

**HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)**

**PHASE 2 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** \_\_\_\_\_  
(Street, City, State, Zip)

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

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

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

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

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

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

**Grant Type:**      **Home Repair**                                      **Older Adult Home Repair**                                      **Emergency Home Repair**  
                                  **Emergency Manufactured Home Repair**                                      **Accessibility**

	Documents Required to Submit to MH for Emergency Grants	Documents Required to Submit to MH for Home Repair Grants
<b>FILE SECTION 1 (Owner)</b>		
Recorded Declaration of Covenants and Restrictions	[Grey Box]	
<b>FILE SECTION 2 (Invoices, Checklists, Waivers)</b>		
Project Summary Sheet (updated)		
Phase 2 Invoice		
Change Order(s) if applicable		
Change Order (s) Invoice (s)		
Phase 2 Document Checklist	[Grey Box]	
<b>FILE SECTION 3 (Contractor Documents)</b>		
Pre-Construction Progress Report	[Grey Box]	
Construction Progress Report (s)	[Grey Box]	
Certificate of Final Inspection		
Contractor Payment Request/Release of Liens	[Grey Box]	
Contractor Itemized Invoice(s)	[Grey Box]	
Final Septic Inspection and Sign-Off by Code Enforcement (if applicable)	[Grey Box]	
<b>FILE SECTION 4 (Estimates, Bids, Reports, Designs)</b>		
Summary of Lead Paint Hazard Reduction Activity (if applicable)	[Grey Box]	
<b>FILE SECTION 5 (Other Compliance)</b>		
Lead Dust Wipe Sample Report (if applicable)	[Grey Box]	
<b>FILE SECTION 6 (Photos, Correspondence, Misc.)</b>		
Digital Color Photographs (multiple of interior and exterior)		
Correspondence	[Grey Box]	

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

\_\_\_\_\_  
 Date