

Program: DOE Weatherization	MHPN # 2023-WAP-010
Action: Clarification of use of WRF Funding	Effective Date: 9/1/2023
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Notice is being issued to provide CAAs clarification regarding the use of the Weatherization Readiness Funds for 2023. This information will be added to the WAP Guidance.

1. Refining Use of the funds and clarifying expectations

- Photo documentation must be included in the client’s file in HEAT of the existing conditions that created the deferral. (Exception: a condition that is not able to be seen or photographed. i.e. plumbing)
- The DOE WAP job must be completed within 6 months of the WRF job completion.
- Roof Replacements – One of the following criteria must be met prior to roof replacement. Documentation (written and photographic) of the following items must be in the job file in HEAT:
 - A. More than 33% of the roof square footage is structurally unsound (framing).
 - B. More than 50% of the roof surface has failed (missing shingles, failed shingles, etc).
- Measure #200-200-0055 – When using this measure, itemizing the scope of work being performed in the comments is required. All projects that fall under this category must receive prior written approval from a MH Weatherization Program Officer. Please note that measures that are an allowable expense under DOE WAP or are eligible under another MaineHousing Program (i.e. CHIP) are not an allowable WRF expense.
- The maximum program limit is \$15,000 per unit. Waiver requests will not be reviewed unless the deferral tracker is supplied and documents why other units on the list within the funding limit cannot be addressed.
- Any job with a measure above \$10,000 will require a minimum of 3 bids. If 3 bids cannot be obtained, a waiver will be required prior to work beginning.

2. Notice Contact

Amanda Roy, Manager of Weatherization – 207-501-8963 – aroy@mainehousing.org

Weatherization Team – 877-544-3271 – weatherization@mainehousing.org

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*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,
 Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

