



MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (N261)

DOCUMENT CHECKLIST—MULTI-FAMILY GRANT SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Number of Units:
	Date Submitted:

PHASE 1	CAA DOCUMENT SOURCE
FILE SECTION 1 <i>(Owner)</i>	
Applicant-Owner Application (including Applicant Information Form)	State Form A
Applicant Acknowledgement of Limited Funds	State Form LD-A
Release and Hold Harmless	State Form LD-K
Notice of Grant Approval	State Form LD-I
Proof of Ownership (Property Deed and/or current tax bill)	Grantee
Proof of Insurance (homeowners insurance information)	Grantee
Merchant's Report	CAA
FILE SECTION 2 <i>(Tenants & Invoice)</i>	
Phase 1 Billing Invoice	State Form 1-A
Owner match (copy of check)	
Phase 1 Multifamily Checklist for Loan Documentation	State Form U
Waivers <i>(if applicable)</i>	State Form K
Tenant Application and Information Form (including Tenant Blood Testing Release Form, <i>if applicable</i>)	State Form B
Tenant Acknowledgement Form	State Form LD-B
Relocation Assistance Acknowledgement	State Form LD-C
FILE SECTION 3 <i>(Contractor)</i>	
Construction Contract	State Form C-A
Construction Escrow Agreement	State Form C-B
FILE SECTION 4 <i>(Bids, Reports, Designs & Plans)</i>	
Lead Paint Inspection and Risk Assessment Report	CAA
Lead Design Plan <i>(including Addendums)</i>	Exhibit C
Asbestos inspection documentation <i>(if applicable)</i>	CAA
Bid Package (including Bid Tabulation Sheet and Refusal to Bid, if any)	CAA
FILE SECTION 5 <i>(Fed & State Compliance)</i>	
State SHPO Form 10-2018	CAA
FILE SECTION 6 <i>(Photos, Correspondence)</i>	
Colored Photo(s) (pre-project)	CAA
Correspondence	CAA

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Applicant(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name