

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

Healthy Homes Production

	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