

Maine State Housing Authority (MaineHousing)  
2018 HOME ACCESSIBILITY and REPAIR PROGRAM (HARP)

## PROGRAM DOCUMENTS UPDATE

March 15, 2018

HARP documents are available on the CAA Portal. Download and save forms before populating.

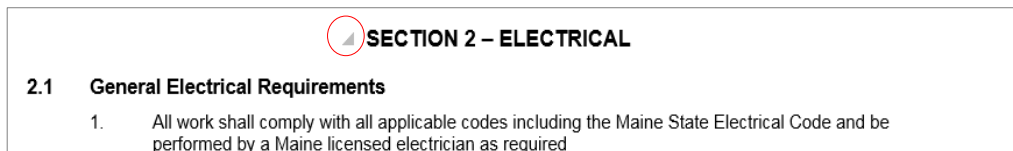
The Program Form tab contains three sections: Phase 1, Phase 2 and 2017 Forms. Within each section you will find Bundles in addition to individual forms.

### PHASE 1 and PHASE 2 FORMS

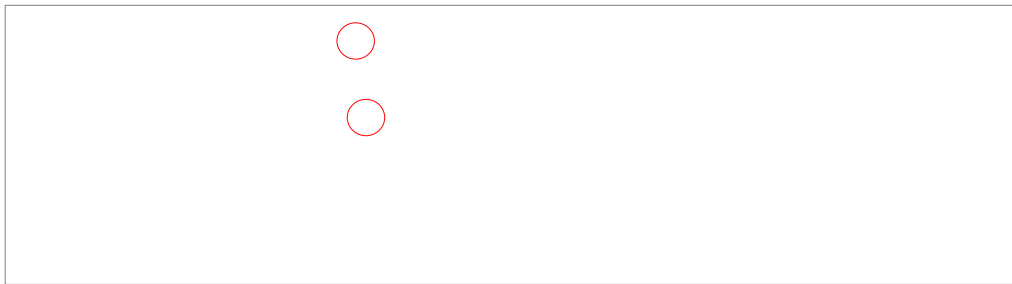
Phase Bundles contains a Project Cover Sheet which, when completed, will auto populate the accompanying forms. Following is an overview of enhancements made to Bundles and other forms:

- **BUNDLE – PHASE 1:** Contains the forms identified on the Phase 1 *Document Checklist*, with the exception of the *Standards and Job Specifications* and *Waiver Request*, which must be downloaded separately. The HARP Invoice Bundle is included in the Phase 1 Bundle.
- **BUNDLE – PHASE 2:** Contain the forms identified on the Phase 2 *Document Checklist*. Only the Phase 2 Invoice is included in the Phase 2 Bundle.
- New! • **BUNDLE – PHASE 1 & PHASE 2 COMBINED:** Contains the forms identified on the Phase 1 and Phase 2 *Document Checklist* except as noted above. The Combined Bundle only contains the HARP Invoice Bundle.
- New! • **BUNDLE – HARP INVOICES:** Combines the Phase 1 Invoice, Change Order Invoice, Phase 2 Invoice and an Invoice Summary in one document. The HARP Invoice Bundle allows users to capture all costs in one place and will auto calculate totals and administration fees. The HARP Invoice Bundle is also part of the Phase 1 Bundle.
  - **Phase 1 Invoice** – Available in the Phase 1 Bundle, the HARP Invoice Bundle or as an individual form. The Phase 1 Invoice contained in the Phase 1 Bundle will auto populate from the *Project Cover Sheet*.
  - **Change Order Invoice** – Available in the Phase 1 Bundle, HARP Invoice Bundle, or as an individual form. Users must manually enter certain data on the *Change Order Invoice* to allow the invoice to auto calculate the administration fees and totals. Note: All Change Orders must be numbered in order of submission.
  - **Phase 2 Invoice** – Available in the Phase 1 Bundle, HARP Invoice Bundle, Phase 2 Bundle or as an individual form. The Phase 2 Invoice contained in the Bundles will auto populate from the entries made to the *Phase 1 Invoice* and *Change Order Invoice*.
  - **Invoice Summary** – Available in the Phase 1 Bundle and HARP Invoice Bundle. The Invoice Summary contained in the Bundles will auto populate from the entries made to the *Phase 1 Invoice*, *Change Order Invoice* and *Phase 2 Invoice*.
- New! • **CHANGE ORDERS:** The *Change Orders* form now requires that each submission be numbered. Any *Change Orders* requiring additional funding, must be accompanied by the *Change Order Invoice*. The *Change Order* number must correspond with the *Change Order Invoice* requiring additional funding.

