

LEAD HAZARD REDUCTION GRANT PROGRAM (Federal Lead)
MAINE LEAD PAINT HAZARD ABATEMENT PROGRAM (State Lead)

PHASE 1– MULTI-FAMILY DOCUMENT CHECKLIST

Applicant (Owner)

Property Address

Program Type(s):

☐ Federal Lead

State Lead (Z267)

State Lead (N261)

CAA

Date Submitted

Healthy Homes

DHHS

| | Document Reference | FEDERAL LEAD | STATE LEAD | DHHS |
|---|-------------------------|--------------|------------|------|
| FILE SECTION 1 (Owner) | | | | |
| Owner Application | Appendix A | X | X | X |
| Authorization to Release Information (Owner) | Appendix E | X | X | X |
| Proof of Ownership (<i>Property Deed and/or tax bill</i>) | Owner | X | X | X |
| Proof of Insurance (<i>homeowners insurance information</i>) | Owner | X | X | X |
| Income Self-Certification | Owner Occupant | | X | X |
| Merchants Report | CAA | X | X | X |
| Notice of Preliminary Grant Approval | Appendix LD-1 | X | X | X |
| Grant Agreement | Appendix LD-2 | X | X | X |
| Declaration of Covenants and Restrictions (<i>signed</i>) | Appendix H | X | X | X |
| FILE SECTION 2 (Invoices, Checklists, Waivers, Tenant) | | | | |
| Project Summary Sheet | Appendix 1 | X | X | X |
| Phase 1 Billing Invoice | Appendix 1A | X | X | X |
| Phase 1 Multi-Family Document Checklist | Appendix 1B-MF1 | X | X | X |
| Waivers (<i>if applicable</i>) | Appendix K | X | X | X |
| Tenant Application | Appendix B | X | X | X |
| Income Eligibility Documents (<i>State Lead and DHHS may self-certify</i>) | Owner Occupant /Tenants | X | | |
| Tenant Blood Testing Release Form (<i>children only</i>) | Appendix D | X | X | X |
| MaineCare Eligibility Letter(s) (<i>children only</i>) (<i>if applicable</i>) | As of Nov 2022 | | | X |
| Children Under 6 Years Old Visiting Certification | Appendix G | X | X | X |
| Relocation Assistance Acknowledgement | Appendix LD-C | X | X | X |
| FILE SECTION 3 (Contractor) | | | | |
| Construction Contract | Appendix C-A | X | X | X |
| Healthy Homes Compliance Agreement (<i>If applicable</i>) | Appendix HH6 | X | | |
| Construction Escrow Agreement | Appendix C-B | X | X | X |
| Lead Design Plan Specifications | Exhibit C | X | X | X |
| Healthy Homes Design Plan (<i>If applicable</i>) | CAA | X | | |
| Pre-Construction Report | Appendix M | X | X | X |
| FILE SECTION 4 (Reports, Designs & Plans) | | | | |
| Lead Paint Inspection and Risk Assessment Report | CAA | X | X | X |
| Bid Package (<i>including Refusal to Bid, if any</i>) | Appendix Y/ CAA | X | X | X |
| Bid Tabulation Sheet | Appendix J | X | X | X |
| Asbestos inspection documentation (<i>if applicable</i>) | CAA | X | X | X |
| FILE SECTION 5 (Federal and State Compliance, Healthy Homes) | | | | |
| SHPO | CAA | X | X | X |
| BABA small or large project form | CAA | X | | |
| Post-Mitigation Radon Test Results | CAA | X | | |
| Radon Contractor Payment Request | CAA | X | | |
| FILE SECTION 6 (Photos, Correspondence) | | | | |
| Colored Photo(s) of pre-project | CAA | X | X | X |
| Correspondence | CAA/MaineHousing | X | X | X |

CAA certifies that the originals of all documents listed are retained with the project file located at the CAA office. CAA further certifies that documents not included on this Document Checklist, but required by program regulations as referenced in MaineHousing's the *Lead Program Guidance and Procedures*, are maintained in the Applicant(s) project file at the CAA's office. These documents are subject to periodic inspection by MaineHousing.

CAA Representative Signature

Date

CAA Representative Name

Prepared by MaineHousing

MF Phase 1 Document Checklist Lead 07/09/2025

Appendix 1B-MF1