

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

PHASE 2- MULTI-FAMILY DOCUMENT CHECKLIST

Applicant (Owner) _____ CAA _____
 Property Address _____ Date Submitted _____

Program Type(s): Federal Lead State Lead (N261) State Lead (Z267) Healthy Homes DHHS

	Document Reference	FEDERAL LEAD	STATE LEAD	DHHS
FILE SECTION 1 (Owner)				
Recorded Declaration of Covenants and Restrictions	CAA	X	X	X
FILE SECTION 2 (Invoices, Checklists, Waiver, Tenant)				
Phase 2 Billing Invoice	Appendix 1A	X	X	X
Phase 2 Multi-Family Document Checklist	Appendix 1B-MF2	X	X	X
Project Summary Sheet (updated)	Appendix 1	X	X	X
Relocation and travel receipts	CAA	X	X	X
FILE SECTION 3 (Contractor)				
Contractor Payment Request(s) including Contractor invoices	Appendix I-C	X	X	X
Contractor Certificate and Release of Liens	Appendix I-B	X	X	X
Certificate of Final Inspection	Appendix Q	X	X	X
Change Order(s) (if applicable)	Appendix N	X	X	X
FILE SECTION 5 (Federal and State Compliance, Healthy Homes)				
DEP Notification and Clearance	DEP Form	X	X	X
Dust Wipe Clearance Results	CAA	X	X	X
Lead Paint Plus Essential Maintenance Practice Plan	Appendix R	X	X	X
Letter of Lead Hazard Reduction Compliance	Appendix P	X	X	X
Occupant Protection Plan	Contractor	X	X	X
HUD Quarterly Report: Supplemental Information Worksheet	Appendix R1	X		
HUD Section 3 Verification Data	Appendix R3	X		
Healthy Homes HRRS Assessment Report (if applicable)	CAA	X		
FILE SECTION 6 (Photos, Correspondence)				
Colored Photo(s) (in progress and completed)	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 the 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