



Senior Access Program Homeownership Assistance Fund Change Request and Order Authorization Form

1. Project & Applicant Details

Applicant Name:

Project Address:

Original SOW Date:

Change Order Number:

Contractor:

Assessor / Project Manager:

2. Reason for Change Order

A. SAP-Eligible Change Reason (Accessibility or safety need *for seniors age 55+.*)

- Newly identified accessibility barrier (UFAS/ADA requirement)
- Additional accessibility modification required for safe use
- Added life-safety repair needed for safe occupancy (SAP-eligible)
- Structural correction required to complete accessibility modification
- Unforeseen condition impacting safety or mobility

B. HAF-Eligible Change Reason (COVID-related hardship *essential repairs only*)

- Repair required to prevent displacement or unsafe housing
- Home system failure tied to financial hardship (heating, plumbing, electrical)

- Repair necessary due to deferred maintenance caused by COVID-related income loss
- Additional weatherization/energy burden relief
- Repair required to prevent mortgage/tax/utility delinquency impact

C. Other Reason

- Required by permitting/inspection authority
- Material availability (supply chain disruption)
- Additional labor required due to site conditions

Other:

3. Description of Requested Change

Describe the change:

Location of work:

Reason not included in original SOW:

4. Cost Impact Summary

Category	Original Cost	Change (+/-)	Revised Cost
Accessibility Modifications (SAP)			
Life-Safety Repairs (SAP)			
HAF Eligible Repairs			
Structural/Mechanical			
Additional Labor/Materials			

Total Change Amount			
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Note: SAP and HAF funding must remain within program-approved caps and may only cover eligible activities. SAP cannot fund cosmetic upgrades; HAF cannot fund non-essential improvements.

5. Eligibility Confirmation (Staff Use Only)

- SAP Accessibility Need Verified
- SAP Life-Safety Requirement Verified
- HAF Hardship-Linked Repair Verified
- HAF Essential Repair Category Confirmed

Staff Initials: Date:

6. Contractor Proposal Details

Materials & specifications:

Estimated labor hours:

Completion date:

Attach updated:

- Updated itemized bid
- Cut sheets / product specs
- Revised timeline
- Photos / documentation

7. Approvals

Contractor Confirmation

I certify this change order reflects accurate pricing, materials, and labor.

Contractor Signature: Date:

Applicant Acknowledgment

I understand and approve of this change in project scope.

Applicant Signature: Date:

Co-Applicant: Date:

JEDC Approval: Approved Denied

JEDC Project Manager Signature: Date:

AHFC Authorization (If required): SAP Yes No HAF Yes No