

Maine State Housing Authority (MaineHousing)
LEAD HAZARD REDUCTION DEMONSTRATION GRANT PROGRAM

DOCUMENT CHECKLIST – SINGLE FAMILY GRANT SUBMISSION

Applicant (Owner):	CAA:
Property Address:	Date Submitted:

PHASE 1	CAA Document Source
FILE SECTION 1 <i>(Owner)</i>	
Homeowner Application including Blood Testing Release From (for children only)	Appendix SF
Authorization to Release Information	Appendix E
Applicant Acknowledgement Form (Owner)	Appendix LD-A
Release and Hold Harmless	Appendix LD-K
Children Under 6 Years Old Visiting Certification	Appendix G
Proof of Insurance (homeowners insurance Information)	CAA
Proof of Income (paystubs or tax returns)	Borrower
Proof of Ownership (Property Deed or current tax bill)	Borrower
Relocation Assistance Acknowledgement	Appendix LD-C
Relocation Change Order <i>(if applicable)</i>	Appendix O
Merchant's Report	Borrower
Notice of Grant Approval	Appendix LD-SF
FILE SECTION 2 <i>(Invoices, Checklists & Waivers)</i>	
Phase 1 Billing Invoice	Appendix I-A
Phase 1 Single-Family Document Checklist	Appendix W
Waivers <i>(if applicable)</i>	Appendix K
FILE SECTION 3 <i>(Contractor)</i>	
Construction Contract	Appendix C-A
Construction Escrow Agreement	Appendix C-B
FILE SECTION 4 <i>(Reports, Designs & Plans)</i>	
Lead Paint Inspection and Risk Assessment Report	CAA
Lead Design Plan	Exhibit C
Bid Package (including Bid Tabulation Sheet and Refusal to Bid, if any)	CAA
FILE SECTION 5 <i>(Fed & State Compliance)</i>	
Environmental Review with supporting documentation	Appendix F
Healthy Homes Intervention Contract <i>(if applicable)</i>	Appendix HH-1
Healthy Homes Intervention Escrow Agreement <i>(if applicable)</i>	Appendix HH-2
Healthy Homes Intervention Bid Package <i>(if applicable)</i>	Exhibit HH-C
HH Intervention Compliance Agreement Form <i>(if applicable)</i>	Appendix HH-6
FILE SECTION 6 <i>(Photos, Correspondence)</i>	
Colored Photo(s) of (pre-project)	CAA
Correspondence	CAA/MaineHousing

CAA/Administrator certifies that all documents listed have been included with the project file located at the CAA/Administrator's office. CAA/Administrator further certifies that documents not included on this Checklist, but are required by program regulations as referenced in the Procedures Guide, are maintained in the Borrower(s) file at the CAA/Administrator's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name