

Section 4 – Reports and Recordkeeping Table of Contents

I.	Client File Requirements	1
II.	Required Forms and Documentation to be Uploaded on the MoWAP Client File	1
	A. The Application Form	1
	B. Proof of Income Documentation	1
	C. Re-verification of Income Form (if applicable)	1
	D. Proof of Home Ownership	1
	E. Landlord Agreement Form (if applicable)	1
	F. Landlord Proof of Income Documentation (if applicable)	2
	G. NEAT and MHEA Audit Data	2
	H. Section 106 Documentation	2
	I. Invoices, Bills for Materials and Labor Charges	2
	J. Emergency Services	2
	K. Utility Bills	2
	L. Other (if applicable)	3
III.	Required Forms and Documentation for the Physical Client File	3
	A. Agency Work Order Form	3
	B. Heating System Information	3
	C. Work-Order Change Notices	3
IV.	Definition of a Home in Progress, a Completed Home and an Amended Home	3
	A. Home in Progress	3
	B. Completed Home	3
	C. Amended Home	4
	D. Reporting Homes	4
V.	Leveraging Activities	4
VI.	Monthly Reporting	5
VII.	Quarterly Reporting	6
VIII.	ARRA Reporting	6

Section 4 Attachments:

Attachment 4-1	Client File Summary Form
Attachment 4-2	Client File Summary Form Instructions
Attachment 4-3	Agency Numbers and Counties Served
Attachment 4-4	Energize Missouri Housing Initiative Agency Numbers and Counties Served
Attachment 4-5	Other Fund Sources Quarterly Report
Attachment 4-6	Minority Women Business Enterprise Quarterly Report



Attachment 4-6.1	Minority Women Business Enterprise Instructions
Attachment 4-7	Training and Technical Assistance Subgrantee Quarterly Report
Attachment 4-8	DOE WPN 11-03 (Regarding the use of DOE funds for call-backs)
Attachment 4-9.1	ARRA Quarterly Progress Report (Tab 1)
Attachment 4-9.2	ARRA Quarterly Progress Report (Tab 2)
Attachment 4-9.3	ARRA Quarterly Progress Report (Tab 3)
Attachment 4-9.4	ARRA Quarterly Progress Report (Tab 4)