

**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

Older Adult Home Repair
Accessibility

Emergency Home Repair

**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**

FILE SECTION 1 (Applicant, Property Documents)		
HARP Application		
Proof of Income/Assets Wages Benefit Letter Bank Statements Tax Documents Other		
Zero Income Worksheet (if applicable)		
Proof of Ownership/Occupancy 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)		
FILE SECTION 2 (Invoices, Checklists, Waivers)		
Project Summary Sheet		
Phase 1 Invoice		
Waiver (if applicable)		
Phase 1 Document Checklist		
FILE SECTION 3 (Contractor Documents)		
Construction Escrow Contract		
Construction Contract		
Job Standards and Specifications (Scope of Work) (Appendix A to Construction Contract)		
Septic System Design		
Change Orders (if applicable)		
FILE SECTION 4 (Estimates, Bids, Reports, Designs)		
Bid Tabulation Sheet (with supporting bids)		
Property Inspection Form (WSD Standards)		
Home Accessibility Interview Form (if applicable)		
FILE SECTION 5 (Other Compliance)		
Lead Paint Hazard Disclosure and Presumption Notice (if applicable)		
Water Contaminant Test Chain of Custody (if applicable)		
FILE SECTION 6 (Photos, Correspondence, Misc.)		
Digital Color Photographs (multiple of interior and exterior)		
Correspondence		

CAA Representative Signature

Date