

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 date and initial each document listed on this *Document Checklist* as verification that original document is retained in the CAA's project file.

**Applicant:** \_\_\_\_\_ **CAA:** \_\_\_\_\_

**Property:** \_\_\_\_\_ **Submission Date:** \_\_\_\_\_

**Grant Type(s):**     Home Repair                                       Emergency Home Repair                                       Accessibility  
                           Elderly Home Repair                                       Emergency Manufactured Home Repair                                       Supplemental Weatherization

File Section	Copies to MH		Originals		Notes
	Grant \$15,000.00 or Less	Grant \$15,000.01 or Greater	Retain in CAA File	Verified by CAA Date/Initial	
<b>FILE SECTION 1</b> (Applicant, Property Documents)					
HARP Application	X	X	X		
Proof of Income and Assets		X	X		
Proof of Ownership ( <i>Property Deed or (Bill of Sale if mobile home)</i> )		X	X		
Property Tax Report /Tax Bill ( <i>showing current liabilities</i> )		X	X		
Manufactured Home Lot Lease ( <i>if applicable</i> )		X	X		
Grant Agreement		X	X		
Notice of Preliminary Approval			X		
<b>FILE SECTION 2</b> (Invoices, Checklists, Waivers)					
Project Cover Sheet	X	X	X		
Phase 1 Invoice	X	X	X		
Phase 1 Document Checklist	X	X	X		
Chain of Custody Form for Arsenic	X	X	X		
Waiver ( <i>if applicable</i> )		X	X		
<b>FILE SECTION 3</b> (Contractor Documents)					
Pre-Construction Conference Report			X		
Construction Escrow Agreement		X	X		
Construction Contract		X	X		
Job Standards and Specifications (Scope of Work) ( <i>Appendix A to Construction Contract</i> )	X	X	X		
Septic System Design ( <i>if applicable</i> )		X	X		
Change Order(s) ( <i>if applicable</i> )		X	X		
<b>FILE SECTION 4</b> (Estimates, Bids, Reports, Designs)					
Cost Reasonableness			X		
Bid Tabulation Sheet (with supporting bids)			X		
Work Write Up//Cost Estimate			X		
Property Inspection Form (WSD Standards) ( <i>if applicable</i> )		X	X		
Home Accessibility Interview Form ( <i>if applicable</i> )		X	X		
Emergency Manufactured Home Repair Checklist ( <i>if applicable</i> )		X	X		
WAP Deferral of Services Notice		X	X		
<b>FILE SECTION 5</b> (Other Compliance)					
Lead Paint Hazard Disclosure and Presumption Notice ( <i>if applicable</i> )		X	X		
<b>FILE SECTION 6</b> (Photos, Correspondence, Misc.)					
Digital color photographs ( <i>multiple of interior and exterior</i> )		X	X		
Correspondence			X		

**Prepared by:** \_\_\_\_\_

CAA Representative Name

Date