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| Program: | Weatherization Assistance Program (WAP) | MHN # 2025-WAP-004 |
| Action: | Revised WAP Guidance & Procedures | Effective Date: 6/30/2025 |
| Issued by: | MaineHousing, Energy and Housing Services | Expire Date: |

This MaineHousing Notice #2025-WAP-004 supersedes MHN 2025-WAP-003 issued to require job photos be uploaded in their original format into our new audit software, ECOS.

1. Digital Photograph Requirements

MaineHousing now requires all job site photographs to be uploaded into the system of record in their **original format**. Cameras or cell phones used to take these photos must have the **date and time stamp feature enabled and if the equipment supports geocoding (physical location photo was taken)** that feature must be enabled. This will allow MaineHousing Technical Specialists to review the photo's metadata as part of their monitoring process. **Please note: If you are using a cell phone to take photos, it must be a company-issued device. The use of personal cell phones is not permitted, per DOE guidelines.**

Note: The prior practice of combining multiple photos onto a single document and converting it into a .pdf will no longer be an acceptable method for photo documentation.

The **WAP Guidance & Procedures Manual** has been updated to reflect this requirement.

Section 8: Processing Weatherization Jobs

Colored Digital Photographs

- (1) CAAs must upload clear, colored digital photographs in their original format to the audit section, "*Upload Photos*" section of ECOS.
- (2) All photographs must include **date and time stamp** and **geocodes (if appropriate)** in the metadata. CAA staff are responsible for enabling these settings on their devices.
- (3) Photos of all combustion appliances and all combustion appliance diagnostic testing are required to be uploaded to ECOS energy audits. This includes gas ranges and gas dryers as well as electric heating appliances. Photos of all pressure testing and housing diagnostics shall also be uploaded. Photographs must represent BOTH audit and inspection data.
- (4) Pre-weatherization photos that justify entries in the energy audit and the work order must be provided. In addition, post weatherization photographs must be provided to verify installed measures (work performed by the contractor/crew). Some installed measures may not be accessible at inspection. It is expected that every effort will be made to anticipate this and obtain photographs in progress or from the contractor.
- (5) MaineHousing also requires that photographs of all aspects of the dwelling exterior be provided to allow MaineHousing to conduct desk reviews of the job. If the exterior wall is in an unconditioned space (garage, sunroom, etc.) take a picture of the boundary wall and the exterior of the entire structure.

2. Notice Contact

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