Home Modification Loan Program
Guide and Bid, Scope of Work and Contract Form

PART I: Guide and General Terms and Conditions

The Home Modification Loan Program (HMLP) provides funding for necessary home modification or adaptations which are required because an individual(s) in the household’s ability to function on a daily basis is limited by the configuration of their home. The homeowner is directly responsible for finding, hiring and managing the contractor to complete their modification project.

This form consists of two parts: Part I is a Guide and General Terms and Conditions; Part II is a combined Bid and Contract Form.

Before completing this form, we recommend you and your contractor review “Frequently Asked Questions Regarding Contractors and HMLP”.

The homeowners’ name must be printed legibly in the space provided at the bottom of each page of this form.

Part II of this form must be completed by a licensed and insured contractor (the “Contractor”) and signed by both the Contractor and the homeowner in order for a homeowner to receive funds from the program. The homeowner needs to submit the completed and signed Part II of this form with their application in order for eligibility to be determined. Please make sure that the Contractor reads this entire form and fills out Part II with as much detail as possible to avoid multiple revisions and delays to the project start date. The fully completed and fully signed copy of Part II of this form will – upon approval by the program’s provider agency – constitute the approved construction contract for the project described therein and is referred to in this form as the “Contract.”

Please take note of the following HMLP policies:

- Up-front payment before work starts is permitted but can be for materials only, when a detailed invoice is submitted and can only be for up to 30% of total project cost.
- HMLP only pays up-front for materials in the first invoice; all other invoices should be submitted when the work is complete.
- A copy of the building permit will be required before any payments are made to a contractor, including up-front payments for materials.
- Change Orders are required:
  - Any deviations in the agreed upon project scope outlined in the Contract must be submitted and approved by the owner and reviewed by the provider agency for eligibility, prior to commencing said work
  - Any change to cost or project duration should be noted
- HMLP does not pay subcontractors directly
- HMLP uses construction monitors to conduct an initial inspection prior to the start of construction work. The inspection is to review the project’s scope of work with both the Contractor and homeowner. Once construction work is complete, the construction monitor will conduct a final inspection before the last disbursement.
Release of Liens:

The Contractor's application for final payment shall include a statement of release of any liens by subcontractors, laborers, or material suppliers and all other liens arising out of the work performed under this contract.

Provision of Utilities:

The homeowner agrees to furnish all necessary utilities, including water and power, at no charge to the Contractor during the construction period. This shall also include access to a telephone for receipt of messages and the placing of outgoing, local calls.

Compliance with the Law:

It is the Contractor's obligation to obtain all applicable local permits. For building construction projects, if the homeowner obtains the permits, the homeowner will not be entitled to obtain any benefit from the Guaranty Fund established under Massachusetts General Laws Chapter 142A.

The Contractor must have a current Massachusetts construction supervisor license in accordance with the Massachusetts Building Regulations. All subcontractors must meet Massachusetts licensing requirements according to their trade.

The Contractor and all subcontractors are required to be registered with the Massachusetts Board of Building Regulations and Standards, unless specifically exempt from registration. If the homeowner uses unregistered contractors, he/she will not be entitled to obtain any benefit from the Guaranty Fund established under MGL Chapter 142A. Inquiries concerning contractor registration can be made to:

Office of Consumer Affairs and Business Regulation
Ten Park Plaza, Suite 5170
Boston, MA 02116
Phone: (617) 973-8700

Insurance:

The Contractor shall carry or require that there be carried full and complete Workmen's Compensation Insurance for all of his/her employees and those of his/her subcontractors engaged in work on the Contract premises, in accordance with local and state laws governing the same. The amount and limits of General Liability insurance and other required insurance coverage referred to herein shall be subject to the approval of the homeowner, provided however, that the Contractor shall obtain Comprehensive General Liability Insurance Coverage protecting the homeowner in the event of bodily injury including death, and property damage arising out of the work performed by the Contractor. In addition, a certificate of Automobile Liability Insurance shall be obtained for all vehicles used in the performance of this Contract for bodily injury including death and property damage per accident.

Termination:

If at any time the homeowner concludes that the work or the actions of the Contractor are:
* not in accordance with standard professional trade practices, or
* not in compliance with the scope of work specifications, or
* not in compliance with the material specified in the work specifications, or
* in violation of Contract terms, or
* a violation of applicable state and/or federal policies, regulations and laws,
Then the homeowner has the right to terminate this Contract, through a written notice of contract termination.

