

WEATHERIZATION ASSISTANCE PROGRAM (WAP)
PROJECT COVER SHEET / DOCUMENT CHECKLIST

INSTRUCTIONS: The WAP Forms Bundle contains the MaineHousing forms required to process a project for payment. Adobe's bookmark feature provides a complete list of forms. Complete this Project Cover Sheet and the forms will auto-populate. Print completed forms for signatures.

PRIMARY APPLICANT

Name (or Entity) _____
First MI Last

Mailing Address _____

City State Zip _____

Phone _____

Email _____

OWNER (if different than Applicant)

Name (or Entity) _____
First MI Last

Mailing Address _____

City State Zip _____

Phone _____

Email _____

PHYSICAL ADDRESS (PROPERTY)

Property Street _____

City State Zip _____

COMMUNITY ACTION AGENCY (CAA)

CAA Name _____

Mailing Address _____

City State Zip _____

Phone _____

PROJECT

Work Order # _____

Work Order Issue Date _____

Completion Date _____

Project Cost \$ _____

Representative Name _____

Representative Phone _____

Representative Email _____

Tech/Inspector Name _____

Tech/Inspector Phone _____

Tech/Inspector Email _____

Contact Name _____

Contact Title _____

Contact Phone _____

Contact Email _____

CONTRACTOR (CREW)

Contractor Name _____

Mailing Address _____

City State Zip _____

Phone _____

Email _____

Representative Name _____

Representative Email _____

COMMENTS

Contractor Reason Chosen

PROJECT DOCUMENTS REQUIRED BY MAINEHOUSING

Use this checklist to indicate which of the following final/signed documents have been uploaded to HEAT Enterprise.

- | | |
|---|---|
| <input type="checkbox"/> Consent Form
<input type="checkbox"/> Proof of Ownership
<input type="checkbox"/> Power Source Signoff
<input type="checkbox"/> ASHRAE Calculation (<i>in RED or Excel</i>)
<input type="checkbox"/> Final Ventilation Checklist (ASHRAE)
<input type="checkbox"/> Inspection Completion
<input type="checkbox"/> Thermal Barrier Application (<i>if applicable</i>)
<input type="checkbox"/> Contractor Invoice
<input type="checkbox"/> Contractor Release of Liens
<input type="checkbox"/> Insulation Certification
<input type="checkbox"/> CTE Documentation
<input type="checkbox"/> Pre, Post & Elevation Photographs (<i>4 sides</i>)
<input type="checkbox"/> Drawings/Footprint | <input type="checkbox"/> Deferral of Services Notice (<i>if applicable</i>) Approved
<input type="checkbox"/> Waiver(s) (<i>if applicable</i>)
<input type="checkbox"/> Rental Agreement (<i>if applicable</i>)
Occupant Health Pre-Screening form |
|---|---|

Appliance Repair/Replacements must also include the following:

- Appliance Replacement Consent
- Photograph of existing appliance with tag
- Appliance vendor invoice for delivery, install and/or repair
- Technician Evaluation
- Vendor Release of Liens