

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

Home Repair Grants (pre-approval required)

Emergency Grants (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 Emergency Grants

Documents Required to Submit to MH for Home Repair Grants

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