



Montana Department of Public Health and Human Services
Weatherization Assistance Program

Client File Checklist:

The Client Wx file must be retained for a period of 4 years from the date of the closeout of the contract under which the funds used for the Weatherization were charged. NWE files need to be retained for 7 years. A signed copy of this checklist must be included in each Client File:

- Priority number or reason for deviating from the priority list and LIEAP Case ID, If there is a deviation from the Department-supplied priority list, please provide:
 - a. Reason for deviation. _____
 - b. Calculated priority number using formula found in WAP Section 1.2. Priority is based upon elderly/disabled status, fuel consumption (energy burden) and/or emergency. _____
- Central Database System (CDS) Energy Audit Number. _____
- A completed Audit form and Job Order Worksheet (or an acceptable substitute)
- Itemized financial records showing work completed and cost of each weatherization measure, including a total for all measures completed.
- Documented use of the Blower Door including pre-weatherization, production and final inspection test results, dates performed and worker sign off.
- Documentation of WC CAZ results obtained at the conclusion of a workday in which significant air or duct sealing has occurred (when atmospheric combustion equipment is present). The "End of Day WC CAZ Test Documentation" form (or equivalent) can be used.
- Documentation of reasons for installation of Health and Safety measures performed on the dwelling as part of the weatherization process.
- Documentation of procurement for any non-contracted services.
- Copy of the "Weatherization Assistance Program(s) Access Agreement" (DPHHS-EAP-013)
- Any applicable notices relative to hazardous conditions, health and safety related deferrals, or owner/occupant refusal of SIR qualified measures (EAP-020/EAP-023/Mold form). Client Signatures must be on all notices.
- Documentation of compliance with Lead Renovation Repair and Painting (LRRP) and lead safe weatherization (LSW) protocols as outlined in the Lead Safety for Renovation, Repair and Painting training course and Student Manual. Please include copies of the following:
 - a. Test kit results report provided to the client and landlord
 - b. A complete and signed occupant/landlord confirmation of receipt of the "Renovate Right-Important Lead hazard Information for Families, Child Care Providers and Schools" pamphlet
 - c. Pre-renovation education records
 - d. On the job records
 - e. Post renovation report

Please note that in addition to containment photos in the client file, the CDS Energy Audit must contain a sampling of photographic documentation of lead safe weatherization procedures for all dwellings where the agency performs any LRRP/LSW work, including window and/or door replacement or repair (If applicable).



Montana Department of Public Health and Human Services Weatherization Assistance Program

- Completed Heating Worksheet (DPHHS-EAP-008) with Contractor/Agency HVAC Technician signature.
- DOE completions require a completed Onsite Final Inspection Form with client and QCI certified final inspector's signatures. If the home is reviewed as part of a monitoring visit, two QCI signed final inspection forms should be included in the client file; one from the original final inspection and one from the Monitor's inspection.
- Non-DOE funded completions require a completed Onsite Final Inspection form with client and final inspector's signatures.
- Documentation of Asbestos bulk sample testing (PLM/TEM) documentation (If applicable).
- If emergency assistance is provided during weatherization, documentation of the conditions of the emergency and compliance with the 18/48 hour rules (as applicable) must be recorded on a LIEAP Emergency Assistance Request Form (DPHHS-EAP-250).
- Documentation of clients being asked about pre-existing or potential health concerns, at the time of the initial audit, must be recorded on Appendix B (or equivalent).
- Documentation of Historic Preservation processes, when relevant and as described in Chapter 18 of the Montana Weatherization Assistance Program manual.
- Energy Education Survey with client signature and a copy of the Energy Education Summary report with client and local agency representative signatures. If energy education is not conducted, an explanation must be included.
- If doors are replaced during weatherization, a photo of the original door(s) must be present.
- Copies of all client correspondence including complaints, documented resolution, call backs, client requests, etc.

Employee Responsible for File Content Review: _____

Signature: _____ Date: _____