

CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)
PROJECT COVER SHEET / DOCUMENT CHECKLIST

INSTRUCTIONS: The CHIP Forms Bundle contains the MaineHousing forms required to process a project for payment. Adobe's bookmark feature provides a complete list of forms. Complete this Project Cover Sheet and the forms will auto-populate. Print completed forms for signatures.

PRIMARY APPLICANT

Name (or Entity) _____
 First MI Last

Mailing Address _____

City State Zip _____

Phone _____

Email _____

OWNER (if different than Applicant)

Name (or Entity) _____
 First MI Last

Mailing Address _____

City State Zip _____

Phone _____

Email _____

PHYSICAL ADDRESS (PROPERTY)

Property Street _____

City State Zip _____

COMMUNITY ACTION AGENCY (CAA)

CAA Name _____

Mailing Address _____

City State Zip _____

Phone _____

Representative Name _____

Representative Phone _____

Representative Email _____

Technician Name _____

Technician Phone _____

Technician Email _____

Inspector Name _____

Inspector Phone _____

Inspector Email _____

PROJECT

Work Order # _____

Work Order Issue Date _____

Completion Date _____

Project Cost **\$** _____

CONTRACTOR (Vendor/Technician)

Contractor Name _____

Mailing Address _____

City State Zip _____

Phone _____

Email _____

Representative Name _____

Representative Email _____

COMMENTS

DOCUMENT CHECKLIST

INSTRUCTIONS: The following project documents are required by MaineHousing. Use this checklist to indicate which final/signed documents have been uploaded to HEAT Enterprise. Bundle documents and upload to "Bundle- CHIP Final Documents" in HEAT Enterprise > WAP Documents:

Required Documents

- CHIP Consent
- Statement of Completion
- Proof of Ownership
- Declaration of Assets *(if applicable)*
- Technician Evaluation Report
- Contractor Proposal/Cost Estimate *(if applicable)*
- Contractor Invoice(s)
- Contractor Release of Liens
- Inspection Photographs
- Rental Agreement *(if applicable)*
- Approved Waiver(s) *(if applicable)*

Deferred Projects must include the following:

- Deferral of Services Notice *(if applicable)*

Projects exceeding \$10,000 must also include the following:

- Invitation to Bid (3 minimum)
- Contractor Bids
- Bid Tabulation Sheet

Maine State Housing Authority (MaineHousing)
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

CHIP CONSENT

PRIMARY APPLICANT (Applicant):

OWNER: (if different than Primary Applicant)

First MI Last Name

Entity Name or First MI Last Name

PHYSICAL ADDRESS (Property):

COMMUNITY ACTION AGENCY (CAA):

Street

CAA Name

City, State Zip

1. I understand and agree that above-named CAA may make CHIP improvements to my home as deemed necessary in accordance with MaineHousing rules and procedures.
2. I understand and agree that if CHIP services are approved for my home that my signature below authorizes the CAA and any contractors employed by the CAA to perform recommended services.
3. I understand that the name and contract information of the contractor will be provided to me prior to the commencement of work.
4. I understand that details of any warranties for materials used in the home will be provided by the contractor.
5. I understand that my signature below authorizes the CAA and/or MaineHousing and/or the Department of Health and Human Services to conduct inspections of the work, either in progress or after the work is completed. I understand these inspections may involve methods deemed necessary to verify the quality and integrity of the associated work.
6. I understand that materials were provided solely for the services provided at the above-named Property, and that the non-use, removal and/or sale, or misuse of these materials by me may result in the CAA reclaiming those materials or reclaiming the purchase and installation costs of those materials. I further understand that the non-use, removal and/or sale, or misuse of these materials by me may result in the CAA and MaineHousing prohibiting me from receiving any future benefit from the CHIP, WAP, Fuel Assistance or any other MaineHousing administered program.
7. I agree to allow my home to be photographed for pre- and post-work documentation.

By signing below, I certify that I have read the above statements and agree to the assurances. My signature also verifies this Property is not currently for sale, nor is it designated for foreclosure. I understand failure to provide complete, accurate information may result in my having to repay cost associated with the work.

