

# Memorandum

DATE: **January 6, 2017**

WAP Memorandum 022

REPLY TO

ATTN OF: **David Rinebolt, Weatherization Assistance Program Manager**  
**Weatherization and Intergovernmental Program Office**

*DCR*

SUBJECT: **Allowable Use of Training Funds for Network Conferences**

TO: **Weatherization Assistance Program Grantees**

The Department of Energy's (DOE) Weatherization Assistance Program (WAP) strongly encourages Grantees and Subgrantees of the Program to participate in network training opportunities. Historically, DOE hosted a National Weatherization Training Conference biannually, to offer 'hands-on' training and classroom training to WAP providers. In 2017, DOE has chosen to partner with two national organizations to satisfy this demand.

Grantees often budget to participate in DOE's training conference and/or similar training conferences in their State Plan. This year Grantees and Subgrantees are encouraged to utilize those funds to attend the 2017 National Association for State Community Service Programs (NASCS) Spring Training Conference and/or the 2017 HPC National Home Performance Conference and Trade Show. Given the proximity in dates of these two conferences, please review each conference agenda to determine the best fit for WAP staff. **Please note that costs related to attending either Conference are allowable as a WAP Training and Technical assistance expense (T&TA).**

## 2017 NASCSP SPRING TRAINING CONFERENCE

The 2017 NASCSP Spring Training Conference, scheduled for March 27-31, 2017, at the Marriott Renaissance Arlington Capital View, Arlington VA.

The 2017 NASCSP Spring Conference is made up of three avenues of training and are detailed as follows:

- March 27-28, 2017 – Orientation for WAP Grantee Managers
- March 27-28, 2017 – Monitor Training for WAP Grantee monitors, monitoring staff and contracted monitors
- March 29-31, 2017 – Core Training Conference for WAP Grantee Managers and Staff

The WAP Track of NASCSP's Spring Training Conference will provide a wealth of information, tools, and resources in the general workshops to enhance and improve Grantee administration, management and implementation of the Program.

To find out more information about the meeting, please visit the event website at <http://www.nascsp.org/Events.aspx>.

## **2017 HPC NATIONAL HOME PERFORMANCE CONFERENCE AND TRADE SHOW**

DOE WAP recently announced its sponsorship of the 2017 HPC National Home Performance Conference and Trade Show – the home performance industry’s leading educational event. The conference will take place March 19-22, 2017, in Nashville, TN.

In addition to the HPC's traditional collection of high quality sessions, this year's conference will include multiple tracks and over 30 sessions specifically developed for the WAP network. DOE WAP staff will be in attendance and DOE is encouraging WAP professionals to attend this exciting and important learning and networking opportunity. In recognition of WAP's participation, individuals employed by the WAP network are eligible to receive a discounted registration rate.

This code will get attendees the \$675 registration price through February 17 and then \$775 registration price through the start of the conference: NATWX9C

**IMPORTANT:** Please note that this code is only to be used by individuals employed by or contracted to the DOE Weatherization Assistance Program. Registrants' employer information will be requested and verified to ensure the appropriate use of this discount. Contractors to WAP agencies must include their company name followed by the name of the WAP agency that employs them in the "company/organization" field on their registration form (e.g., ABC Contracting/LMNOP Community Action Agency).

Attendance at this event is also considered an allowable use of training and technical assistance (T&TA) funds by WAP network organizations. To find out more information about the conference, please visit the event website <http://www.homeperformance.org/conferences/2017-hpc-national-home-performance-conference-trade-show>.

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