**WAweb Transition Checklist for WAP Grantees**

Grantees switching from Weatherization Assistant version 8 (WAv8), to WAweb may use this optional checklist to ensure that all necessary updates to their annual plans, guidance documents, and training plans are completed in a timely manner.

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| **Transition Checklist** | Date Planned | Date Complete |
| **Notifications** |
| Notify DOE Technical Project Officer (TPO) via email of intent for transition from WAv8 to WAweb, including dates for implementation. |  |  |
| Notify ORNL of intent to use WAweb, copy TPO on email.(Bill Eckman 865-341-1964 (office); eckmanwe@ornl.gov.) |  |  |
| Notify DOE TPO when Libraries are ready for review |  |  |
| **Updates to WAP Master File** |
| Describe transition to WAweb, with timeline and target dates. (V.5.2 - Energy Audit Procedures) |  |  |
| Describe training and technical assistance (T&TA) planned for Grantee and Subgrantee staff with timelines and target dates. (V.8.4 – Training and Technical Assistance Approach and Activities, and T&TA Plan) |  |  |
| **Internal Grantee Updates/Training** |
| Update energy audit and final inspection guidance and forms that relate to the use of WAweb. |  |  |
| Provide training to Subgrantees on updated guidance and implementation timeline. |  |  |
| Complete transition to WAweb no later than the beginning of Program Year 2024 (PY 24). |  |  |

**Resources:**

* [WAP Memo 113 - Weatherization Assistant Suite of Tools and Transition Requirement Updates](https://www.energy.gov/node/4832594)
* [Weatherization Assistant on the Web (WAweb): Frequently Asked Questions](https://www.energy.gov/node/4832592)
* [WAweb Example Conversion Timeline](https://www.energy.gov/node/4832595)