The Contractor may suspend or terminate this Contract by providing the homeowner with written notice for the following reasons:

* Failure by the homeowner to pay the agreed upon fee.
* Actions or inactions by the homeowner that seriously hinder the Contractor’s ability to perform its obligations in accordance with this Agreement.
* A reasonable determination by the Contractor that the satisfactory completion of one or more of the agreed upon activities is rendered improbable, infeasible, impossible or illegal, without fault of the Contractor, provided however that the Contractor shall first have:
  A. advised the homeowner of the reasons for the determination, and
  B. developed and proposed such solutions as appear feasible, and
  C. sought to negotiate an amendment of the Contract with the homeowner and such efforts have not satisfactorily removed the impediment to completion.

In the event of suspension or termination, the homeowner shall pay the Contractor for completed, approved and satisfactory work.

Licenses:

The Contractor, and any approved subcontractors, shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of this Agreement, as may be required by federal, state, or local laws or regulations.

Amendments:

The terms of this Agreement may be modified, amended, and/or extended only by written instrument executed by both the Homeowner and.

Severability:

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless, be in full force and effect.

If you have any questions or would like further information about the HMLP requirements for this bid form, please contact the regional provider agency working directly with the homeowner on their application.
Home Modification Loan Program
Guide and Bid, Scope of Work and Contract Form

Part II: Bid, Scope of Work and Contract Form

This document is a Bid Form and Construction Contract (the “Contract”) made effective this ___ day of ____________, 20 __, between ___________________________________________ (the “Homeowner”), for work to be performed at ________________________________ (the “Premises” or “home”) and ________________________________ (the “Contractor”) having a principal place of business at ________________________________

Narrative description of work scope (attach additional sheet, if necessary):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If the project includes any electrical work, list the home’s current electrical circuit load capacity (i.e. 200 AMPS)

________________________________________________________________________

Please describe how the electrical will be effected by the work scope: __________________________

________________________________________________________________________

Required Permits (please check all that apply)

☐ Electrical  ☐ Plumbing  ☐ Gas  ☐ Building (if the town/city requires plans, please include)
• The first 7 pages of this form are required for all HMLP funded projects.
• The remaining pages are divided into sub forms by type of modification. Please complete the forms which pertain to the project.
  o Please check all sub forms which apply to this project & will be included with the HMLP Bid, Scope of Work and Contract Form
    □ Form A: Ramps, lifts or Elevators (page 8)
    □ Form B: Exterior Modifications (page 9)
    □ Form C: Bathroom Modifications (duplicate form for any work performed in a second bathroom) (pages 10 – 12)
    □ Form D: Kitchen/Landry Modifications (pages 13-15)
    □ Form E Permanent Adaptive Design (pages 16-18)

TOTAL PROJECT COSTS (Subcontractor, Materials, Labor)

<table>
<thead>
<tr>
<th>Work Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A Ramps, Lifts or Elevators</td>
<td></td>
</tr>
<tr>
<td>Form B Exterior Modifications</td>
<td></td>
</tr>
<tr>
<td>Form C Bathroom Modifications</td>
<td></td>
</tr>
<tr>
<td>Form D Kitchen/Laundry</td>
<td></td>
</tr>
<tr>
<td>Form E Permanent Adaptive Design</td>
<td></td>
</tr>
<tr>
<td>Permit(s)</td>
<td></td>
</tr>
<tr>
<td>Disposal/Dumpster</td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST COVERED BY HMLP (not to exceed $30,000 or $50,000):________________________

ADDITIONAL ITEMS
Please provide the hourly labor rate for any additional work that may be required/requested.

General Contractor ___________________________ Rate ______________
Other ___________________________ Rate ______________
Other ___________________________ Rate ______________

Timeline
Estimated Start Date: ___________ Estimated Completion Date: ___________
Work may not begin until both parties have received a fully executed copy of the contract and the three day rescission period has expired.

It is agreed between the Contractor and Homeowner that the work shall be performed while the premises are occupied/vacant (circle one).

Payment Schedule Payments should reflect milestones or identifiable measures of progress, for example: completion of rough plumbing and framing:

Payment 1: Borrower Contribution, if over $30,000 or $50,000 $__________

Payment 2: $__________ Description: Loan Recording Fees (range of $200-$500 exact amount supplied by the Provider Agency)

11/2017
Borrower Name: ___________________________________________
Payment 3: $______________ Description: purchase of up-front materials
Payment 4: $______________ Description: ☐ rough city inspection ☐ demo complete
☐ installation of______________, ☐ framing complete
other: ______________________
Payment 5: $___________ Description: ☐ installation of______________, ☐ final city
inspections, other: ______________________
Final Payment (10%): $___________ Description: After final inspection

As a part of any application for payment, the Homeowner may require the Contractor to furnish
releases or receipts from any and all persons performing work or supplying materials or services to
the contractor, or any subcontractors, for work performed under this contract, if this is deemed
necessary to protect the Homeowner's interest.

**Certification Statement**
The quality of workmanship and finish shall be, consistent with a high quality of workmanship and
finish in accordance with industry standards for like projects. The Contractor warrants a) that
materials furnished pursuant to the proposal and will be of first class quality and new unless
otherwise stipulated, b) that the work will conform to the requirements of all authorities having
jurisdiction and, c) that the work will be free from defects and encumbrances. All work performed
under the contract shall be warranted by the contractor to be free from defects in labor and materials
for a period of one year following the final acceptance of the work or final payment for work under the
contract.

**Resolution of Disputes**

If disputes between the Homeowner and Contractor cannot be mutually resolved, the
Homeowner may initiate arbitration by right as allowed under the Home Improvement
Contractor Law. If agreed to by the Homeowner, the Contractor may also resolve disputes
through formal arbitration.

If the Homeowner agrees to an alternative dispute resolution process as initiated by the
Contractor, the following must be signed by both parties:

The contractor and the homeowner hereby mutually agree in advance that in the event
the contractor has a dispute concerning this contract, the contractor may submit the
dispute to a private arbitration firm which has been approved by the Secretary of the
Executive Office of Consumer Affairs and Business Regulation and the consumer shall
be required to submit to such arbitration as provided in Massachusetts General Laws,
Chapter 142A.

Homeowner’s Signature ____________________________ Contractor’s Signature ____________________________

Notice: The signatures of the parties above apply only to the agreement of the parties to
alternative dispute resolution initiated by the Contractor. The Homeowner may initiate alternative
dispute resolution even where this section is not separately signed by the parties.
Contract: The Contract between the Homeowner and the Contractor described below consists of both Part I and Part II of this Home Modification Loan Program Scope of Work Guide and Bid and Contract Form.

<table>
<thead>
<tr>
<th><strong>CONTRACTOR</strong></th>
<th><strong>HOMEOWNER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Printed Name</td>
<td>Printed Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

General Information

Contractor

- Firm Name
- Address (Street)
- Address (Municipality, State, Zip Code)
- Telephone Number

Homeowner

- Address (Street)
- Address (Municipality, State, Zip Code)
- Telephone Number

Email address

Contractor Registration

<table>
<thead>
<tr>
<th>Name of License holder</th>
<th>Construction Supervisor License #</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of License holder</th>
<th>Home Improvement Reg. #</th>
<th>Expiration Date</th>
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</thead>
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<thead>
<tr>
<th>Name of License Holder</th>
<th>Lead License</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>if less than 6 sq. feet will be disturbed</td>
<td></td>
</tr>
</tbody>
</table>

Name of Insured   Insurance Carrier   Policy #
# Home Modification Loan Program
## Part II: Bid, Scope of Work and Contract Form

### Form A: Ramps, Lifts or Elevators

**Ramp (if more than one will be built, please duplicate)**

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
</tr>
</tbody>
</table>

Rise per 1 Foot, Length and Width:

| Material type: |
| Footings: |

Material Cost: ___________ Is this an allowance: □ Yes □ No

**Ramp Hand Rail**

<table>
<thead>
<tr>
<th>Height:</th>
<th>Diameter or width:</th>
<th>Material type:</th>
</tr>
</thead>
</table>

Material Cost: ___________ Is this an allowance: □ Yes □ No

*All ramps require building department inspection.*

**Wheelchair Lift (interior or exterior)**

| Location: |
| Manufacturer: | Model No. |
| Is electrical work required? □ Yes □ No |

Material Cost: ___________ Electrical cost: ___________

**Stairlift (interior or exterior) (if more than one will be installed, please duplicate)**

| Location: |
| Manufacturer: | Model No. |
| Is electrical work required? □ Yes □ No |

Material Cost: ___________ Electrical cost: ___________

**Elevator**

| Location: |
| Manufacturer: | Model No. |
| Is electrical work required? □ Yes □ No |

Material Cost: ___________ Electrical cost: ___________

**SUBTOTAL Ramp, Lift or Elevator**

- Subtotal Material Cost: ___________
- Subtotal Labor Cost: ___________
- Subtotal Electrical Cost: ___________

**Electrical work performed by subcontractor? □ Yes □ No**

Borrower Name: ___________ HMLP Form A
# Home Modification Loan Program
## Part II: Bid, Scope of Work and Contract Form
### Form B: Exterior Modifications

#### Exterior Doorway
- **Description of work:**
- **Dimensions:**
- **Describe any carpentry work required:**
- **Location:**
- **Materials:**
- **Material Cost:**
- **Hardware Type:**
- **Is this an allowance?**

#### Fence
- **Please describe & include location, approximate linear footage and height:**
- **Materials:**
- **Material Cost:**
- **Is this an allowance?**

#### Driveway Modifications
- **Please describe and include depth of gravel sub-base, depth of asphalt base, depth of asphalt finish coat and approximate area to be modified:**
- **Location:**
- **Materials:**
- **Material Cost:**
- **Is this an allowance?**

#### Other Exterior Modifications
- **Please describe:**
- **Location:**
- **Materials:**
- **Material cost(s):**
- **Is this an allowance?**

### SUBTOTAL EXTERIOR MODIFICATIONS
- **Subtotal Material Cost:**
- **Subtotal Labor Cost:**
- **Subtotal Electrical Cost:**
- **Performed by subcontractor?**

Borrower Name: ____________________________  HMLP Form B
Home Modification Loan Program
Part II: Bid, Scope of Work and Contract Form

Form C: Bathroom Modifications
Copy these pages if work is required in an additional bathroom

Please describe full extent of modification(s):


Location: ____________________ Room Dimensions: ____________________

□ Plumbing, please describe ____________________________________________

□ Electrical/Lighting, please describe ___________________________________

□ Demolition, please describe: ___________________________________________

□ Framing/Blocking, please describe: ______________________________________

________________________ Material Cost: _______ Is this an allowance: □ Yes □ No

□ Floor Joists, please describe: ___________________________________________

Material Cost: __________________ Is this an allowance: □ Yes □ No

□ Sub-flooring, please describe: __________________________________________

________________________ Material Cost: _______ Is this an allowance: □ Yes □ No

□ Insulation Quantity: __________________________________________________

Material Cost: __________________ Is this an allowance: □ Yes □ No

□ Sheetrock or Plaster Quantity: __________________________________________

Material Cost: __________________ Is this an allowance: □ Yes □ No

□ Prep & Paint, please describe: _________________________________________

________________________ Material Cost: _______ Is this an allowance: □ Yes □ No

Borrower Name: ____________________________________________________________________

HMLP Form C
### Bathroom Door Modification

**Description of work:**

Dimensions: ____________________________

Hardware Type: ____________________________

Materials: ____________________________

Material Cost: ____________________________ Is this an allowance? □ Yes □ No

**Sink**

Manufacturer: _____ Model No. _____ Material Cost: ______ Is this an allowance? □ Yes □ No

Dimensions (height, depth, knee clearance, clear floor space): ____________________________

**Faucet**

Manufacturer: _____ Model No. _____ Type: □ Lever-operated □ Push-type □ Touch-type □ other (describe): _____ Anti-scalding device □ Yes □ No Other Materials: ____________

Material Cost ____________________________ Is this an allowance? □ Yes □ No

**Tub/Shower Surround Material(s)**

Manufacturer: ____________________________ Model No. __________________

Material Type: ____________________________

Dimensions: ____________________________

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

**Shower Drain**

Manufacturer: ____________________________ Model No. __________________

Drain Type: ____________________________

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

**Tub/Shower Fixture**

**Handheld Shower**

Manufacturer: ____________________________ Model No. __________________

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

**Shower Head**

Manufacturer: ____________________________ Model No. __________________

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

**Toilet**

Manufacturer: ____________________________ Model No. __________________

Dimensions (height, clear floor space): ____________________________

Material Cost: ____________________________ Is this an allowance? □ Yes □ No

Borrower Name: ____________________________ HMLP Form C
**Grab Bars** (Please indicate where and how many grab bars will be installed)

<table>
<thead>
<tr>
<th>Shower</th>
<th>Quantity:</th>
<th>Horizontal</th>
<th>Vertical</th>
<th>Height</th>
<th>Length</th>
<th>Diameter or width</th>
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<tr>
<td>Material Type:</td>
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<td>Is this an allowance: □ Yes □ No</td>
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<tr>
<td>Material Cost:</td>
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<tr>
<th>Toilet</th>
<th>Quantity:</th>
<th>Horizontal</th>
<th>Vertical</th>
<th>Height</th>
<th>Length</th>
<th>Diameter or width</th>
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<td>Material Type:</td>
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<td>Is this an allowance: □ Yes □ No</td>
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<tr>
<td>Material Cost:</td>
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<tr>
<th>Other: Location</th>
<th>Quantity:</th>
<th>Horizontal</th>
<th>Vertical</th>
<th>Height</th>
<th>Length</th>
<th>Diameter or width</th>
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<tr>
<td>Material Type:</td>
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<td></td>
<td>Is this an allowance: □ Yes □ No</td>
</tr>
<tr>
<td>Material Cost:</td>
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</tr>
</tbody>
</table>

**Flooring**

| Material Type: | | | | | |
| Manufacturer: | | | | | |
| Model No.: | | | | | |
| Square Footage: | | | | | |
| Material Cost (total) | | | | | Is this an allowance? □ Yes □ No |

**Other Bathroom Modifications**

Please describe: 

---

---

---

| Materials: | | | | | |
| Material cost: | | | | | Is this an allowance? □ Yes □ No |

**SUBTOTAL BATHROOM(S)**

Subtotal Material Cost: 

Subtotal Labor Cost: 

Subtotal Plumbing Cost: performed by subcontractor? □ Yes □ No

Subtotal Electrical Cost: performed by subcontractor? □ Yes □ No

Borrower Name: ________________________________  HMLP Form C
**Home Modification Loan Program**  
Part II: Bid, Scope of Work and Contract Form

**Form D: KITCHEN/LAUNDRY**

Please describe full extent of modification(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Location: ____________________ Room Dimensions: ______________________

| Plumbing, please describe |  |
| ^ |  |
| Electrical/Lighting, please describe |  |
| ^ |  |
| Demolition, please describe: |  |
| ^ |  |
| Framing/Blocking, please list materials: |  |
| ^ | Material Cost: __________ Is this an allowance: □ Yes □ No |
| Floor Joists quantity: | Material Cost: __________ Is this an allowance: □ Yes □ No |
| Sub-flooring, please list materials: | Material Cost: __________ Is this an allowance: □ Yes □ No |
| Insulation Quantity: | Material Cost: __________ Is this an allowance: □ Yes □ No |
| Sheetrock or Plaster Quantity: | Material Cost: __________ Is this an allowance: □ Yes □ No |
| Prep & Paint, please describe: | Material Cost: __________ Is this an allowance: □ Yes □ No |

Borrower Name: ___________________________ HMLP Form D
### Flooring

<table>
<thead>
<tr>
<th>Material Type:</th>
<th>Model No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td></td>
</tr>
<tr>
<td>Square Footage:</td>
<td></td>
</tr>
</tbody>
</table>

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

### Cabinets

<table>
<thead>
<tr>
<th>Number of wall cabinets:</th>
<th>Height of wall cabinets:</th>
<th>Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of base cabinets:</td>
<td>Height of base Cabinets:</td>
<td>Cost:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer:</th>
<th>Model #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware:</td>
<td></td>
</tr>
</tbody>
</table>

### Counter Top

<table>
<thead>
<tr>
<th>Dimensions:</th>
<th>Material:</th>
<th>Cost:</th>
</tr>
</thead>
</table>

Counter top height above finish floor: ________________

Total Material Cost: ____________________________ Is this an allowance: □ Yes □ No

### Kitchen Sink

<table>
<thead>
<tr>
<th>Manufacturer:</th>
<th>Model #:</th>
</tr>
</thead>
</table>

