

Memorandum

DATE: **July 18, 2014**

WAP Memorandum 001

REPLY TO

ATTN OF: **Robert C. Adams, Supervisor**
Weatherization and Intergovernmental Program Office

SUBJECT: **Weatherization Assistance Program Memorandum Process Implementation**

TO: **Weatherization Assistance Program Grantees**

Historically, the U.S. Department of Energy (DOE) has issued Weatherization Program Notices (WPNs) as a way to assist the network in carrying out the policies of the Weatherization Assistance Program (WAP). These guidance documents reflect the Program's interpretation of the enabling legislation and federal regulations and promote full compliance with other elements governing the Program.

From time to time it is advisable for the DOE to distribute operational instructions that either clarify specific sections or further define features of existing WPN's. DOE is instituting a WAP Memorandum process to effectively communicate in a uniform fashion with the greatest efficiency. Beginning with this WAP Memorandum 001, DOE will distribute memorandums through DOE Project Officers to Grantees to make announcements, highlight Program elements, and/or provide reminders about guidance pieces that are currently in effect. In addition, memorandums will be posted to www.waptac.org.

As we move to this new system, Grantees will be able to track the memorandums in numeric order (e.g, 001, 002, 003, etc.). WPNs will continue with the current numbering system with the first two digits tied to the Program Year of issue; the second two digits determined by the order of issuance (e.g., 14-01 was the first WPN issued in Program Year 2014). When appropriate or necessary, WAP memorandum will be incorporated into subsequent WPN's

If you have any questions about the current WPNs in effect or memorandums being issued, please do not hesitate to contact your respective Project Officer for more information.