

Memorandum

DATE: September 1, 2020

WAP Memorandum 070

REPLY TO

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

SUBJECT: **Standard Work Specification 2020 Update, Field Guide Renewal Dates and Changes, and
Variance Requests**

TO: **Weatherization Assistance Program Grantees**

INTENDED

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

Since 2014, the Standard Work Specifications (SWS) have provided the Weatherization Assistance Program (WAP) with a consistent definition of work quality to assist in meeting the goal of increased WAP effectiveness and consistency of installations and monitoring. This memorandum contains informational updates pertaining to the release of the 2020 SWS Update and its impact on the WAP network activities. *As a result, this Memorandum supersedes WAP Memoranda [32](#), [39](#), and [48](#). (For additional background information see these previous Memoranda)*

The National Renewable Energy Laboratory (NREL), in collaboration with industry subject matter experts recently completed the SWS update – referred to as the 2020 SWS, which are available for Grantee adoption as of September 1st, 2020.

The 2020 SWS provides significant improvements:

- Elimination of redundant or conflicting specifications;
- Simplification of technical language;
- Alignment of specifications across housing types where possible; and,
- Removal of specification language that dictates measure selection.

The resulting product includes:

- Newly redesigned, user friendly, SWS website with improved functionality;
- 50% reduction in the total number of specifications;
- Improved organization of the SWS;
- Simplified and standardized framework for future additions to the SWS; and,
- Reduced need for variance requests (VR) for the WAP.

Visit the [2020 SWS site](#) to tour the changes. In addition, DOE is providing a [webinar overview](#) of the 2020 update process. Additional information can be found on the [SWS maintenance page](#).

The [2017 version of the SWS](#) will remain available for reference by Grantees up to September 1, 2023.

Field Guide (FG) Renewals - 5 Year Update Cycle Begins

The SWS will move to the previously planned 5-year update cycle reflecting the maturity of the SWS. This 5-year update cycle will also apply to WAP Grantee FG's approved after September 1st, 2020.

DOE reminds Grantees that all previously approved FG's based on the 2017 SWS must be followed until an updated FG, aligned with the 2020 SWS, is approved by DOE.

DOE encourages Grantees to:

- Begin the next update of their FG as soon as possible (at least 6 months prior to expiration of your current FG approval) to take advantage of the reduction and simplification in installation requirements for Subgrantees.
- Consider aligning FG renewal dates with the existing Energy Audit (EA) approval dates.
 - Contact your Technical Project Officer (TPO) to determine how to best align the renewal of your FG and EA approvals.

For Grantee reference, a [webinar overview](#) of the FG review process is available.

To facilitate FG updates, we recommend using the [complete 2020 update change log](#) that documents all the updates accomplished in this update cycle.

Variance Requests

The 2020 SWS update resolved the majority of conflicts and as a result, significantly decreases Grantees' need to submit Variance Requests (VR).

DOE advises Grantees:

- Verify whether any previous VR approved by DOE in the last FG renewal cycle are still necessary before resubmitting them during this FG renewal cycle.
- If necessary, accurately identify the new location of specifications requiring variances.

WAP Grantees may submit VR using the existing procedure by completing the [VR web form](#). If you need a refresher on how to submit a VR, please review the [Variance Request Review Process](#).

If security settings will not allow access to the web form, please fill out the [spreadsheet](#) version and email the completed form to your TPO.

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