

HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)

PHASE 1 DOCUMENT CHECKLIST

Grants \$15,000.01 or Greater (pre-approval required) Grant \$15,000.00 or Less (pre-approval not required)

Submit the documents identified as "Copy to MH" on this *Phase 1 Document Checklist* to MaineHousing via ShareFile for approval and/or payment. The CAA must date and initial each document listed on this *Document Checklist* as verification that original document is retained in the CAA's project file.

Applicant: _____ **CAA:** _____

Property: _____ **Submission Date:** _____

Grant Type(s): Home Repair Emergency Home Repair Accessibility
 Elderly Home Repair Emergency Manufactured Home Repair Supplemental Weatherization

File Section	Copies to MH		Originals		Notes
	Grant \$15,000.00 or Less	Grant \$15,000.01 or Greater	Retain in CAA File	Verified by CAA Date/Initial	
FILE SECTION 1 (Applicant, Property Documents)					
HARP Application	X	X	X		
Proof of Income and Assets		X	X		
Proof of Ownership (<i>Property Deed or (Bill of Sale if mobile home)</i>)		X	X		
Property Tax Report /Tax Bill (<i>showing current liabilities</i>)		X	X		
Manufactured Home Lot Lease (<i>if applicable</i>)		X	X		
Grant Agreement		X	X		
Notice of Preliminary Approval			X		
FILE SECTION 2 (Invoices, Checklists, Waivers)					
Project Cover Sheet	X	X	X		
Phase 1 Invoice	X	X	X		
Phase 1 Document Checklist	X	X	X		
Chain of Custody Form for Arsenic	X	X	X		
Waiver (<i>if applicable</i>)		X	X		
FILE SECTION 3 (Contractor Documents)					
Pre-Construction Conference Report			X		
Construction Escrow Agreement		X	X		
Construction Contract		X	X		
Job Standards and Specifications (Scope of Work) (<i>Appendix A to Construction Contract</i>)		X	X		
Septic System Design (<i>if applicable</i>)		X	X		
Change Order(s) (<i>if applicable</i>)		X	X		
FILE SECTION 4 (Estimates, Bids, Reports, Designs)					
Cost Reasonableness			X		
Bid Tabulation Sheet (with supporting bids)			X		
Work Write Up//Cost Estimate			X		
Property Inspection Form (WSD Standards) (<i>if applicable</i>)		X	X		
Home Accessibility Interview Form (<i>if applicable</i>)		X	X		
Emergency Manufactured Home Repair Checklist (<i>if applicable</i>)		X	X		
WAP Deferral of Services Notice		X	X		
FILE SECTION 5 (Other Compliance)					
Lead Paint Hazard Disclosure and Presumption Notice (<i>if applicable</i>)		X	X		
FILE SECTION 6 (Photos, Correspondence, Misc.)					
Digital color photographs (<i>multiple of interior and exterior</i>)		X	X		
Correspondence			X		

Prepared by: _____

CAA Representative Name

Date