

**Client File Checklist**

Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

- \_\_\_ Application Form - MoWAP should match information found on client application
- \_\_\_ Proof of Income/Correct?
- \_\_\_ Income Verification Date - Was income verified within 3 months of the date of application?
- \_\_\_ Re-verification Application\* (must be completed if income verification date is 1 year at time of work starting on the home.) Update MoWAP If household members change.
- \_\_\_ Re-verification of Income\* (must be reverified if income verification date is 1 year at time of work starting on the home.)
- \_\_\_ Proof of Home Ownership\*
- \_\_\_ Landlord Agreement \* and \*\*
- \_\_\_ Landlord Contribution \* and \*\*
- \_\_\_ Client Soc Sec number documentation
- \_\_\_ Utility Bill(s) - Ensure if home is both electric and gas to upload both utility bills. If file is being split funded with a utility grant make sure the client is a customer of the utility.
- \_\_\_ Client Interview Form - Ensure the auditor has signed and dated and that names and dates match the Final Inspection form and what is entered in MoWAP.
- \_\_\_ Project Photograph (front of home) clear and in color
- \_\_\_ Section 106 Docs\* (Needed if home is 45 years or older and windows or doors are replaced. Like-kind doors don't need SHPO review; upload photos of old and new door.
- \_\_\_ NEAT/MHEA Input Report \*\*
- \_\_\_ NEAT/MHEA Recommended Measures Report\*\*
- \_\_\_ Bid documentation and bid tabulation sheet \* and \*\*
- \_\_\_ Work Order Change Form - Uploaded to MoWAP and entered on the MoWAP Work Order screen\*
- \_\_\_ Work Start and End Dates - Ensure the work start and end dates entered in MoWAP match the work start and end dates on the crew/contractor invoices.
- \_\_\_ Incidental Repair Form\* - Ensure the form is uploaded to MoWAP and that the incidental material costs are broken out on Funding Source Breakdown\*
- \_\_\_ Invoices - Ensure that contractor invoices contain the following: \_\_\_Make/model/serial number \_\_\_material and labor break down and \_\_\_work start and end dates (these dates should be entered in the MoWAP Work Order screen.)
- \_\_\_ MoWAP Work Order Screen - Ensure that the measures, SIR's, and the estimated costs entered match the current NEAT/MHEA. Also ensure that the actual costs match contractor/crew invoices.
- \_\_\_ MoWAP Funding Source Breakdown - Ensure that the Contractor and Crew Labor costs are broken out correctly. Ensure that the material costs match contractor/crew invoices and the MoWAP Work Order totals.
- \_\_\_ Mech Systems, Combustion App Spillage\*, Diag Field, Baseload/Vent Forms\*\*
- \_\_\_ ASHRAE 62.2 Form - Ensure that the Final ASHRAE 62.2 form is uploaded and not the initial form.
- \_\_\_ Pre and Post CFM - Ensure the pre and post CFM numbers are correct. If the post CFM reading is higher than the pre CFM reading an explanation is required.
- \_\_\_ Quality Inspection Form (Final Inspection form) - Make sure the QCI has signed and dated the form and that the auditor and audit date matches the Client Interview form.
- \_\_\_ Client moved up on waiting list - Provide an explanation as to why the client was moved up on the waiting list in MoWAP and in the physical client file.
- \_\_\_ DED Approvals\* - Upload any DED/DE approvals for a specific client file.
- \_\_\_ Emergency Services/Dr. Notes\*
- \_\_\_ No QCI Inspection - Upload documentation of attempts, note in MoWAP the client name and job number and costs being reported in Program Operations. Client file must be completed with all documents uploaded as much as possible \*
- \_\_\_ Energy Savings appears correct (kWh < 20,000 / MMBtu < 100)
- \_\_\_ Reimbursement - General Ledger/Working Papers Uploaded - Homes on the reimbursement should be identified on the general ledger/working papers.

\* If applicable to the client file

\*\* Can be combined together when uploaded to MoWAP

NOTES:

10/26/16

