

HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)  
**PHASE 2 DOCUMENT CHECKLIST**

Grant \$15,000.01 or Greater

Grant \$15,000.00 or Less

Submit the documents identified as "Copy to MH" on this *Phase 2 Document Checklist* to MaineHousing via ShareFile for 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<br>\$15,000.00<br>or Less | Grant<br>\$15,000.01<br>or Greater | Retain<br>in CAA<br>File | Verified<br>by CAA<br>Date/Initial |       |
| <b>FILE SECTION 2</b> (Invoices, Checklists, Waivers)                              |                                 |                                    |                          |                                    |       |
| Project Cover Sheet (revised)  | X                               | X                                  | X                        |                                    |       |
| Phase 2 MaineHousing Invoice   | X                               | X                                  | X                        |                                    |       |
| Phase 2 Document Checklist   | X                               | X                                  | X                        |                                    |       |
| Change Orders  | X                               | X                                  | X                        |                                    |       |
| <b>FILE SECTION 3</b> (Contractor Documents)                                       |                                 |                                    |                          |                                    |       |
| Construction Progress Report(s)  |                                 |                                    | X                        |                                    |       |
| Certificate of Final Inspection  |                                 | X                                  | X                        |                                    |       |
| Contractor Certificate and Release of Liens  |                                 | X                                  | X                        |                                    |       |
| Contractor Payment Request (with contractor invoices)                              |                                 | X                                  | X                        |                                    |       |
| Final Septic Inspection and Sign-off by Code Enforcement<br><i>(if applicable)</i> |                                 | X                                  | X                        |                                    |       |
| <b>FILE SECTION 4</b> (Estimates, Bids, Reports, Designs)                          |                                 |                                    |                          |                                    |       |
| Summary of Lead Paint Hazard Reduction Activity <i>(if applicable)</i>             |                                 | X                                  | X                        |                                    |       |
| <b>FILE SECTION 5</b> (Other Compliance)   |                                 |                                    |                          |                                    |       |
| Lead Dust Wipe sample report <i>(if applicable)</i>                                |                                 | X                                  | X                        |                                    |       |
| <b>FILE SECTION 6</b> (Photos, Correspondence, Misc.)                              |                                 |                                    |                          |                                    |       |
| Digital color photographs <i>(multiple of interior and exterior)</i>               |                                 | X                                  | X                        |                                    |       |
| Correspondence   |                                 |                                    | X                        |                                    |       |

**Prepared by:** \_\_\_\_\_

\_\_\_\_\_  
CAA Representative Name

\_\_\_\_\_  
Date