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