



Program:	Weatherization Assistance Program (WAP)	MHN # 2025-WAP-012
Action:	WAP Program Guidance and Procedures Revision	Effective Date: 12/30/25
Issued by:	MaineHousing, Energy and Housing Services	Expire Date:

This MaineHousing Notice #2025-WAP-012 is being issued to provide updates on the changes to the WAP Guidance and Procedures.

1. WAP Guidance and Procedures Updates

All Hancock HEAT references have been removed from the WAP Guidance and Procedures

Section 3B: Priority Score

ECOS calculates a priority score for each household by assigning points based on household composition and home energy burden. The maximum number of points allotted to a household is 5, which would result in the highest priority.

Factor	Points
Older adults (60 years of age or older) has at least one member in household	1
At least one member of household with disabilities	1
At least one child age 6 or under	1
High Energy Burden (at least 6.9% of total income)	1
The household is a high energy user (spending 10 cents or more per square foot on electricity)	1

Section 3C: Wait List

- CAAs are required to develop a wait list consisting of all HEAP eligible households that have expressed interest in weatherization services. Households on the CAA's wait list should be weatherized in order of priority ranking according to ECOS as indicated in section A above. Households with the highest priority score have the highest priority. For a client to be present on the Waiting List in ECOS, a Weatherization Application is required to be certified approved in the Household area within ECOS. Once certified, it will appear on the Waiting List. To have accurate Priority Points, all information must be entered into the application. Wait lists that are currently being maintained outside of ECOS must be entered into ECOS and all required data that is needed for a priority score must be obtained.

Section 3D: Removed

MaineHousing must ensure that a statewide average of at least 40% of DOE funds are used in disadvantaged communities. To determine if a property is in a disadvantaged community the Climate & Economic Justice Screening Tool (geoplatform.gov) must be used. . Client prioritization and selection of jobs in Justice40 communities will be needed to meet this requirement. In HEAT, the Client Management module and then the Application tab, the field "Justice40" must be completed.

Section 4B (2): Removed

2. Household's standard HEAP application was appropriately processed, documented and certified eligible for "Weatherization Only". Household's application must be otherwise eligible for fuel assistance. Refer to the HEAP Handbook for more information. If a Household was denied on a subsequent HEAP application, the household/unit is no longer eligible for HEAP Wx (denial overrides the prior certification for fuel assistance or "Weatherization Only" certification).

Section 5C: Removed

Small Low-Rise Multi-Family Dwellings

"Small Low-Rise Multi-Family" properties consist of five (5) or more units and no more than three (3) stories.

One of the units may be occupied by the owner.

DOE guidance requires the weatherization of the entire building not just the eligible units.

Section 6D (6): Removed

GUIDANCE: CAAs should, hand-deliver the survey card to Applicants at time of Inspection. CAAs should explain that the survey card can be completed electronically by scanning the Quick Response (QR) code with a smart phone camera or by completing and mailing the survey card, which is preaddressed to MaineHousing.

Section 6J 2 (G): Added

DOE WAP and WRF must be billed together when WAP is completed.

Section 8B: Now Reads

MaineHousing, requires the job to be entered in ECOS as soon as the client is contacted, which will provide a more accurate picture of the job's timeline and allow for the use of ECOS's management tools, such as number of jobs in the pipeline, etc.

Section 8C(6): Added

1. 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.

Section 8E (1)c: Added

- C. CAA's must upload a document "Bundle" with the documents in the same order that they appear on the Review Checklist.

Document	Explanation
Review Checklist	This document must be completed for each completed WAP job that is being billed to MaineHousing. The name of the person that completed the Review Checklist is required.
WAP Data Collection Field Form	Must be completed and uploaded to each job.

Section 10: Added

All completed WAP units must utilize the Department of Energy (DOE) funding on them. To be eligible as a countable unit by DOE there needs to be minimum of one Energy Conservation Measure (ECM), partially or fully funded by a DOE grant. Each completed unit can only have one DOE grant used to fund a measure(s). Units that are submitted without a DOE funding source will result in an Open Item requiring measure(s) be reassigned to DOE. MaineHousing must count every WAP unit that is completed towards the contractual DOE requirements. Not meeting these requirements may jeopardize funding going forward and the opportunity to obtain leverage funding opportunities.

Section 10: A

Review MHN 2025-WAP-002 dated April 1, 2025 which is on the partner portal and contains information concerning new budgeting categories and changes to the PUA calculation for DOE Annual.

Section 11(1): Added

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).

Section 13: Removed

Basic Funding is typically assigned as the funding source for WAP jobs in ECOS to enable the auditor to generate work order(s).

ECOS allows WAP measures to be assigned to Basic Funding with an SIR of less than 1 to appear on a work order.

3. Notice Contact

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

Maine State Housing Authority ("Maine Housing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, Maine Housing does not discriminate on the bases of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. Maine Housing will provide appropriate communication auxiliary aids and service upon sufficient notice. Maine Housing will also provide this document in alternative formats upon sufficient notice. Maine Housing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances:

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

