Program:	Weatherization Assistance Program (WAP)	**MHN #**	2025-WAP-009
Action:	ECOS Policies	**Effective Date:** 10/6/25	
Issued by:	MaineHousing, Energy and Housing Services	**Expire Date:**	

This MaineHousing Notice # 2025-WAP-009 is being issued to provide policy regarding the naming conventions for Billing Groups, Photos, and Documents in ECOS, as well as to outline the policy for Work Order and Billing Review.

1.   Policy on Naming Protocol for CAA Monthly Billing Groups

All monthly CAA Billing Groups must follow a consistent naming format to ensure clarity and uniformity across all submissions in ECOS. Each Billing Group name must include the following elements in this order:

CAA abbreviation, month and year of the billing, and program type (CHIP or WAP).

Example: **PCAP September 2025 CHIP**

2.   Policy on Naming Protocol for Photos

To ensure consistency required photo documentation, all required photo uploads for each job must follow the naming protocol in the "Description" box when uploading to files in ECOS.

Photo Naming Format:

Each photo description must include the following elements, in order:

1) **Type of Photo :**
   Must begin with one of the following identifiers based on the phase of the job:
   a. Audit
   b. Inspection
   c. In Process

2) **Area of the Home:**
   Indicate the specific area (e.g., attic, basement, wall, exterior etc.).

3) **Photo Subject:**
   Describe what the photo is specifically showing to provide clear context.

4) **Special Categories *(if applicable)*:**
   If the photo relates to Health & Safety (H&S), Weatherization Readiness Funds (WRF), Deferral, Air Sealing, Testing, or Appliances, the description should include this category after the type of photo and before the area and subject. Each photo would start with the type of photo (see #1 above) then H&S, WRF, Deferral, Air Sealing, Testing or Appliance followed by the area of the home and the photo description, so it will be clear as to what the photo is going to be of prior to opening it.

Example (# 1-3): Audit/Attic/Insulation = I know from the name of this photo that it's going to be a photo of attic insulation from the energy audit.

Example (# 1-3): Inspection/Basement/Insulation = I know this is going to be an inspection of the basement insulation at the time of the inspection.

Example (#4): Audit/Deferral/Attic/knob and tube wiring = This name tells me the photo is of a deferral for knob and tube wiring in the attic at the audit.

Example (#4): Inspection/H&S/upstairs bathroom/fan replacement. This name tells me it's a photo of H&S of the upstairs bathroom of the fan replacement at the time of inspection.

This standard naming convention allows for more efficient job review, documentation, and compliance tracking. Inconsistent or incomplete photo descriptions may result in delays or returned files for correction.

3.	Policy on Naming Protocol for All WAP Documents

Each document uploaded to ECOS must include a clear description in the "Description" box when uploading Files. CAA's have the option of creating one file that contains multiple required program documents and uploading it with the name of "Bundle".

4.	Billing Review

MaineHousing will complete billing reviews using the Compliance Review Checklist or the Technical Review Checklist. These checklists will be uploaded to each Job File section in ECOS and will have either "Approved" or "Open Items" in the name. If there are identified open items, the CAA will need to upload the review checklist that contains any CAA comments to ECOS with "CAA Response" in the name when the open items have been addressed. Once the billing review is approved MaineHousing will upload the billing review checklist with "Approved" in the name.

Note: CAA's should only upload the response once all items are corrected on the billing review checklist for the job.

When MaineHousing has completed the billing review for the month an email will be sent to the CAA's that will identify which jobs have open items. When the CAA has corrected the open items the CAA must send an email to the weatherization@mainehousing.org mailbox as well as to the person that sent the initial email so MaineHousing knows the job is ready to be reviewed.

5.	Notice Contact

Kim Ferenc, Manager of Housing and Weatherization ▪ (207) 626-4684 ▪ kferenc@mainehousing.org

Weatherization Team ▪ 877-501-8936 ▪ weatherization@mainehousing.org.