I understand that the labor and materials for the work on the above Property will be provided to me at no cost. However, I further understand that if I sell the Property within one (1) year of the completion of the CHIP improvements, I may be required to repay MaineHousing an amount equal to the cost of the CHIP improvements within sixty (60) calendar days of the date of sale.

APPLICANT:

CAA:

Applicant Signature

Date

CAA Representative Signature

Date

OWNER: (if different than Applicant)

CAA Representative Name

Owner Signature

Date

CAA Representative Phone

CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

STATEMENT OF COMPLETION

PRIMARY APPLICANT (Applicant):

OWNER (if different than Applicant):

First Name MI Last Name

First Name MI Last Name

PHYSICAL ADDRESS (Property):

COMMUNITY ACTION AGENCY (CAA):

Street

CAA Name

City State Zip

1. I hereby certify that I am the owner/occupant of the above residence.
2. I understand that materials were provided solely for the CHIP services provided at the above-named Property, and that the non-use, removal and/or sale, or misuse of these materials by me may result in the CAA reclaiming those materials or reclaiming the purchase and installation costs of those materials. I further understand that the non-use, removal and/or sale, or misuse of these materials by me may result in the CAA and MaineHousing prohibiting me from receiving any future benefit from CHIP, Weatherization Assistance, Fuel Assistance or any other MaineHousing administered program.
3. I understand failure to provide complete, accurate information may result in me having to repay costs associated with the work.
4. I acknowledge that I received a Client Satisfaction Survey card which provides an opportunity for me to provide MaineHousing with information about my experience with the Central Heating Improvement Program.

By signing below, I certify that I have read the above statements and agree to the assurances. My signature also verifies this Property is not currently for sale, nor is it designated for foreclosure. If I sell the Property within one (1) year of the completion of the CHIP improvements, I understand I may be required to repay MaineHousing an amount equal to the cost of the CHIP improvements within sixty (60) calendar days of the date of sale.

I am satisfied with the completed work, and to the best of my knowledge all materials were completely and properly installed.

Applicant (*signature*) _____ Date _____

Owner (*signature*) _____ Date _____

I (the CAA Inspector) did not conduct an onsite inspected the job.

I (the CAA Inspector) conducted an onsite inspection of the job and certify that the materials and measures were properly installed in accordance with applicable code and standards.

CAA Inspector (*signature*) Date _____

CAA Inspector Name (*print*) Phone _____

Maine State Housing Authority (MaineHousing)
 CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)
TECHNICAL EVALUATION REPORT

CONTRACTOR: _____ **WORK ORDER #** _____

PRIMARY APPLICANT: _____ **OWNER** (if different than Applicant): _____

First Name MI Last Name

First Name MI Last Name

Telephone

Telephone

PHYSICAL ADDRESS (Property):

COMMUNITY ACTION AGENCY (CAA):

Street

CAA Name

City State Zip

CTE CHECKLIST/PROCEDURE (Technician to initial/complete all that apply):

| | | | |
|------------------------------------|---------|--|------------------------------|
| SSE as found (if known) | _____ % | Date of last CTE (if serve tag is present) | _____ |
| Clean, brush & vacuum system | _____ | Air filters replaced | _____ |
| Covers & plates sealed | _____ | Electrodes: _____ | Cleaned _____ Replaced _____ |
| Belts inspected | _____ | Water glass: _____ | Cleaned _____ Replaced _____ |
| Chimney & flue pipe inspected | _____ | Pump strainer & inner housing cleaned | _____ |
| Controls operate properly | _____ | Fuel/air mixture properly adjusted | _____ |
| Barometric operates properly | _____ | Nozzle replaced | _____ |
| Low water cut-off flushed | _____ | Firing rate optimized | _____ |
| Motors lubricated | _____ | Oil filter replaced | _____ |
| Thermostat okay & properly located | _____ | Check condition of oil tank | _____ |