Sink Height: ____________________________ Sink Depth: ________________

<table>
<thead>
<tr>
<th>Material Type:</th>
<th>Material Cost</th>
<th>Is this an allowance? □ Yes □ No</th>
</tr>
</thead>
</table>

Kitchen Faucet Type: □ Lever-operated □ Push-type □ Touch-type □ other: ________________

<table>
<thead>
<tr>
<th>Anti-scaling device</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Manufacturer:</th>
<th>Model No.</th>
</tr>
</thead>
</table>

Material Cost: ____________________________ Is this an allowance? □ Yes □ No

### Other Kitchen Safety Features

- Cabinet locks: ____________________________ Cost: _______
- Other (describe): ________________________ Cost: _______
- Other (describe): ________________________ Cost: _______
- Other (describe): ________________________ Cost: _______

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

### Accessible Appliances

<table>
<thead>
<tr>
<th>Appliance Type:</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>Manufacturer:</th>
<th>Model No.</th>
</tr>
</thead>
</table>

Material Cost (total) ____________________________ Is this an allowance? □ Yes □ No

Borrower Name: ____________________________ HMLP Form D
<table>
<thead>
<tr>
<th>Appliance Type:</th>
<th>Model No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td></td>
</tr>
<tr>
<td>Material Cost (total)</td>
<td>Is this an allowance? ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

**SUBTOTAL KITCHEN/LAUNDRY COST**

<table>
<thead>
<tr>
<th>Subtotal Material Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal Labor Cost:</td>
</tr>
<tr>
<td>Subtotal Plumbing Cost: Plumbing work performed by subcontractor? ☐ Yes ☐ No</td>
</tr>
<tr>
<td>Subtotal Electrical Cost: Electrical work performed by subcontractor? ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Borrower Name: ____________________________ HMLP Form D
# Home Modification Loan Program
## Part II: Bid, Scope of Work and Contract Form

**Form E: PERMANENT ADAPTIVE DESIGN**

<table>
<thead>
<tr>
<th><strong>Interior Door Modification</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location(s):</td>
<td></td>
</tr>
<tr>
<td>Please describe:</td>
<td></td>
</tr>
<tr>
<td>Dimensions:</td>
<td></td>
</tr>
<tr>
<td>Door Material:</td>
<td>Width:</td>
</tr>
<tr>
<td>Hardware Type:</td>
<td></td>
</tr>
<tr>
<td>Material Cost per doorway:</td>
<td>Is this an allowance? □ Yes □ No</td>
</tr>
<tr>
<td>Total # of doorways to be modified:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Central Air Conditioning</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe the full extent of work being performed (i.e. new ductwork, electrical upgrade, etc.):</td>
<td></td>
</tr>
<tr>
<td>Location(s):</td>
<td>Materials:</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Model No.:</td>
</tr>
<tr>
<td>Subtotal Electrical Cost:</td>
<td>Performed by subcontractor? □ Yes □ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Adaptive or Safety Design Modifications to Interior Living Space</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe the full extent of work being performed:</td>
<td></td>
</tr>
</tbody>
</table>

- □ Window locks
  - Quantity: Cost: 
- □ Specialized door locks
  - Quantity: Cost: 
- □ Alarm system
  - Quantity: Cost: 
- □ Security Lighting
  - Quantity: Cost: 
- □ Other (describe): 

Borrower Name: __________________________________________ HMLP Form E
Addition to Dwelling (new bathroom, laundry & kitchen please use those dedicated sections.)

Please describe the full extent of work being performed:

<table>
<thead>
<tr>
<th>Dimensions of new addition:</th>
</tr>
</thead>
</table>

- Masonry work
- Carrying beam/lally column
- Insulation
- Roofing
- Siding
- Windows
- Doors
- Framing
- Foundation/footings/slab
- Electrical
- Plumbing

<table>
<thead>
<tr>
<th>Material Cost (total)</th>
<th>Is this an allowance? □ Yes □ No</th>
</tr>
</thead>
</table>

Borrower Name: ____________________________________________  HMLP Form E
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Material Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ductwork</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finish Carpentry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flooring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (describe)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL PERMANENT ADAPTIVE DESIGN COST**

Subtotal Material Cost: 
Subtotal Labor Cost: 
Subtotal Plumbing Cost:  
Plumbing work performed by subcontractor? □ Yes □ No
Subtotal Electrical Cost:  
Electrical work performed by subcontractor? □ Yes □ No