

**HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)  
PHASE 1 DOCUMENT CHECKLIST**

**Grants \$15,000.01 or Greater** (pre-approval required)

**Grant \$15,000.00 or Less** (pre-approval not required)

Submit the documents identified as "Copy to MH" on this *Phase 1 Document Checklist* to MaineHousing via ShareFile for approval and/or payment. The CAA must sign and date this form to verify that each document listed on this *Document Checklist* as verification that original document is retained in the CAA's project file.

**Agency (CAA):** \_\_\_\_\_

**CAA Representative Name:** \_\_\_\_\_

**CAA Address** \_\_\_\_\_

**CAA Representative Phone:** \_\_\_\_\_

(Street, City, State, Zip)

**CAA Representative Email:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_

**Property:** (Street, City, State, Zip) \_\_\_\_\_

**Date File Submitted to MH:** \_\_\_\_\_

**Grant Type:**      **Home Repair**  
                                 **Emergency Manufactured Home Repair**

**Elderly Home Repair**  
**Accessibility**

**Emergency Home Repair**  
**Weatherization Readiness**

	Documents Required to Submit to MH for Grants \$15,000.00 or Less	Documents Required to Submit to MH for Grants \$15,000.01 or More
<b>FILE SECTION 1 (Applicant, Property Documents)</b>		
HARP Application <i>(not required for Wx Readiness)</i>		
WAP Notice of Deferral <i>(For Wx Readiness only)</i>		
Proof of Income/Assets Wages      Benefit Letter      Bank Statements Tax Documents      Other		
Homeowners Insurance repair denial letter or email (EMG/EMG Manufactured Home Repair only) (if yes they have insurance)		
Zero Income Worksheet <i>(if applicable)</i>		
Proof of Ownership/Occupancy <i>(not required for Wx Readiness)</i> Tax Bill/Report      Property Deed      Bill of Sale Lot Lease Utility Bill      Life Lease      Divorce Decree Death Certificate      Previous Liens/Encumbrances      ID		
Grant Agreement		
Notice of Preliminary Approval		
Declaration of Covenants and Restrictions (signed) (projects at or over \$18k)		
<b>FILE SECTION 2 (Invoices, Checklists, Waivers)</b>		
Project Summary Sheet		
Phase 1 Invoice		
Waiver <i>(if applicable)</i>		
Phase 1 Document Checklist		
<b>FILE SECTION 3 (Contractor Documents)</b>		
Construction Escrow Contract <i>(not required for Wx Readiness)</i>		
Construction Contract		
Job Standards and Specifications <i>(Scope of Work)</i> <i>(Appendix A to Construction Contract)</i>		
Septic System Design <i>(not required for Wx Readiness)</i>		
Change Orders <i>(if applicable)</i>		
<b>FILE SECTION 4 (Estimates, Bids, Reports, Designs) <i>(not required for Wx Readiness)</i></b>		
Bid Tabulation Sheet (with supporting bids)		
Property Inspection Form (WSD Standards)		
Home Accessibility Interview Form <i>(if applicable)</i>		
Emergency Manufactured Home Repair Checklist <i>(if applicable)</i>		
<b>FILE SECTION 5 (Other Compliance) <i>(not required for Wx Readiness)</i></b>		
Lead Paint Hazard Disclosure and Presumption Notice <i>(if applicable)</i>		
Water Contaminant Test Chain of Custody <i>(if applicable)</i>		
<b>FILE SECTION 6 (Photos, Correspondence, Misc.)</b>		
Digital Color Photographs (multiple of interior and exterior)		
Correspondence		

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

\_\_\_\_\_  
Date