

Agency:  
 Client:  
 Site ID:  
 Date of Application:

EA Name:  
 QCI Name:  
 Contractor:



WAP PY2024 V1.0

ELIGIBILITY CHECKLIST	Uploaded to WAPez	In File
Application approved within 90 days.	<input type="checkbox"/>	<input type="checkbox"/>
Client Income Eligible.	<input type="checkbox"/>	<input type="checkbox"/>
Property Ownership documented.	<input type="checkbox"/>	<input type="checkbox"/>
Owner & tenant permission forms signed.	<input type="checkbox"/>	<input type="checkbox"/>
Energy bill release form signed.	<input type="checkbox"/>	<input type="checkbox"/>
Applicant recertification documented (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Work paper reference/comment:		
BIDDING CHECKLIST	Uploaded to WAPez	In File
Evidence of bid posting on file.	<input type="checkbox"/>	<input type="checkbox"/>
Bid tabulation sheet signed by 2 staff members.	<input type="checkbox"/>	<input type="checkbox"/>
Contract to Provide Services signed.	<input type="checkbox"/>	<input type="checkbox"/>
Work paper reference/comment:		
CLIENT EDUCATION CHECKLIST	Uploaded to WAPez	In File
(Homes built before 1975) Lead Hazard pamphlet provided to & signed by client.	<input type="checkbox"/>	<input type="checkbox"/>
Mold & Moisture pamphlet provided to & signed by the client.	<input type="checkbox"/>	<input type="checkbox"/>
Radon Informed Consent and pamphlet provided to & signed by the client.	<input type="checkbox"/>	<input type="checkbox"/>
Client Education Checklist provided to & signed by the client.	<input type="checkbox"/>	<input type="checkbox"/>
Scope of Work Letter provided to client.	<input type="checkbox"/>	<input type="checkbox"/>
Client reviewed & signed QCI form.	<input type="checkbox"/>	<input type="checkbox"/>
Work paper reference/comment:		
TECHNICAL FILE REVIEW CHECKLIST	Uploaded to WAPez	In File
Local code permits on file & inspections passed.	<input type="checkbox"/>	<input type="checkbox"/>
All measures have Energy Audit photos.	<input type="checkbox"/>	<input type="checkbox"/>
Change orders documented & justified (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Copy of insulation Certificate on file (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
SHPO Form on file.	<input type="checkbox"/>	<input type="checkbox"/>
Work paper reference/comment:		
TECHNICAL FILE REVIEW: CERTIFICATIONS	Uploaded to WAPez	In File
General liability insurance.	<input type="checkbox"/>	<input type="checkbox"/>
General Contractor or Home Improvement License.	<input type="checkbox"/>	<input type="checkbox"/>
RRP Firm Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
RRP Certified Renovator Certificate.	<input type="checkbox"/>	<input type="checkbox"/>
OSHA 30.	<input type="checkbox"/>	<input type="checkbox"/>
OSHA 10.	<input type="checkbox"/>	<input type="checkbox"/>
SAM / EPLS Status.	<input type="checkbox"/>	<input type="checkbox"/>
EA Certification.	<input type="checkbox"/>	<input type="checkbox"/>
NEAT/MHEA Training.	<input type="checkbox"/>	<input type="checkbox"/>
Weatherization Training Documents.	<input type="checkbox"/>	<input type="checkbox"/>
QCI Certification.	<input type="checkbox"/>	<input type="checkbox"/>
Work paper reference/comment:		
WAPez INPUT	Uploaded to WAPez	In File
All Application Inputs & Documentation uploaded correctly.	<input type="checkbox"/>	<input type="checkbox"/>
All Audit Documents uploaded correctly.	<input type="checkbox"/>	<input type="checkbox"/>
All Work Order Measure Inputs and Documents uploaded correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Work Order Closed Date entered in the correct quarter.	<input type="checkbox"/>	<input type="checkbox"/>
Measure Funding Sources correctly labeled.	<input type="checkbox"/>	<input type="checkbox"/>
All Inspection Inputs & Documents uploaded correctly.	<input type="checkbox"/>	<input type="checkbox"/>
Work paper reference/comment:		

