



Scope of Work (Part 1): *Project Overview*

Homeowner Renovation Program

Name: _____

Project Address: _____

Project ID	Project Name	Description of Project/Scope	Interior or Exterior	Estimated Cost	Anticipated Completion Date	Type of Labor	Quote Status
Example	Driveway	Demolition and removal of existing driveway; site prep and grading; installation of new driveway	Exterior	\$5,000	8/15/26	☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
1				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
2				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
3				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
4				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
5				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
6				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A
7				\$		☐ Self-Completion ☐ Hiring Contractor	☐ Estimates Enclosed ☐ Awaiting Estimates ☐ N/A



Scope of Work (Part 2): *Bids & Quotes*

Homeowner Renovation Program

Applicant Name: _____ **Applicant Address:** _____

Required documentation of cost estimates varies by project depending on the type of labor and estimated costs for each component. If a section is not required for your project based on the categories below, write "N/A" in the attached form. If a contractor/supplier you've contacted does not respond to your request for a quote, write "No Quote" under total cost.

	Contractor / Supplier #1			Contractor / Supplier #2			Contractor/Supplier #3			
Project	Name	Date Contacted	Total Cost	Name	Date Contacted	Total Cost	Name	Date Contacted	Total Cost	Preferred Contractor / Vendor #
Example	Excellent Driveway Paver	6/1/26	\$5,000	Better Driveway Paver	6/5/26	No Quote	OK Driveway Paver	6/2/26	\$4,800	1
1										
2										
3										
4										
5										
6										
7										

Applicant Signature: _____ **Date:** _____

Internal Use Only: Applicant Case ID: _____