

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)  
 MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

**PHASE 1– MULTI-FAMILY DOCUMENT CHECKLIST**

**Applicant (Owner)** \_\_\_\_\_ **CAA** \_\_\_\_\_  
**Property Address** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

**Program Type(s):**     Federal Lead     State Lead (N261)     Healthy Homes

|   | Document Reference | Federal Lead | State Lead | Healthy Homes |
|---|--------------------|--------------|------------|---------------|
| <b>FILE SECTION 1 (Owner)</b>                                       |                    |              |            |               |
| Owner Application   | Appendix A         | X            | X          | X             |
| Authorization to Release Information                                | Appendix E         | X            | X          | X             |
| Proof of Ownership (Property Deed and/or tax bill)                  | Owner              | X            | X          | X             |
| Proof of Insurance (homeowners insurance information)               | Owner              | X            | X          | X             |
| Merchants Report  | CAA                | X            | X          | X             |
| Notice of Preliminary Grant Approval                                | Appendix LD-1      | X            | X          | X             |
| Grant Agreement   | Appendix LD-2      | X            | X          | X             |
| Declaration of Covenants and Restrictions (signed)                  | Appendix H         | X            | X          | X             |
| <b>FILE SECTION 2 (Invoices, Checklists, Waivers, Tenant)</b>       |                    |              |            |               |
| Project Summary Sheet   | Appendix 1         | X            | X          | X             |
| Phase 1 Billing Invoice   | Appendix 1A        | X            | X          | X             |
| Phase 1 Multi-Family Document Checklist                             | Appendix 1B-MF1    | X            | X          | X             |
| Waivers (if applicable)   | Appendix K         | X            | X          | X             |
| Tenant Application  | Appendix B         | X            | X          | X             |
| Tenant Blood Testing Release Form (children only)                   | Appendix D         | X            | X          | X             |
| Children Under 6 Years Old Visiting Certification                   | Appendix G         | X            | X          |               |
| Tenant Authorization to Release Information                         | Appendix E         | X            | X          | X             |
| Relocation Assistance Acknowledgement                               | Appendix LD-C      | X            | X          |               |
| <b>FILE SECTION 3 (Contractor)</b>                                  |                    |              |            |               |
| Construction Contract   | Appendix C-A       | X            | X          | X             |
| Healthy Homes Compliance Agreement                                  | Appendix HH6       |              |            | X             |
| Construction Escrow Agreement                                       | Appendix C-B       | X            | X          | X             |
| Lead Design Plan Specifications                                     | Exhibit C          | X            | X          | X             |
| <b>FILE SECTION 4 (Reports, Designs &amp; Plans)</b>                |                    |              |            |               |
| Lead Paint Inspection and Risk Assessment Report                    | CAA                | X            | X          |               |
| Bid Package (including Refusal to Bid, if any)                      | Appendix Y/ CAA    | X            | X          |               |
| Bid Tabulation Sheet  | Appendix J         |              | X          |               |
| Asbestos inspection documentation (if applicable)                   | CAA                |              | X          |               |
| <b>FILE SECTION 5 (Federal and State Compliance, Healthy Homes)</b> |                    |              |            |               |
| SHPO  | CAA                |              | X          |               |
| <b>FILE SECTION 6 (Photos, Correspondence)</b>                      |                    |              |            |               |
| Colored Photo(s) of pre-project                                     | CAA                | X            | X          | X             |
| Correspondence  | CAA/MaineHousing   | X            | X          | X             |

CAA certifies that the originals of all documents listed are retained with the project file located at the CAA office. CAA further certifies that documents not included on this Document Checklist, but required by program regulations as referenced in MaineHousing's the *Lead Program Guidance and Procedures*, are maintained in the Applicant(s) project file at the CAA's office. These documents are subject to periodic inspection by MaineHousing.

\_\_\_\_\_  
 CAA Representative Signature

\_\_\_\_\_  
 Date

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