

HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)

PHASE 2 DOCUMENT CHECKLIST

Grant \$15,000.01 or Greater

Grant \$15,000.00 or Less

Submit the documents identified as "Copy to MH" on this *Phase 2 Document Checklist* to MaineHousing via ShareFile for 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	
FILE SECTION 2 (Invoices, Checklists, Waivers)					
Project Cover Sheet (revised)	X	X	X		
Phase 2 MaineHousing Invoice	X	X	X		
Phase 2 Document Checklist	X	X	X		
Change Orders	X	X	X		
FILE SECTION 3 (Contractor Documents)					
Construction Progress Report(s)			X		
Certificate of Final Inspection		X	X		
Contractor Certificate and Release of Liens		X	X		
Contractor Payment Request (with contractor invoices)		X	X		
Final Septic Inspection and Sign-off by Code Enforcement (if applicable)		X	X		
FILE SECTION 4 (Estimates, Bids, Reports, Designs)					
Summary of Lead Paint Hazard Reduction Activity (if applicable)		X	X		
FILE SECTION 5 (Other Compliance)					
Lead Dust Wipe sample report (if applicable)		X	X		
FILE SECTION 6 (Photos, Correspondence, Misc.)					
Digital color photographs (multiple of interior and exterior)		X	X		
Correspondence			X		

Prepared by: _____

CAA Representative Name

Date