TEST RESULTS (Technician to initial/complete all that apply):

| | | | | | |
|------------------|-------|---------------------------------|-------|---------------|---------|
| Pump Pressure | _____ | Draft (over-fire) | _____ | Draft (stack) | _____ |
| Gross stack temp | _____ | Net Stack Temp | _____ | SSE | _____ % |
| Smoke # | _____ | CO ₂ /O ₂ | _____ | CO | _____ |

Technician to note any code violations identified or additional repairs needed that exceed the limit of this Work Order:

I certify as follows: (1) the work order has been completed in accordance with manufacturer's instructions and all applicable codes; and (2) this Technical Evaluation Form has been accurately completed.

Signature of Technician

Date

Contractor Technician Name

License # (if applicable)

Maine State Housing Authority (MaineHousing)
 WEATHERIZATION ASSISTANCE PROGRAM (WAP)
 CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

RELEASE OF LIENS

PRIMARY APPLICANT:

 First Name MI Last Name

PHYSICAL ADDRESS (Property):

 Street

 City State Zip

Work Order Date: _____

OWNER (if different than Applicant):

 First Name MI Last Name

CONTRACTOR:

 Contractor Name

COMMUNITY ACTION AGENCY (CAA):

 CAA Name

Regarding the Contract entered into between the CAA and Contractor, for work performed on the above-referenced Property in accordance with the agreed upon Work Order, the Contractor certifies/states as follows:

1. There is due from and payable by the CAA to the Contractor, the amount of \$ _____ pursuant to the Work Order and duly approved Change Orders and modifications.
2. The undersigned certifies that all work required under the Work Order has been performed in accordance with the terms thereof and was completed on _____ and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of the Work Order.
3. The undersigned releases any and all claims, other than for the final payment set forth above, arising under or by virtue of the Work Order and agrees to indemnify the CAA, MaineHousing and the property owner against any such claims.
4. The undersigned has provided directly to the Applicant or attached to this Release all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Work Order.

 Contractor Representative Signature

 Date

 Contractor Representative Name

Maine State Housing Authority (MaineHousing)
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

DECLARATION OF ASSETS AFFIDAVIT

Community Action Agency (CAA)

Questions about the affidavit should be directed to:

CAA Name _____

CAA Contact Name: _____

CAA Address _____

Telephone: _____

CAA City _____

CAA State _____

CAA Zip _____

Email: _____

Return completed and signed affidavits to the above-named CAA.

The information in this Affidavit is being requested to determine eligibility for assistance with heating system repair or replacement for the dwelling located at:

Physical Address: _____

I. DECLARANT INFORMATION

List of persons who are required to declare assets.

| | First Name | Last Name | Age | Address |
|---|------------|-----------|-----|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

II. ASSETS

List cash, checking, savings, CD & money market accounts.

Do not list health savings accounts, educational funds, and burial accounts.

| Name and Address of Financial Institution | In Whose Name(s) Held | Type of Account | Account Balance |
|---|-----------------------|-----------------|-----------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

List all stocks, bonds & mutual funds.

| Name of Investment Firm or Broker | Address of investment Firm or Broker | Type of Investment | Current Value |
|-----------------------------------|--------------------------------------|--------------------|---------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

List all real estate (including property jointly owned).

| Name(s) of Real Estate Owner | Address of Real Estate | Assessed Value | Mortgage Loan Balance |
|------------------------------|------------------------|----------------|-----------------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |

III. DECLARANT CERTIFICATIONS

Under penalty of perjury, I certify the information I gave is true, correct, and complete to the best of my knowledge as of the date set forth opposite my signature on this Affidavit. I will provide additional information upon request. If I have knowingly given false, misleading, or incomplete information, I understand I may be subject to criminal penalties, liable to MaineHousing for repayment of any benefits received, and/or risking my future eligibility for benefits.

