WAP Guidance and Procedures
Dated April 1, 2020

Highlights

1. WAP Guide Effective Dates

MaineHousing’s WAP Guidance and Procedures, dated April 1, 2020 (WAP Guide), replaces all previous DOE and HEAP Wx guidance and is applicable to all open DOE and HEAP Wx grant periods.

2. Income Eligibility

Revised Section 4.C, Income Eligibility, to allow the following adjustments for the income period in an effort to reduce the Household’s income to 200% FPL in order for the Household to be eligible for weatherization services.

   a. Households may deduct medical expenses paid and not reimbursed; and
   b. Households may deduct court ordered or voluntary child support payments counted as income.

3. Dwellings Units

Revised Section 5, Eligible Units, to redefined single-family, rental-family, and multi-family dwellings.

4. Historic Preservation (Section 106 Review)

Added a new Section 5.F, Historic Preservation, to clarify historic preservation review requirements. Section 106 Instructions has been added to the CAA Portal.

5. Technical Guides and Materials

Added a new Section 6.A, Technical Guides and Materials, to provide guidance regarding compliance with the Maine Weatherization Standards, the Maine Weatherization Single-Family Field Guide and/or the Maine Weatherization Manufactured Housing Field Guide (collectively referred to as Field Guides) which are located on the MaineHousing website https://www.mainehousing.org/partners/partner-type/community-agencies/maine-weatherization-programs.

6. Health and Safety Guidance


7. Deferrals

   a. Added a new Section 6.I.2, Supplemental Weatherization Funds, to provide information about the availability of MaineHousing’s Home Accessibility and Repair Program Supplemental Weatherization funds of up to $10,000 that can be made available to Weatherization Assistance Program (WAP) eligible households, where the Applicant is 55 years of age or older, for eligible home repairs that need to be completed before a dwelling can receive comprehensive WAP services.

   b. Revised Section 6.I.3, Procedures, to provide procedural expectations regarding deferrals (e.g., site visits, phone deferrals, contractor deferrals) and an important reminder that deferred applicants, including deferrals identified through a phone conversation, must be entered in HEAT Enterprise as a WAP job, deferred, and the Deferral of Service Notice uploaded to job’s WAP Documents in HEAT Enterprise.
8. **Weatherization Contractors**
   
a. Revised Section 9.C.4, **Pre Bid Meeting**, to allow MaineHousing the option to attend pre-bid meetings in person or through virtual attendance.

b. Revised Section 9.E, **Weatherization Services Contract**, to require that the CAA’s *Weatherization Services Contract* with the contractor must contain language that contractor agrees to ensure that the standard work specifications for work quality outlined in [WPN 15-4](#), Section 2, will be met.

9. **DOE Per Unit Average**

   Updated Section 10.A, **Per Unit Averages**, to increase the PUA for DOE funded projects to $7,669.

10. **Monthly Billings**

   An “Important Notice” was added to Section 12.A, **Monthly Billing Process**, regarding the timely submission of monthly invoices to MaineHousing.

11. **Leveraged Funding**

   A note was added to remind CAAs that HEAT Enterprise allows auditors to install all measures as part of an energy audit, regardless of how the measure is being funded. This provides an opportunity for auditors, inspectors, and monitors to look at the whole house, not just what was paid for by DOE or HEAP Wx. Measures not being paid for by DOE or HEAP Wx funding should be assigned to Leveraged Funding on the Selected Measures in HEAT Enterprise and never removed/deleted.

12. **Subgrantee WAP Work Plans**

   Revised Section 22.D, **Work Plan Preparation**, to specify the deliverables required by each CAA as part of the preparing a Work Plan. In addition, the following templates have been created to submit with Work Plans. These templates reside on the CAA Portal (Program Tools):

   a. Production Schedule (Work Plan Attachment A)
   
b. Subgrantee T&TA Plan (Work Plan Attachment C)
   
c. Subgrantee Equipment Purchases (Work Plan Attachment F)