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| Program: | Weatherization Assistance Program (WAP) | MHPN #: | 2025-WAP-008 |
| Action: | ECOS Instructions when the Weatherization Assistance Program (WAP) is administered outside of the agency's HEAP territory. | Effective Date: | 09/12/2025 |
| Issued by: | MaineHousing | Expired Date: | |

This MaineHousing Notice 2025-WAP-008 is being issued to provide guidance on how to enter Weatherization Assistance Program (WAP) projects into ECOS when the project site is located within another agency's HEAP service territory.

1. Instructions for Entering Projects into ECOS When Administering WAP Outside of Your Agency's HEAP Territory

When your agency is administering the Weatherization Assistance Program (WAP) for a household located outside your agency's Home Energy Assistance Program (HEAP) territory, follow these steps to properly enter the project into ECOS:

Step-by-Step Process:

1. Log in as the LIHEAP CAA

Gather all necessary information from the LIHEAP application:

- Print a copy of the application, **or**
- Save the application as a PDF, **or**
- Manually record the relevant information.

2. Log out and log back in as the WEATHERIZATION CAA.

3. Add the household under the Weatherization CAA profile.

4. Create a Weatherization application for the household and proceed with the weatherization audit and job processing as you would for any other WX client.

2. Accessing Instructions in ECOS

To find these instructions within the ECOS system:

- From the **Main Menu**, select **"Information"**
- Click on **"FAQ"**
- Choose **"Application Processing"**
 - Then select: **"How to Handle Separate LIHEAP & WX Agencies"**

3. Notice Contact

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