

# Memorandum

DATE: April 23, 2019

WAP Memorandum 048

REPLY TO

ATTN OF: *elb*  
**Erica Burrin, Weatherization Assistance Program, Program Manager  
Weatherization and Intergovernmental Program Office**

SUBJECT: **Updated Maintenance Process to the Standard Work Specifications**

TO: **Weatherization Assistance Program Grantees**

INTENDED

AUDIENCE: **Grantee Program Managers, Grantee Technical Managers, Subgrantee Program Directors,  
Subgrantee Technical Managers, Weatherization Training Centers**

The Department of Energy (DOE) is suspending the 2018 and 2019 [Standard Work Specifications \(SWS\)](#) Redline documents to streamline the release of the 2020 SWS full update. This change in the maintenance process was driven by several factors including language inconsistencies between specifications, redundancy, threshold discrepancies, and language that dictates measure selection, which is the purpose of the Energy Audit tool authorized by [10 CFR 440.21](#) and not the SWS.

Over the coming months DOE will review the SWS in its entirety to identify the necessary revisions and updates for the planned August 2020 update. These revisions will be reviewed and adjudicated by the SWS Executive Committee. The finalized SWS will be published September, 2020. Following its release, the SWS will move to the previously planned five-year update cycle reflecting the maturity of the SWS.

Throughout this process users will maintain the ability to view existing comments, make comments on existing specifications, and view previous redline documents. However, a 2018 and 2019 redline document will not be provided. In addition, the review process for life-safety comments will remain in place. The following outcomes are expected from this process:

- A national installation standard that is simple and easy to use
- A more concise and usable document to reduce or eliminate the need for variance requests by the WAP network
- Simplify the approval process for Field Guides that comply with [Weatherization Program Notice 15-4: Quality Work Plan Requirement Update](#)
- Ensure that future additions to the SWS do not conflict with established standards or include items that do not belong

If you have questions regarding the information in this Memorandum, please contact your DOE Project Officer of Record.