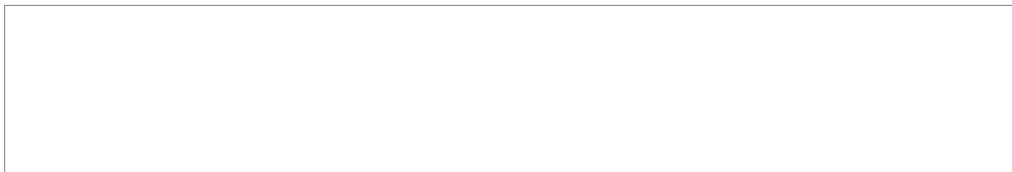
- **STANDARDS AND JOB SPECIFICATIONS:** Formatting has been simplified to accommodate easier editing. In addition, the document now contains collapsible sections. To collapse sections of the Job Specifications, simply hover over the title and a downward arrow will appear > click on the arrow to collapse.



Titles remain, only the content of the section is collapsed. To un-collapse, click the arrow.



Another modification to the document is that quantities and costs sections are in a table format to allow for more consistent entry of data.



**REMINDER:** The “Standards” and “Section 1 General” sections should not be edited or removed from modified *Standards and Job Specifications*.

## 2017 HOME REPAIR PROGRAM FORMS

2017 Home Repair Program Phase 2 forms will remain on the Portal until all 2017 jobs have been completed.

## PROGRAM GUIDANCE

- The *Home Accessibility and Repair Program Guide* (Program Guide) and *Home Accessibility and Repair Program Procedures Manual* (Procedures Manual) are available under the Program Guidance and Manuals tab of the CAA Portal.
  - **Program Guide** - Designed to provide users with information about Program rules, policies and other guidance for applicable funding years. The Program Guide is a working tool and will be kept up to date by MaineHousing staff. When Program guidelines or clarifications are made, MaineHousing will issue a notification and revised pages that must be added or replaced in this Guide.

- New!* ○ ***Procedures Manual*** – Designed to provide users with guidance on how to administer projects funded by the Home Accessibility and Repair Program (Program). The Procedures Manual is a working document and will be updated as processes change. Whenever the Procedures Manual is updated, MaineHousing will email users update notices, providing a brief summary of the updates and sections affected and will provide users with an “Addendum” to the Procedures Manual if practical.
- ***INCOME LIMITS:*** When income limits change, new charts will be issued for replacement and made available on MaineHousing’s website at <http://www.mainehousing.org/partners/partner-type/community-agencies>

## QUESTIONS – COMMENTS – SUGGESTIONS

MaineHousing’s Energy and Housing Services team welcomes feedback and input from Community Action Agency partners.

Direct questions pertaining to the HARP Program policy and procedures to Megan McDonough, *Housing Program Officer* at [mmcdonough@mainehousing.org](mailto:mmcdonough@mainehousing.org) or at 207-626-4602 **and/or** Kin Dydasco, *Lead and Housing Rehab Tech* at [kdydasco@mainehousing.org](mailto:kdydasco@mainehousing.org).

Direct form errors, edit suggestions and questions regarding HARP Program forms and the CAA Portal to Karen Vigue, *Program Officer* at [kvigue@mainehousing.org](mailto:kvigue@mainehousing.org) or at 207-624-5704.