

Program: Weatherization Assistance Program (WAP)	MHPN # 2025-WAP-002
Action: DOE PY2025 Program Changes	Effective Date: April 1, 2025
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Information Notice is being issued to provide updates on the changes to the PY2025 WAP Program.

1. Updates for DOE PY2025

New ratio for support costs:

Support and miscellaneous costs are now capped at 40% of direct client costs. We have added three new categories for support costs per guidance from Department of Energy, so those costs can be excluded from the calculation of the PUA. We are consolidating the other support costs into one “support costs”. All of the support and miscellaneous costs count towards the 40% cap. Administrative costs and T&TA costs are not included in this calculation.

New budget categories:

Intake/Eligibility salaries, fringe and travel costs – time spent performing intake activities to determine eligibility *for the WAP Program*. This won’t include time spent obtaining client information for addition to a waitlist – it is only for actual intake/eligibility. Travel costs are defined below, but we don’t expect to see travel costs related to Intake/Eligibility

Energy Audit salaries, fringe, and travel costs – this is time spent driving to/from a client’s home to perform the audit, the time spent actually doing the audit, and the time spent entering the audit information into ECOS. Time related to creating and issuing a work order is not excluded from the PUA. Travel costs are defined below

Final Inspection salaries, fringe and travel costs – this is time spent driving to/from a client’s home to perform the final inspection, the actual time spent on the inspection, and the time to enter the information into ECIS. Travel costs are defined below

Related travel costs – this includes actual travel costs related to performing the above activities. **The number of trips per job is now capped at 4.** We do understand that there may be circumstances that necessitate an additional trip; we encourage you to reach out ahead of time to determine if it will be a billable trip or not.

These costs will be determined by multiplying the number of miles traveled by your agency’s approved mileage reimbursement rate and adding any applicable tolls. If there is an instance where an employee would also be eligible for meal reimbursement, lodging, etc. related to the three new categories, those costs can also be included as “related travel costs”. Please keep in mind that should this happen; we will ask for an explanation as it would be very unusual for the WAP program. ****For travel in agency-owned vehicles, the calculation method would be the same, and the resulting costs would be subtracted from the normal transportation and travel expenses to arrive at the amount to be billed as support transportation and travel costs****

Daily Activity and Mileage Log:

Beginning with the April 2025 billing cycle and continuing through June 2025, detailed documentation must be submitted with monthly invoices. This requirement ensures compliance with the Department of Energy and maintains an accurate statewide record of time spent on specific tasks.

Required Documentation:

- **Daily Activity and Mileage Log** – Must include:
 - Date
 - Client name (first initial, last name)
 - Purpose of the trip (e.g., Intake/Eligibility, Energy Audit, Final Inspection)
 - Time spent on each task
 - Starting and ending mileage

We recognize that some intake activities may not lead to a Weatherization Assistance Program (WAP) job. However, these activities can still be excluded from the PUA calculation if properly documented.

MaineHousing's **Daily Activity and Mileage Log** has been uploaded to the partner portal for CAA use. This document must be emailed to **weatherization@mainehousing.org** when submitting invoices in **ECOS**.

Important: Invoices cannot be reviewed or approved until all required backup documentation is submitted. Please ensure this step is completed to avoid delays.

T&TA Updates:

Conference attendance is **limited to two (2) staff members per event**, and only those with **roles directly related to the conference topic** are eligible to attend.

2. Notice Contact

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