

Maine State Housing Authority (MaineHousing)
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)
PROJECT COVER SHEET / DOCUMENT CHECKLIST

INSTRUCTIONS: The CHIP Forms Bundle contains the MaineHousing forms required to process a project for payment. Adobe's bookmark feature provides a complete list of forms. Complete this Project Cover Sheet and the forms will auto-populate. Print completed forms for signatures.

PRIMARY APPLICANT

Name (or Entity) _____
First MI Last

Mailing Address _____

City State Zip _____

Phone _____

Email _____

OWNER (if different than Applicant)

Name (or Entity) _____
First MI Last

Mailing Address _____

City State Zip _____

Phone _____

Email _____

PHYSICAL ADDRESS (PROPERTY)

Property Street _____

City State Zip _____

COMMUNITY ACTION AGENCY (CAA)

CAA Name _____

Mailing Address _____

City State Zip _____

Phone _____

Representative Name _____

Representative Phone _____

Representative Email _____

Technician Name _____

Technician Phone _____

Technician Email _____

Inspector Name _____

Inspector Phone _____

Inspector Email _____

PROJECT

Work Order # _____

Work Order Issue Date _____

Completion Date _____

Project Cost \$ _____

CONTRACTOR (Vendor/Technician)

Contractor Name _____

Mailing Address _____

City State Zip _____

Phone _____

Email _____

Representative Name _____

Representative Email _____

COMMENTS

DOCUMENT CHECKLIST

INSTRUCTIONS: The following project documents are required by MaineHousing. Use this checklist to indicate which final/signed documents have been uploaded to HEAT Enterprise. Bundle documents and upload to "Bundle- CHIP Final Documents" in HEAT Enterprise > WAP Documents:

- Required Documents**
- CHIP Consent
 - Statement of Completion
 - Proof of Ownership
 - Declaration of Assets *(if applicable)*
 - Technician Evaluation Report
 - Contractor Proposal/Cost Estimate *(if applicable)*
 - Contractor Invoice(s)
 - Contractor Release of Liens
 - Inspection Photographs
 - Rental Agreement *(if applicable)*
 - Approved Waiver(s) *(if applicable)*

Deferred Projects must include the following:

- Deferral of Services Notice *(if applicable)*

Heat Pump Projects must also include the following:

- Vendor Cost Estimate
- Photos of Unit (interior and exterior)
- Vendor Heat Pump Inspection Checklist
- CAA Heat Pump Inspection Checklist

Projects exceeding \$10,000 must also include the following:

- Invitation to Bid (3 minimum)
- Contractor Bids
- Bid Tabulation Sheet