



<b>Program:</b> Weatherization Assistance Program (WAP)	<b>MHPN #</b> 2025-WAP-006
<b>Action:</b> Program Changes	<b>Effective Date:</b> August 15, 2025
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

This MaineHousing Information Notice is being issued to provide clarification to MHPN 2025-WAP-002 regarding the number of trips per job and the timeframe for submitting activity and mileage logs.

### 1. Updates for WAP – all funding streams

**The number of trips per job is now capped at 4.** We do understand that there may be circumstances that necessitate an additional trip; we encourage you to reach out ahead of time to determine if it will be a billable trip or not. Additional trips, if approved, will follow previous guidance in relation to including those costs in the PUA or not for DOE PY2025 when that is available.

#### **Daily Activity and Mileage Log for DOE PY2025:**

Beginning with the first billing cycle and continuing through at least the third billing cycle, detailed documentation must be submitted with monthly invoices. This requirement ensures compliance with the Department of Energy and maintains an accurate statewide record of time spent on specific tasks.

#### **Required Documentation:**

- **Daily Activity and Mileage Log** – Must include:
  - Date
  - Client name (first initial, last name)
  - Purpose of the trip (e.g., Intake/Eligibility, Energy Audit, Final Inspection)
  - Time spent on each task
  - Starting and ending mileage

We recognize that some intake activities may not lead to a Weatherization Assistance Program (WAP) job. However, these activities can still be excluded from the PUA calculation if properly documented.

### 2. Notice Contact

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