Georgia Environmental Finance Authority
Weatherization Assistance Program

Quality Control Inspector Registration Compliance Form for
Georgia Weatherization Sub-grantees in Accordance with
Department of Energy Weatherization Program Notice (WPN) 14-4

(This form should be used by current weatherization sub-grantees to register their assigned Quality
Control Inspector with GEFA.)

Section 1: Sub-grantee Info

Sub-grantee Name: ________________________________
Address: _________________________________________

City, State, Zip Code: _______________________________

Contact Name: ____________________________
Phone: _______________________________________
Email: _______________________________________

Section 2: Sub-grantee Registrant Information:

**Primary** Quality Control Inspector Name: ________________________________
Phone: _______________________________________
Email: _______________________________________
QCI Certification #: ______________________________
Expected Certification Date: _______________________

**Secondary** Quality Control Inspector Name: ________________________________
Phone: _______________________________________
Email: _______________________________________
QCI Certification #: ______________________________
Expected Certification Date: _______________________

Section 3: Qualification/Readiness Assessment Information:

Please attest and/or provide the following:

☐ Sub-grantee registrant will seek to achieve the QCI Certification by challenging the written and field exams.

**NOTE:** The HEP QCI Certification is for experienced professionals. WAP Sub-grantee candidates must meet prerequisite criteria to be eligible to take the exams. Please review the prerequisite requirements [QCI Prerequisite](#) and determine if your background meets the criteria; then apply by completing the [QCI Application](#) and submit to BPI.

☐ Sub-grantee registrant will challenge the written and field exams, and have received a QCI Certification Exam Approval Letter from BPI. - Please provide a copy of the approval letter.

☐ Sub-grantee registrant is a Certified Quality Control Inspector. - Please provide a copy of your certification.
EXHIBIT ‘A’

Section 4: Attestation and Signature

Attest to ALL of the following statements by checking the box next to the statement

☐ Sub-grantee expects that it will be required to have assigned a Certified Quality Control Inspector for its Weatherization Assistance Program by **March 15, 2015** in compliance with WPN 14-4.

☐ Sub-grantee has already assigned a Certified Quality Control Inspector for its Weatherization Assistance Program in compliance with WPN 14-4.

---or---

☐ Sub-grantee does not have an assigned Certified Quality Control Inspector, but **intends** to participate in the QCI Technical Pool

☐ Sub-grantee expects that it will be required to conduct quality control inspections to ensure compliance with WPN 14-4 beginning **April 1, 2015**. Sub-grantee will be required to certify completion of quality control inspections for all completed weatherization units. Confirmation of this certification will be conducted by GEFA during the annual monitoring visits.

☐ Sub-grantee expects that it will be required to have procedures in place that ensures a quality control inspection for all weatherized units by **April 1, 2015**.

☐ Sub-grantee expects that it will be required to renew its QCI registration annually.

I hereby certify to the Georgia Environmental Finance Authority that __________________________________________ (Sub-grantee Name)

has adopted the “Georgia Quality Work Plan Policy”, has received, read and understands adequate directive to be in compliance with WPN 14-4 by April 1, 2015.

Signed under the pains and penalties of perjury:

__________________________

*Signature of Executive Officer*

__________________________

*Date*

Section 5: Submission

Please submit this completed registration form and requested attachments by September 15, 2014, to the Georgia Environmental Finance Authority to the following contact:

Alfreda Reynolds, WAP Coordinator
Weatherization Assistance Program
233 Peachtree Street, Suite 900
Atlanta, Georgia  30303

For questions, please submit an email to Alfreda@gefa.ga.gov