

# Local Agency WAP Operations Plan checklist 2012-2013 Program Year

Agency name \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

1. A complete, current copy of the agency liability insurance policy that contains all attachments and schedules pertaining to Weatherization.

2. Local agency client education plan:  
i Identified client education personnel & duties assigned  
ii Client education procedures  
iii Client education materials used

3. Salary spreadsheet (Weatherization Salaries sheet Attachment #15)  
i Descriptions for every full or part-time employee paid out of weatherization funds

4. Notification of significant changes to agency's Weatherization Policy and Procedure manual.

The Weatherization Policies and Procedure manual essentially is a document that can be used to help implement the program in the event key personnel, for whatever reason, need to be replaced on a temporary or permanent basis. It should be available at the agency during monitoring. This manual essentially outlines:

- Inventory
- Data Entry
- Client prioritization
- Purchasing
- Key Leadership positions

5. List of all Weatherization property values @ \$5,000 or greater

6. A complete client application packet

7. Local Agency Contract Signature Certification Page (*Attachment #15*)