

<b>Program:</b>	Weatherization Assistance Program	<b>MHN #</b> 2025-WAP-011
<b>Action:</b>	Energy Audit Field Form	<b>Effective Date:</b> 12/1/25
<b>Issued by:</b>	MaineHousing, Energy and Housing Services	<b>Expire Date:</b>

**This MaineHousing Notice # 2025-WAP-011 is being issued to replace MaineHousing Notice # 2022-04 in order to remove references to HEAT Enterprises.** This MaineHousing Notice provides clarification regarding entering all existing building components accurately modeled within the system of record.

This MHN is being implemented in response to a Technical Audit Finding by the Department of Energy (DOE) Finding: “Improper Energy Modeling: Missing, Incorrect and/or Incomplete Components”. DOE observed that completed Energy Audits did not consistently include and/or contain complete details for existing baseload components (e.g., lighting, refrigerators, domestic hot water (DHW)) and other building components of the dwelling within MaineHousing’s energy audit tool. To comply with 10 CFR 440.21(f)6, the energy auditor must “treat the dwelling unit as a whole system by examining its heating and cooling system, its air exchange system, and its occupants’ living habits and needs.” Excluding these elements or being incorrect results in inaccurate energy usage as well as energy savings information.”

## 1. System of Record Data Collection

### Reference:

The new form can be downloaded from MaineHousing’s Partner Portal, located [here](#). Upload of this completed form is mandatory for all jobs audited after the above effective date. MaineHousing is implementing this standardized WAP Data Collection Field Form to collect required data that will ensure all existing building components are accurately modeled and entered into the system of record.

## 2. Notice Contact

Kim Ferenc, Manager of Housing and Weatherization ▪ (207) 626-4684 ▪ [kferenc@mainehousing.org](mailto:kferenc@mainehousing.org)  
 Weatherization Team ▪ 877-501-8936 ▪ [weatherization@mainehousing.org](mailto:weatherization@mainehousing.org).

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*Kelley Stonebraker, Maine State Housing Authority, 26 Edison Drive, Augusta, ME, 04330-6046,  
 Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711,  
 Email: [EqualAccess@mainehousing.org](mailto:EqualAccess@mainehousing.org)*

