

Program:	Federal Lead Program and State Lead Program	MHN #	2020-001
Issued by:	MaineHousing, Energy and Housing Services	Effective Date:	05/11/2020

This MaineHousing Notice is being issued to provide clarification regarding Federal Lead Program and State Lead Program changes, enhancements and/or revisions to the Lead Guidance and Procedures (Lead Guide).

1. Lead Guide (revised 5/11/2020)

Reference: CAA Portal; Lead Guide

A revised Lead Guide has been posted to the CAA Portal.

2. Environmental Reviews

Reference: CAA Portal; Lead Guide Sections A9(C), A9(D), B1(C), B4(A) and B4(B)

Before any activity on a project funded with Federal Lead can commence, an environmental review of each property must be initiated. HUD recently underwent a renovation of the Environmental Review process. As a result, CAAs (Partners) are required to complete and provide documentation specified in certain HUD Tier 2 Partner Worksheets as part of the environmental reviews of properties for which Lead Grant funds will be used. MaineHousing has combined the applicable Tier 2 Worksheets into Environmental Review Worksheets Bundles (one for Multi-Family and one for Single-Family) for use with Federal Lead projects. Please review the Instructions for Completing Environmental Review Worksheets.

3. Project Summary Sheet

Reference: CAA Portal, Lead Guide Sections B1, B14 and B16(C)

The Lead forms bundles now contain a comprehensive “Project Summary Sheet,” which must be included with required documents submitted to MaineHousing. Enhancements include:

- a. Tracking of internal and external unit costs associated to multi-family projects, which auto-populates documents.
- b. Change Order amounts must be added to the Project Summary Sheet so that the correct “Final Contract Amount” can auto-populate on bundled forms.

4. Form Bundles

Reference: CAA Portal, Lead Guide Sections B14 and B16(C)

Federal Lead and State Lead forms and bundles to be used with both Federal Lead and/or State Lead funded projects are posted on the CAA Portal. The CAA Portal contains the following form bundles:

- a. Single-Family Phase 1
- b. Single-Family Phase 2
- c. Single-Family Phase 1 and Phase 2 (combined)
- d. Multi-Family Phase 1 (up to 5 units)
- e. Multi-Family Phase 2 (up to 5 units)
- f. Multi-Family Phase 1 and Phase 2 – up to 5 units (combined)
- g. Multi-Family Phase 1 (up to 10 units)
- h. Multi-Family Phase 2 (up to 10 units)

Each bundle contains a Project Summary Sheet. Offering the option of combined bundles provides the opportunity for CAAs to populate only one Project Summary Sheet for each project.

All bundles are pdf writable and defaulted to display the Bookmark panel, which identifies the documents and document types (*e.g.*, Applicant Documents, Tenant Documents, etc.). Adobe’s Bookmark features are robust and allow users to right click on the Bookmark document name to access a variety of processing features, including “print” to file.

Contact Karen Vigue at kvigue@mainehousing.org if you encounter any issues when populating forms or would like assistance with Adobe navigation features.

5. Electronic Signatures

Reference: Lead Guide Section B1(D)

All documents have electronic signature capacity if you choose to take advantage of that feature. Of course, is up to your agency’s policy regarding electronic signatures. But keep in mind in today’s changing environment you can email pdf writable documents to applicants and contractors for populating and signing.

Notice Contact

Kim Ferenc, *Manager of Housing and Weatherization* ■ 207-626-4684 ■ kferenc@mainehousing.org
