

ALASKA HOUSING FINANCE CORPORATION
Rural Research and Development Department

SUBGRANTEE:
 DATE:

MONITOR:

SECTION I
ADMINISTRATIVE MONITORING

A. AGENCY FILES (Annual)

	YES	NO	N/A
a) Updated Subgrantee Weatherization Operations Manual (WOM)			
b) Local operating procedures			
c) Program correspondence file			
d) Current grant and amendments			
e) Current MOA's for shared service area – signed by both grantees and AHFC			

Comments:

B. AGENCY WEATHERIZATION PERSONNEL (SEMI-ANNUAL)

	YES	NO	N/A
a) Current job descriptions (Wx personnel only)			
b) Resumes (management personnel)			
c) Personnel policies			
d) (Leave, benefits, pay, etc.)			
e) Travel Approved outside service area			
DOE funding below only (if applicable)			
f) Are federal DOL/Davis-Bacon payroll rules being followed, <i>if applicable</i>			
g) Inspect certified payrolls, <i>if applicable</i>			
h) Are agency and/or contractor staff interviews conducted			

Comments:

C. COMMUNITY FILES AND LOCAL OPERATING PROCEDURES (Annual)

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

Comments:

D. WEATHERIZATION POLICIES AND PRACTICES

	YES	NO	N/A
a) Landlord Tenant Policy			
b) Landlord Tenant agreement			
c) Landlord Contributions			
d) Walk-Away Policy			
i) policy in place			
ii) How used			
iii) How Often			

e) Fuel Switch Policy			
i) How Many			
ii) Conversions Justified			
f) Health and Safety Policies			
g) Agency has worked on H.A./CAS, non-HUD & private owned homes in community, follow priority ranking or P&P			
h) Client eligibility/ priority procedures			
i) Is there a Priority rating checklist			
ii) Is there a procedure for moving people up the list?			
i) Emergency Weatherization justification			

SECTION I COMMENTS:

**SECTION II
WAP PROPERTY CONTROL**

A) GENERAL

	YES	NO	N/A
a) Warehouse/Storage			
i) Storage facility			
ii) Adequacy of facility for storage purpose			
iii) Organization			
iv) Adequacy of security			
b) Inventory Control – conducted annual inventory & reported findings to AHFC			
c) Overseer:			
d) Inventory control systems			
i) Account for breakage/shrinkage			
ii) Account for common materials			
iii) Using Wx Manager			
e) Value of inventory on hand: check for method of tracking value, i.e. Excel spreadsheet, Access, Wx Manager, etc.			
f) Adequacy of accounting system			
g) Is material control in accordance with the agency's proposal? If no, explain:			
h) Have equip over \$250 been properly disposed of, i.e. sealed bid, transfer to another grantee, given to AHFC etc, and properly documented			

COMMENTS:

B) EQUIPMENT INVENTORY FILES

** = Important questions	YES	NO	N/A
i) Proper Approvals for purchases >/\$1000			
j) Master Inventory List **			
k) Serial numbers (if applicable) **			
l) Initial cost			
m) Date of purchase **			
n) Serviceability **			
o) Maintenance schedules **			
p) Warranties			
q) Operating manuals			
r) Funding source (% if more than one source)			
s) State PM approval (if required)			
t) Disposal of non-usable equipment			
u) Item list			

Comments:

C) VEHICLES (Annual)

	YES	NO	N/A
a) Vehicle inventory			
i) Description <i>(see comments below)</i>			
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)**

Date last reviewed

	YES	NO	N/A
a) Travel			
i) Documentation (airfare, hotel, car rental, etc)			
ii) Proper budget codes, <i>if applicable</i>			
iii) AHFC approvals			
iv)			
v)			
b) What classes have Wx staff taken?			
i)			
ii)			
iii)			
iv)			
c) What are the Wx staff training needs?			
i)			
ii)			
iii)			

SECTION IV COMMENTS:

**SECTION V
LEAD SAFE WEATHERIZATION (LSW), WPN 09-6**

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

SECTION V COMMENTS: