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 Address _____
(Street, City, State, Zip)

Applicant Name: _____

Property: _____
(Street, City, State, Zip)

CAA Representative Name: _____

CAA Representative Phone: _____

CAA Representative Email: _____

Co-Applicant Name: _____

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
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		☐
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 *(if applicable)*		☐
FILE SECTION 4 (Estimates, Bids, Reports, Designs)		
Summary of Lead Paint Hazard Reduction Activity *(if applicable)*		☐
FILE SECTION 5 (Other Compliance)		
Lead Dust Wipe Sample Report *(if applicable)*		☐
FILE SECTION 6 (Photos, Correspondence, Misc.)		
Digital Color Photographs (multiple of interior and exterior)	☐	☐
Correspondence		☐

_____ _____

CAA Representative Signature Date