



Weatherization Assistance Program CLIENT FILE CHECKLIST

Date: _____ Subgrantee: _____ ADOH WAP Database #: _____
 Job #: _____ Client Name: _____
 Client Address: _____ Owner _____ Renter _____

1. ELIGIBILITY – The following are elements related to the eligibility of the unit. These documents may be in the file or possibly “on file” depending on the Subgrantee file structure. YES NO N/A

- Client Weatherization Application
- Income Calculation Form/Income Eligibility documentation
- Owner/Rental Documents: Proof of Ownership OR Signed Landlord/Tenant Agreement.
- Previous Weatherization Form
- State Historic Preservation (SHPO) documents
- Certification of Zero Income Form
- Utility Release Form

2. CLIENT CORRESPONDENCE & SIGN OFFS – Each file must have clear records of any client interactions during the weatherization process. YES NO N/A

- Progress Form
- Deferral Information
- Client Rights and Responsibilities
- Household Action Plan
- Refusal for Services Indemnification & Waiver Claim
- Hazard Disclosure Form (Lead, Mold, Radon)
- Client Complaints & Documented Resolution

3. THE WORK – The following are representative of the documentation that provide a complete picture of the work performed. YES NO N/A

- Client Health and Safety Evaluation Form for auditor.
- Residential Diagnostic Evaluation Form (initial & final audit)
- Scope of Work signed off by client
- Change Orders signed off by client
- Waiver Request Form (REM; H&S)
- Lead Safe Weatherization (LSW) documents. If applicable, relevant photos and record keeping forms.
- Certified Renovator Documentation
- Photos of replaced equipment/HVAC (provide photos of before and after)
- Vendor Bids
- Subgrantee Statement of Completion
- Quality Control Inspection (QCI) Checklist

4. INVOICE – The Subgrantee needs to demonstrate a methodical and consistent ability to pull the necessary invoice information by job. YES NO N/A

CONTRACTOR BASED

- Related to WAP measures – materials, labor costs.
- Information related to bid/equipment details/specifications.

CREW BASED

- Inventory Sheets
- Installed Materials/Costs
- PO for materials/invoices

FORM INSTRUCTIONS:

1. A Subgrantee representative must provide a signature acknowledging that all items checked on this form are in the client file.
2. This form is mandatory and must be kept in every client file.

SUBGRANTEE SIGNATURE

COMMENTS: