGREEMENT**

The equipment purchased by the Utah State Office of Rehabilitation (USOR) and installed in your vehicle is the property of USOR for a period of Three (3) years from the date the equipment/completion form is signed by you. If the equipment is no longer needed it must be returned to the Independent Living Center that facilitated its purchase.

**If the equipment cannot be removed and the vehicle with equipment is sold, USOR is entitled to the depreciated value of the equipment at the time of sale, unless such sale is after three (3) years from the time the equipment/completion form is signed.**

If an equipment/completion form is not signed for any reason, the three-year period of USOR ownership begins on the date the equipment is delivered into your possession.

**By signing below, you certify that you have read, understand and will abide by this agreement.**

Consumer/Representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONVERSION UPGRADES**

The consumer/representative will pay for any additional upgrades that are not deemed as necessary to fulfill the basic functional need(s) of the consumer for transportation purposes. These basic needs and specifications will be assessed and documented by a qualified Assistive Technology Coordinator employed by USOR or the Independent Living Center prior to provision of the equipment. Further, some vans are less expensive to convert than others.

**If you purchase a vehicle that is more expensive to convert when a less expensive option is available to you, you will be asked to pay the difference in conversion costs.**

**By signing below, you certify that you have read, understand and will abide by these requirements.**

Consumer/Representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Equal Opportunity Employer/Program***

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.