

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

## PHASE 2– SINGLE-FAMILY DOCUMENT CHECKLIST

**Applicant (Owner)** \_\_\_\_\_ **CAA** \_\_\_\_\_  
**Property Address** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

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

|                                                                     | Document Reference | FEDERAL LEAD | STATE LEAD | DHHS |
|---------------------------------------------------------------------|--------------------|--------------|------------|------|
| <b>FILE SECTION 2 (Invoices, Checklists, Waiver)</b>                |                    |              |            |      |
| Phase 2 Invoice                                                     | Appendix IA        | X            | X          | X    |
| Phase 2 Single-Family Document Checklist                            | Appendix 1B-SF2    | X            | X          | X    |
| Project Summary Sheet <i>(updated)</i>                              | Appendix 1         | X            | X          | X    |
| Relocation and travel receipts                                      | CAA                | X            | X          | X    |
| <b>FILE SECTION 3 (Contractor)</b>                                  |                    |              |            |      |
| Contractor Payment Request(s) including Contractor invoices         | Appendix I-C       | X            | X          | X    |
| Certificate and Release of Liens                                    | Appendix I-B       | X            | X          | X    |
| Certificate of Final Inspection                                     | Appendix Q         | X            | X          | X    |
| Change Order(s) <i>(if applicable)</i>                              | Appendix N         | X            | X          | X    |
| <b>FILE SECTION 5 (Federal and State Compliance, Healthy Homes)</b> |                    |              |            |      |
| 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 <i>(if applicable)</i>         | CAA                | X            |            |      |
| <b>FILE SECTION 6 (Photos, Correspondence)</b>                      |                    |              |            |      |
| Colored Photo(s) <i>(in progress and completed)</i>                 | 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 Procedures Guide, 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