

Section 1	Section 2	Section 3	Section 4
Eligibility Documentation	Authorization Forms	Project Information	Funding and Payments
Client Application	Landlord/Owner Authorization	REM(s)	Funding Summary Report
Income Eligibility	H&S Assessment Form (Release of Liability)	Utility Usage	All WRF Documentation
Deferral Notice	Hazard Notification Form	UCA	Main Contractor
Client Correspondence	Asbestos Documentation	Fuel Summary	<ul style="list-style-type: none"> Any applicable change orders.
Conflict of Interest	Renovate Right Delivery	Performance Summary	<ul style="list-style-type: none"> Daily test out form (if applicable).
OHCS Monitoring Site Inspection Form	Lead Test Documentation	Refrigerator SIR Sheet	HVAC Contractor
	Documentation of LSW	Audit and all notes.	<ul style="list-style-type: none"> Any applicable change orders.
	Radon Informed Consent	Diagnostic Test Sheet	<ul style="list-style-type: none"> Daily test out form (if applicable).
	Mold/Moisture Documentation	ASHRAE Calculation Tool	Electrical Contractor
	SHPO	QCI Final Inspection	<ul style="list-style-type: none"> Any applicable change orders.
	CO/Smoke Alarm Release	Final Inspection Certification	<ul style="list-style-type: none"> Daily test out form (if applicable).
	Fuel Switching	In-Progress Inspections	Plumbing Contractor
	EE Documentation	Photos	<ul style="list-style-type: none"> Any applicable change orders.
	Client Surveys		Refrigerator Contractor
	Ownership Documentation		Additional Contractors
	Fuel Information Release		

Section 1- Eligibility Documentation

Application: (SP 2.02.2 – 2.03.1 – 2.20.5)

- This can be agencies own form or energy assistance application can be used.

Income Eligibility: (SP 2.01.1-1a-1b and 2.01.2)

- Agency can collect their own income documentation, or they can use energy assistance information
- If EA is used, backup information must be available and is requested to be placed in the project file on those selected for monitoring.
- If required there must be an OHCS approved Declaration of Household Income (DHI) (zero income waiver)
- If required self-employment documentation
- Copy of driver's license-not required.
- Copy of social security card-not required.

Deferral Letters (if applicable)

Documentation of correspondence with client such as a spread sheet or letters sent.

Conflict of Interest

If applicable OHCS Monitoring Site Inspection Form

Section 2 – Authorization Forms

Permission to Proceed/Authorization Form: (SP 2.03.2 – 2.09)

- Contain a list of possible measures to be installed.
- Wall insulation waiver
- Documentation that the residence is not currently for sale, etc.

Refrigerator replacement documentation.

- If a refrigerator is replaced indication on who owns the refrigerator.
- Refrigerator Economic Analysis sheet for refrigerator SIR.
- Refrigerator Freezer Database Search Tool print out if unable to meter appliance.

Rental Documentation: (SP 2.09)

- This can be a separate document or part of the authorization form.

H&S Assessment form: (SP Appendix D V5 and Exhibit 3)

Hazard Notification Form: (SP Appendix D V and Exhibit 3)

- **Document items if applicable.**

Asbestos: (SP Appendix D VI 2) (WX-Appendix AA)

- Clients must be informed if test results are positive.
- Clients must be provided with information on asbestos safety and steps to correct deferral if applicable.
- Clients are required to sign a hazard notification form.
- If deferred and later approached for weatherization, documentation needed that professional completed work.

Radon – Informed Consent Form: (SP Appendix D VI 3 and Exhibit 3)

Lead-Pre 78 Homes: (SP Appendix D VII and 2.14) (WX Appendix D, F and G-00.01, 00.13, 2.02, 6.01, 7.01, 10.02(2), 14.01, 15.01 and 18.01)

Pamphlet Delivery:

- A signed and dated confirmation that the “Renovate Right” pamphlet was delivered to the client
- Must be within 60 days of the start of the project.
- Can be delivered via certified mail, need receipt of certified mail in project file

Lead Tests:

- Required lead testing documentation.
- Site address of renovation-Name of renovator-date certified or refresher course
- Test Section must include type of test materials, lot number or expiration date, location of test
- Test instructions must be followed.
- Location of test required if results are presumed.
- Tests results should be provided to the client.

Lead Documentation:

- A completed renovator’s record keeping checklist properly completed by the renovator assigned to the project.
- Photo documentation of barriers and containment would recommend cleanup also.
- If training provided, a record of said training must be maintained can be saved elsewhere.
- Renovators’ certification placed in the project file or maintained at an accessible location (Contractor Files) along with the certified firm status.

Section 2 – Authorization Forms (continued)

Mold Documentation: (Appendix D V 9 and Exhibit 2)

- Signed confirmation of receipt, client has received a “Brief Guide to Mold and Moisture in Your Home”
- Mold and mildew checklist must be filled out at the time of the audit, signed and dated by the client

SHPO Documentation: (WX-Memo 2018-1-SHPO)

- At a minimum SHPO concurrence letter or e-mail
- If exempted proper protocols followed, file contains exemption checklist and pre and post photos.

CO Alarm Release: (SP Appendix D V 6)(WX-Appendix O and P)

- Carbon Monoxide release form must be signed by the owner/occupant and placed in client file.
- If smoke alarms installed, we recommend that they are part of the CO release.

Fuel Switching: (SP 2.21.3) (WX-Memo-2017-3)

- If project had a fuel switch, there must be an approval from OHCS in the project file.

Documentation of Ownership:

Energy Education Documentation: (MGA PE 13(8))

- Some form of EE is required to be provided, there should be some method of documenting this.

Fuel Information Release: (2.03.1 – 2.06 and REM Technical Policies)

- Utilities will not provide information without release, information needed to model REM.

Client Satisfaction Surveys: (SP 2.21.1)

- Success stories should be forwarded to OHCS.

Section 3 – Project Information

REM: (SP 2.04 – 2.04.1 – 2.04.4 – 2.06)

- DOE and BPA must have two REM files, one grouped and one ungrouped.
- ECHO only needs one grouped REM.
- Utility usage
- Utility Consumption Report
- Fuel Summary Report
- Performance Summary Report

Audit Sheet: (Single Family Energy Audit Protocol)

- Legibly signed and dated, detailed audit sheet
- Should include a list of proposed or recommended measures.
- Should contain documentation of client interview.
- Any Audit notes.

Diagnostic Test Sheet: (MGA PE – SP Appendix D – WX 9.07 - Section 8 – Appendix A-K-L-M-N-O-Q-T-U)

- Legibly signed and dated detailed pre and post diagnostic test sheet.

ASHRAE Calculation Sheet: (SP Appendix D VI – WX Section 9 – Appendix J)

- RED calculator is currently the one we are required to use.

QCI Final Inspection Form: (SP 1.05.3(d) - 2.05 – 2.24 - Appendix E)

- Legibly signed and dated and properly completed QCI Final inspection form.
- If refrigerator only installed, self-declaration by mail can be used (SP 2.05.1)

Final Inspection Certification: (SP 2.05(a)-(b)-(c)-(d))

- Final inspection certification signed by a designated agency staff person.
- A list of the contact information of all the contractors who worked on the job.
- Required language.

Not required but in progress inspections should be included and placed here.

Photos should be taken during the audit and the inspections. Not required to be included in the project file but should be available digitally. If needed to justify an action on the project would recommend putting a copy in the file.

Section 4-Funding and Payment Processes

OPUS Funding Summary Report: (SP 2.05.2)

WRF Documentation (WX-2023-3) (SP 2.07.2)

Main Weatherization Contractor:

- Scope of Work
- Bid solicitation.
- Lowest bid assignment-award letters
- Change orders-amendments-addendums.
- Invoice
- Daily test out form (if applicable).
- Documented contractor payment process as outlined in fiscal manual.
- Insulation certificate
- Rebate documents (if any).
- Required permits.

HVAC Contractors: The same as main contractor, but with

- Equipment specifications with proposal or installation
- Insulation certificate not required.
- Documented contractor payment process as outlined in fiscal manual.

Electricians: The same as the main contractor

- Insulation certificate not required.
- Knob and tube electrical inspection (SP Appendix D VIII (3) – WX 1.11 - Appendix V)
- Documented contractor payment process as outlined in fiscal manual.

Plumbers: The same as the main contractor:

- Insulation certificate not required.
- Documented contractor payment process as outlined in fiscal manual.

Refrigerator Contractor: The same as main contractor (SP 2.05.1)

- Follow and document what is written in the vendor contract, which should outline what is to be done for the removal and recycling of the old appliance.
- How is it documented as inspected?
- Insulation certificate not required.
- Documented contractor payment process as outlined in fiscal manual.

Additional Contractors: The same as the main contractor:

- Insulation certificate not required.
- Documented contractor payment process as outlined in fiscal manual.

In this section what we are trying to accomplish is having all of the information for each contractor kept separately. The order in which you include each contractor's information and how the information is organized for each individual contractor will be at the discretion of each agency, as long as each file is organized in the same manner.