

## Georgia WAP Required File Documentation Checklist

In File/NA	<u>Eligibility</u>
	Georgia WAP Application Form, completed and signed by the applicant or designee
	Income or Categorical Eligibility Documentation
	Client/Tenant/Owner Agreement Authorization Form
	Utility Bills
	Copy of Social Security Card, Proof of Ownership
In File/NA	<u>Client Correspondence and Sign-Offs</u>
	Notification of Client Approval/Deferral/Denial Document
	Client Complaints and Documented Resolution
	Lead RRP Pamphlet/Mold Pamphlet/Warranty Form/Radon Consent Client Sign-Off Sheet
In File/NA	<u>Work Specific</u>
	NEAT/MHEA or GA WAP Data Collection/Assessment Audit Form
	NEAT/MHEA Input Report
	NEAT/MHEA Recommended Measures
	Hancock Installed Measures
	Work Order (scope of work including auditor notes/specifications) and Change Orders
	Invoices Wx Work (including all materials purchased/installed, sub-contracted materials and/or labor)
	Quality Control Inspection Form/Client Sign-off
In File/NA	<u>Supporting Documentation</u>
	Bids/Bid Summaries for Subcontracted Work
	Permits
	Sizing calculations for Heating/Cooling system replacements, Manual J
	Photo Documentation: Before/After Wx Work, Fridge Model/Serial Number, ANSI Z21.11.2. Label for Unvented
	Insulation Certificate
	State Historic Preservation (SHPO) Documentation
In File/NA	<u>Diagnostic Testing</u>
	Combustion Safety Test Sheets (pre, in-progress, final)
	Pressure Pan, Blower Door, Zonal Pressure (before/after recorded Data Collection/Assessment Form)
	ASHRAE 62.2 Ventilation Rate Calculator Worksheet (before and after)
<i>Note: I have verified that all this information is complete and in the client file.</i>	
Print Name:	
Signature:	
Date Completed:	