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	OWNER (if different than Applicant)
Name (or Entity)	Name (or Entity)
First MI Last	First MI Last
Mailing Address	Mailing Address
City State Zip	City State Zip
Phone	Phone
Email	Email
PHYSICAL ADDRESS (PROPERTY)	COMMUNITY ACTION AGENCY (CAA)
Property Street	CAA Name
City State Zip	Mailing Address
	City State Zip
PROJECT	Phone
Work Order #	Representative Name
Work Order Issue Date	Representative Phone
Completion Date	Representative Email
Project Cost \$	Tech/Inspector Name
	Tech/Inspector Phone
CONTRACTOR (Vendor/Technician)	Tech/Inspector Email
Contractor Name	Contact Name
Mailing Address	Contact Title
City State Zip	Contact Phone
Phone	Contact Email
Email	
Representative Name	COMMENTS
Representative Email	
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DOCUMEN	
DOCUMENT CHECKLIST	
	ed by MaineHousing. Use this checklist to indicate which final/signed documents and upload to "Bundle- CHIP Final Documents" in HEAT
Required Documents	
☐ CHIP Consent	Deferred Projects must include the following:
☐ Statement of Completion	☐ Deferral of Services Notice (if applicable)
☐ Proof of Ownership	
☐ Declaration of Assets (if applicable)	Projects exceeding \$10,000 must also include the following:
☐ Technician Evaluation Report	☐ Invitation to Bid (3 minimum)
☐ Contractor Proposal/Cost Estimate (if applicable)	☐ Contractor Bids ☐ Bid Tabulation Sheet
☐ Contractor Invoice(s)	
☐ Contractor Release of Liens	
☐ Inspection Photographs	
☐ Rental Agreement (if applicable)	
☐ Approved Waiver(s) (if applicable)	
☐ Gas Evaluation Checklist (if applicable)	Project Cover Shoot CHID 02202020

☐ Oil Evaluation Checklist (if applicable)