

**HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)
PHASE 2 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: _____

Date File Submitted to MH: _____

(Street, City, State, Zip)

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
FILE SECTION 1 (Owner)		
Recorded Declaration of Covenants and Restrictions		
FILE SECTION 2 (Invoices, Checklists, Waivers)		
Project Summary Sheet (updated)		
Phase 2 Invoice		
Change Order(s) if applicable		
Change Order (s) Invoice (s)		
Phase 2 Document Checklist		
FILE SECTION 3 (Contractor Documents)		
Pre-Construction Progress Report <i>(not required for Wx Readiness)</i>		
Construction Progress Report (s)		
Certificate of Final Inspection		
Contractor Payment Request/Release of Liens		
Contractor Invoice(s)		
Final Septic Inspection and Sign-Off by Code Enforcement <i>(if applicable) (not required for Wx Readiness)</i>		
FILE SECTION 4 (Estimates, Bids, Reports, Designs) <i>(not required for Wx Readiness)</i>		
Summary of Lead Paint Hazard Reduction Activity <i>(if applicable)</i>		
FILE SECTION 5 (Other Compliance) <i>(not required for Wx Readiness)</i>		
Lead Dust Wipe Sample Report <i>(if applicable)</i>		
FILE SECTION 6 (Photos, Correspondence, Misc.)		
Digital Color Photographs (multiple of interior and exterior)		
Correspondence		

CAA Representative Signature

Date