Declarant's Signature

Date

Declarant's Printed Name

For CAA use only:

Total Countable Assets: _____

Notes:

Maine State Housing Authority (MaineHousing)
WEATHERIZATION ASSISTANCE PROGRAM (WAP)
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

RENTAL AGREEMENT

1. The parties to this Rental Agreement (hereinafter the "Agreement") are the following:
_____ Hereinafter "Tenant"
_____ Hereinafter "Landlord"
_____ Hereinafter "Agency"
2. The Landlord consents and agrees that the Agency may make WAP and/or CHIP improvements or repairs in accordance with the MaineHousing rules to the property located at _____ in _____ Maine (hereinafter "Property") and presently leased to the Tenant.
3. In consideration of the WAP and/or CHIP services provided by the Agency, the parties agree to the following:
 - a. OTHER LETTING OR LEASE AGREEMENT - The parties agree that the terms of this Agreement are incorporated into any written letting or lease agreement between the Landlord and the Tenant and if there is any conflict between the provisions of this Agreement and the provisions of such letting or lease agreement, the provisions of this Agreement shall govern.
 - b. RENT INCREASE - The present rent for the Property is \$ _____ per _____. The amount of rent will not be raised because of any increase in the value of the Property due solely to the WAP and/or CHIP improvements made to the Property during the term of this Agreement as described in Section 5 below. The amount of rent charged to the Tenant may only be increased to reflect the Tenant's prorated share (being determined by a ratio of the living space in the Tenant's apartment to the total building residential space) of the following expenses actually incurred and documented by the Landlord:
 - i. Actual increases in property taxes other than increases due to WAP and/or CHIP improvements made to the Property, as documented by a property tax bill relative to the Property.
 - ii. Actual cost of amortizing improvements other than WAP and/or CHIP improvements to the Property which occurred on or after the date of this Agreement and which directly benefits the Tenant as relevant evidence of such improvements.
 - iii. Actual increases in expenses of maintaining and operating the Property, as documented by bills, invoices and other relevant evidence of such expenses, taking into account the savings attributable to WAP and/or CHIP improvements made to the Property.

This section may be waived if, and only if, the Property is found eligible for subsidy, in which case the actual rent charged by the Landlord shall conform to the standards of such subsidy program.
 - c. TERMINATION OF TENANCY - There shall be no termination of tenancy except for the following reasons: (1) the Tenant, Tenant's family or an invitee of the Tenant has caused substantial damage to the Property which the Tenant has not repaired or caused to be repaired, (2) the Tenant has caused or permitted a nuisance at the Property, (3) the Tenant has caused or permitted an invitee to cause the Property to become unfit for human habitation, (4) the Tenant has violated or permitted a violation of the law regarding tenancy, (5) the Tenant is seven (7) days or more in arrears in payment of the rent. Termination shall be in accordance with the provisions of 14 M.R.S.A § 6002 (1).

d. SALE OF PROPERTY - In the event the Landlord sells the Property within one (1) year of the completion of the WAP and/or CHIP improvements, the Landlord agrees to pay the Agency an amount equal to the cost of the WAP and CHIP improvements made to the Property as of the date of sale. Said amount shall be paid to the Agency within sixty (60) calendar days of the date of sale.

- 4. Landlord agrees that in the event that the Tenant's tenancy is terminated before one (1) year from the completion of WAP and/or CHIP improvements, the Landlord will exercise its best efforts to lease the Property to a low-income Tenant.
- 5. The Agreement will begin on the date of the signature of the parties and will expire on the first rent payment date which occurs twelve (12) months after the date the WAP and/or CHIP work is completed, as documented by the WAP/CHIP Inspection Completion form.
- 6. It is intended by the parties that all parties to this Agreement, including the Tenant, are beneficiaries of this Agreement and shall have the right to enforce this Agreement.
- 7. The Landlord and the Tenant authorize the Agency to receive a statement from the fuel supplier/utility supplier as to the quantity of fuel used at the Property in each of the past three (3) years and the future three (3) years. The information is to be used only to determine the cost effectiveness of the WAP and CHIP improvements.

Dated _____

Landlord Signature

Witness

Dated _____

Tenant Signature

Witness

Dated _____

Agency Signature

Witness