

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

PHASE 1– SINGLE FAMILY DOCUMENT CHECKLIST

Applicant (Owner) _____ **CAA** _____
Property Address _____ **Date Submitted** _____
Program Type(s): Federal Lead State Lead (N261) Healthy Homes **DHHS**

	Document Reference	FEDERAL LEAD	STATE LEAD	DHHS
FILE SECTION 1 (Owner)				
Owner Application	Appendix A	X	X	X
Blood Testing Release Form (children only)	Appendix D	X	X	X
MaineCare Eligibility Letter(s) (children only)	As of Nov 2022			X
Children Under 6 Years Old Visiting Certification	Appendix G	X	X	X
Authorization to Release Information	Appendix E	X	X	X
Relocation Assistance Acknowledgement	Appendix LD-C	X	X	X
Proof of Ownership (Property Deed and/or tax bill)	Owner	X	X	X
Proof of Income (Documents used to determine AMI)	Owner Occupant/Tenant	X		
Income Self-Certification	Owner	X	X	X
Proof of Insurance (homeowners insurance information)	Owner	X	X	X
Merchant's Report	CAA	X	X	X
Notice of Preliminary Grant Approval	Appendix LD-1	X	X	X
Grant Agreement	Appendix LD-2	X	X	X
Healthy Homes Compliance Agreement (If applicable)	Appendix HH-6	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 Single-Family Document Checklist	Appendix 1B-SF1	X	X	X
Waivers (if applicable)	Appendix K	X	X	X
FILE SECTION 3 (Contractor)				
Construction Contract	Appendix C-A	X	X	X
Construction Escrow Agreement	Appendix C-B	X	X	
Lead Design Plan Specifications	Exhibit C	X	X	X
Healthy Homes Design Plan (If applicable)	CAA	X		
FILE SECTION 4 (Reports, Designs & Plans)				
Lead Paint Inspection and Risk Assessment Report	CAA	X	X	X
Bid Package (including Refusal to Bid, if any)	Appendix Y/CAA	X	X	X
Bid Tabulation Sheet	Appendix J	X	X	X
Pre-Construction Report	Appendix M	X	X	X
Asbestos inspection documentation (if applicable)	CAA	X	X	X
FILE SECTION 5 (Fed & State Compliance)				
SHPO	CAA	X	X	X
FILE SECTION 6 (Photos, Correspondence)				
Colored Photo(s) of pre-project	CAA	X	X	X
Correspondence	CAA/MHSA	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 Checklist, but are required by program regulations as referenced in MaineHousing's *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