



<b>Program:</b> Weatherization Assistance Program (WAP)	<b>MHPN #</b> 2025-WAP-001
<b>Action:</b> WAP Guidance and Procedures Revisions	<b>Effective Date:</b> January 6, 2025
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

**This MaineHousing Information Notice is being issued to provide updates on the changes to the WAP Guidance and Procedures.**

### 1. WAP Guidance of Procedures Updates

#### ***Section 2: WAP Service Areas, (A) Community Action Agencies***

International Center for Appropriate and Sustainable Technology (ICAST) was added with a coverage of the State of Maine (Multi-family properties only).

#### ***Section 5: Eligible Units, (C) Small Low-Rise Multi-Family Dwellings***

Now reads “Small Low-Rise Multi-Family” properties consist of five (5) or more units and no more than three (3) stories.

Removed (2) “Maine Housing calculates the multi family cap using the housing tenure indicated in the most recent HEAP or Comprehensive Housing Affordability Strategy data available (whichever is more favorable).

For Properties with more than one (1) building and a common owner, each building will be considered separately in determining whether the structure will or will not count towards the Multi Family caps.”

(2) Now reads “DOE guidance requires the weatherization of the entire building not just the eligible units.”

#### ***Section 6: Energy Audits***

Added in first paragraph “When a work order is not issued within 90 days of the audit the home must be reassessed as conditions in the home may have changed.”

B, Dwelling types (4) Small Low-Rise Multi-Family

Now reads “a. Small Low-Rise Multi-Family units with 5 to 24 units.

b. Contracted Multi-Family Subgrantee’s will model the buildings using TREAT.”

D, Energy Audit Procedures (3) Perform

Now reads “All weatherization work is to be performed in accordance with DOE approved energy audit procedures outlined in the Maine Weatherization Standards and the Maine Field Guide.5

- a. Any additional work identified after the work order is generated must be evaluated by a quality control inspector and must contain a comment explaining why additional work was added.
- b. If the original work order needs to be deleted a copy of it must be uploaded to HEAT-WAP Documents.
- c. Changes to the work order that results in an increase exceeding five percent of the total Weatherization job cost, regardless of funding source, compared to the initial work order, must be approved by the subgrantee/CAA program management.

- d. Any add work or rework must be tracked by the subgrantee and will be evaluated by Maine Housing to identify trends and potential training needs.”

#### D, Energy Audit Procedures (5) Inspect

Now Reads “Every WAP unit reported as a completed unit must receive a final inspection by a Building Performance Institute (BPI) certified Quality Control Inspector (QCI), to ensure all work meets the minimum Standard Work Specifications outlined in the Maine Field Guide. The QCI must complete and submit an Inspection Completion Form to Maine Housing for each individual unit, certifying that the weatherization materials and measures were properly installed in accordance with the Maine WAP standards and they align with the objectives of the energy model and work scope. The QCI process must verify that each completed measure aligns to the objectives of the approved Field Guide and approved standards. This should include, but is not limited to, photographs of electrical flags, depth markers, and insulation certificates.”

#### F, Undue or Excessive Enhancements

Added “The Energy Auditor will evaluate the dwelling to determine whether or not non-ECM measures are cost effective and enable the related measure to enhance the energy savings. Non-ECM measures that are determined to not add value should not be installed. These are undue enhancements and are not an allowable WAP expense.”

### ***Section 7: Appliance Replacement/Repair, (G) Lighting***

Added “G. Lighting

- a. All incandescent bulbs in use for 1 hour or more each day, will be evaluated for replacement.
- b. Incandescent Bulbs in Vanities, Flood Lights, and fixtures candelabra and other non-standard sized bulbs will be evaluated for replacement with similar LED’s.
- c. Incandescent Can lighting will be evaluated for replacement with LED Retrofit Can Lights. Airtight LED retrofit can lights should also be considered for installation as part of an air-sealing measure.
  1. LED’s will be used wherever possible.

### ***Section 16: Training and technical assistance (T&TA), (B) T&TA Activities***

Added “Weatherization staff with an active BPI certification are required to self-register CEUs for all trainings attended that do not automatically offer or report the credit. This can be done individually through personal BPI profiles.”

#### *Section 20: Procurement*

Now Reads “Federal regulations related to procurement are found in 2 CFR 200.317-327. The CAAs are required to abide by the procurement requirements found in the Code of Federal Regulations when using federal funding. CAAs must have a procurement policy that complies with 2 CFR 200.317-327, which must include competitive and non-competitive bid processes as required in 2 CFR 200.319 (Competition). In addition, the policy must establish benchmarks for the different procurement types that the CAA currently utilizes or may utilize in the future.

MaineHousing will request a copy of the CAA’s procurement policy to confirm compliance.”

### ***Section 23: Conflict of Interest Procedures***

Replaced with “The CAA must follow MaineHousing’s Conflict of Interest Policy – MaineHousing Partners. This policy applies to all MaineHousing programs. This policy is on our partner portal and can be accessed here [Conflict of Interest](#)”

## 2. Notice Contact

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