

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 2	CAA Document Source
FILE SECTION 1 <i>(Owner)</i>	
Notice to Commence Work	MaineHousing
FILE SECTION 2 <i>(Invoices, Checklists & Waivers)</i>	
Phase 2 Billing Invoice	Appendix I-A
Phase 2 Single-Family Document Checklist	Appendix W2
FILE SECTION 3 <i>(Contractor)</i>	
Pre-Construction Report	Appendix M
Certificate and Release of Liens	Appendix I-B
Certificate of Final Inspection	Appendix Q
Change Order(s) (if applicable)	Appendix N
Contractor Payment Request(s) with invoices	Appendix I-C
FILE SECTION 5 <i>(Fed & State Compliance)</i>	
DEP Notification	Contractor
Dust Wipe Clearance Results	CAA
HUD Quarterly Report: Supplemental Information Worksheet	Appendix T
HUD Required Section 3 Verification Data Form	Appendix R3
Lead Paint Plus Essential Maintenance Practice Plan	Appendix R
Letter of Lead Hazard Control Compliance	Appendix P
Occupant Protection Plan	Contractor
Healthy Homes Contractor Payment Request with invoices (if applicable)	Appendix HH-3
Healthy Homes HHRS Assessment Report (if applicable)	CAA
Healthy Homes Certificate and Release of Liens (if applicable)	Appendix HH-4
Healthy Homes Certificate of Final Inspection (if applicable)	Appendix HH-5
FILE SECTION 6 <i>(Photos & Correspondence)</i>	
Colored Photo(s) of Project: work in progress and completed	CAA
Correspondence	CAA
(Wires)	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