



**CT WAP Weatherization Guidance No. 10**  
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### **Payments to Subcontractors for Weatherization Work**

The purpose of this guidance is to review procedures for payments to subcontractors who perform weatherization work. This guidance pertains to CT WAP weatherization programs.

#### **Payments for Weatherization Work**

Agencies are reminded that payments are not to be issued to subcontractors prior to the completion and inspection of work. Care must be taken by agency staff to ensure that inspections are performed in a timely manner and work is completed according to federal, state and agency standards.

If extenuating circumstances delay job completion for several weeks, such as the installation of a heating system or windows, the agency, at its discretion, may perform progress inspections and pay out for work completed and inspected as of that date. **However, no payments may be issued for any work prior to an inspection by the agency.**

Should an agency elect to use progress inspections, they are required to develop and utilize internal tracking systems to ensure that nothing is missed in an inspection and no payments are issued twice. Failure to do so will result in disallowed costs. A completion certificate may **only** be signed after the completion of the job and final site inspection.