

<b>Program:</b> Weatherization Assistance Program	<b>MHPN #</b> 2024-WAP-001
<b>Action:</b> Revised WAP Guidance & Procedures	<b>Effective Date:</b> 03/05/2024
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

**This MaineHousing Notice is being issued to provide clarification regarding the WAP Guidance and Procedures Manual.**

## 1. Revisions

The WAP Guidance & Procedures manual has been revised to provide clarification on existing language as well new programmatic procedures/policies. It is encouraged that anyone who works with WAP read the entire revised manual. Below are sections of the manual that have programmatic changes, added language or deletions that we want to highlight.

### **Health Care Screening form was added to client forms.**

#### **Section 3: Prioritization and Waitlist Requirements Subsection D was added; Justice40**

MaineHousing must ensure that a statewide average of at least 40% of DOE funds are used in disadvantaged communities. To determine if a property is in a disadvantaged community the [Climate & Economic Justice Screening Tool \(geoplatform.gov\)](https://geoplatform.gov) must be used. Client prioritization and selection of jobs in Justice40 communities will be needed to meet this requirement. In HEAT, the Client Management module and then the Application tab, the field "Justice40" must be completed.

#### **Section 4: Eligibility Subsection C-1**

Applicants that receive HEAP are categorical eligible for Weatherization services funded by HEAP Wx and/or DOE (Annual funds) Weatherization only applicants are eligible up to 200% of the federal poverty level (FPL).

#### **Section 9: Weatherization Contractors Subsection E-12**

Build America, Buy America – Per BABA requirements, most projects typically addressed by WAP will *not* be subject to these requirements. Only weatherization on *public housing*, or on *privately owned* buildings that serve a public function are required to comply with the BABA requirements. For more information, please refer to WAP Memorandum 104.

#### **Section 10: Funding Jobs Subsection A-1 DOE:**

PUA updated based on **WPN24-1** ≤ \$8,250.00

#### **Section 10: Funding Jobs Subsection B-2**

CAAs must use HEAP Wx funds from the oldest fiscal/program year first. If the oldest open grant does not contain sufficient funding multiple grant years may be split billed using the oldest funds first.

#### **Section 11: Invoicing Jobs Subsection A-1**

All jobs must be completed and invoiced to MaineHousing within 6 months from the date of the energy audit. Jobs that are not completed within this timeframe will need to have approval from MaineHousing prior

to being invoiced.

## **Section 12: Monthly Billing Processes Subsection F-3-D**

Any jobs that remain with open items one month after initial email will be removed from the invoice and the invoice will be approved and processed. State Monitors will notify the CAA of the job(s) have been removed from the invoice.

## **Section 16: Training and Technical Assistance**

Last sentence was added; T&TA can only be utilized by CAA staff that work within WAP, weatherization contractors, or where WAP would receive the direct benefit of the T&TA.

### **2. Notice Contact**

Amanda Roy, Manager of Weatherization ▪ 207-501-5963 ▪ aroy@mainehousing.org  
Weatherization Team, ▪ 877-501-8936 ▪ Weatherization@mainehousing.org

*Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances:*

*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,  
Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

