

ALASKA HOUSING FINANCE CORPORATION
Research & Rural Development Department

SUBGRANTEE:

MONITOR:

DATE:

SECTION I
ADMINISTRATIVE MONITORING

A. AGENCY FILES (Annual)

	YES	NO	N/A
a) Updated Subgrantee Weatherization Operations Manual (WOM)-current version	X		
b) Local operating procedures-agency policy and procedures as it affects the program-in agreement	X		
c) Program correspondence file-approvals and waivers	X		
d) Current grant and amendments	X		
e) Current MOA's for shared service area – signed by both grantees and AHFC	X		

COMMENTS:

B. AGENCY WEATHERIZATION PERSONNEL (SEMI-ANNUAL)

Personnel	YES	NO	N/A
a) Current job descriptions (Wx personnel only)	X		
b) Resumes (management personnel)	X		
c) Personnel policies	X		
d) (Leave, benefits, pay, etc.)	X		
e) Travel Approved outside service area	X		
DOE funding below only (if applicable)			
a) All requirements passed through subcontracts			X
b) QCI inspections on all completions			X
c) Use of Field Guide in implementation			X
LIHEAP funding, below only (if applicable)			
a) Funding source noted on client file			X
b) Complies with stated allowable measures			X
c) Expended/reported within period of performance			X

Comments:

C. COMMUNITY FILES AND LOCAL OPERATING PROCEDURES (Annual)

	NUMBER	YES	NO	N/A
1) Outreach Activities-flyers/VHF/community meetings		X		
a) Local activities adequate		X		
b) Mass media activities		X		
c) Is AHFC identified as a funding source		X		
1) Client Waiting Lists		X		
a) Waiting List		X		
b) Denied applications		X		
A) Application Form		X		
a) Required Information		X		
b) Energy Use Requested		X		
c) Fuel release form		X		
B) Process for ensuring eligibility of homes		X		
a) Method of checking for prior weatherization		X		
C) All Client info treated as confidential?		X		
In House Inspection Process		X		
d) Quality Control/ inspection		X		
e) Files reviewed for completeness and accuracy?		X		
f) Diagnostics forms reviewed?		X		
g) Final inspection process		X		
h) Inspection reports?		X		
i) Callback process		X		
j) Number of contractor callbacks		X		
k) Who does inspections				

COMMENTS:

D. WEATHERIZATION POLICIES AND PRACTICES

	YES	NO	N/A
a) Landlord Contributions	X		
b) How much collected (If applicable)	\$		
c) Deferral/Walkaway Policy	X		
i) policy in place	X		
ii) How used	X		
iii) How Often	0		
d) Fuel Switch Policy	X		
i) How Many			

ii) Conversions Justified			
h) Client eligibility/ priority procedures	X		
i) Is there a Priority rating checklist	X		
ii) Compliance with WOM in moving up the list	X		
i) Emergency Weatherization justification	X		

SECTION I COMMENTS:

SECTION II
WAP PROPERTY CONTROL
A) GENERAL

	YES	NO	N/A
a) Warehouse/Storage	X		
i) Storage facility	X		
ii) Adequacy of facility for storage purpose	X		
iii) Organization	X		
iv) Adequacy of security	X		
b) Multiple storage locations?			
c) Inventory Control – conducted annual inventory & reported findings to AHFC	X		
d) Overseer:	X		
e) Inventory control systems	X		
i) Account for breakage/shrinkage	X		
ii) Account for common materials	X		
iii) Any major disposal or loss in current year	X		
iv) Any major recent purchases	X		
v) Planned major purchases	X		
f) Have equip over \$250 been properly disposed of, i.e. sealed bid, transfer to another grantee, given to AHFC etc, and properly documented	x		

COMMENTS:

B) EQUIPMENT INVENTORY FILES

** = Important questions	YES	NO	N/A
g) Proper Approvals for purchases >/=\$5,000.00	X		
h) Master Inventory List **	X		
i) Serial numbers (if applicable) **	X		
j) Initial cost	X		
k) Date of purchase **	X		

l) Serviceability	**	X		
m) Maintenance schedules	**	X		
n) Warranties		X		
o) Operating manuals		X		
p) Funding source		X		
q) State PM approval (if required)		X		
r) Disposal of non-usable equipment		X		
s) Evidence of filed inventory control				
t) Compare to previous year				
u)		X		

Comments:

C) VEHICLES (Annual)

		YES	NO	N/A
a) Vehicle inventory				
i) Description (see comments below)				
ii) Serial number(s)				
iii) Purchase date				
iv) Purchase price				
v) Approval to purchase				
vi) Disposition				
b) # Owned				
c) # Leased				
d) Adequacy for job				
e) Condition				
f) Safety equipment				
i) First aid kit, flares, fire extinguishers				
ii) Maintenance schedules				
iii) Mileage logs for privately owned vehicles				

**SECTION IV
TRAINING & TECHNICAL ASSISTANCE (T&TA)**

		YES	NO	N/A
a) What classes have Wx staff taken?				
i)				
ii)				
iii)				
iv)				
b) What are the Wx staff training needs?				

i)			
ii)			
iii)			

SECTION IV COMMENTS:

**SECTION V
LEAD COMPLIANCE**

	YES	NO	N/A
a) Is the agency a registered “Certified Renovation” firm w/DOE	X		
b) Is there a “Certified Renovator” person on staff with the agency	X		
c) Is the agency complying with RRP regulations on all pre-1978 homes	X		
d) Is the agency supplying all pre-1978 home clients the brochure “Renovate Right”	X		
e) Are Certified Renovator documents filled out properly for each pre-1978 house	X		
f)	X		

SECTION V COMMENTS: