

Memorandum

DATE: **January 8, 2019**

WAP Memorandum 045

REPLY TO

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

SUBJECT: **Allowable Use of Training Funds for the 2019 NASCSP Mid-Winter Conference**

TO: **Weatherization Assistance Program Grantees**

The Department of Energy's Weatherization Assistance Program (WAP) strongly encourages all Grantee Managers to attend the 2019 National Association for State Community Service Programs (NASCSPP) Mid-Winter Conference, scheduled for February 11 – February 15, 2019, in Arlington, VA.

The WAP Track of NASCSP's Mid-Winter Conference will provide a wealth of information, tools, and resources in the general workshops to enhance and improve Grantee administration and implementation of the Program. WAP staff from DOE Headquarters in Washington, DC will be introducing the "WAP Manager's Toolkit" during the preconference days. The toolkit is being assembled to assist new WAP managers and personnel in becoming familiar with many aspects of the Program. Session topics will include an Introduction to Weatherization – Rules, Roles and Responsibilities, Program Management Basics, Technical Management Basics, Introduction to Training and Technical Assistance, and an Introduction to Monitoring.

Throughout the core conference, DOE staff will present "WAP Federal Perspectives" in addition to several other sessions. This two-part session will provide updates and insights on current and oncoming WAP activities, and will engage the audience in a critical dialogue about issues facing the Program at the state and local levels that should be addressed by the WAP network. The NASCSP Mid-Winter Conference will provide the best training and information exchange opportunity for WAP managers this year.

The 2019 NASCSP Spring Conference training breaks-down as follows?

- February 11-12, 2019 – Orientation for WAP Grantee Managers
- February 13 – February 15, 2019 – Core Conference for WAP Grantee Managers and Staff

Please note that costs related to attending the NASCSP Conference are allowable as a WAP training and technical assistance expense. We hope that all Grantee WAP managers will attend and participate in our national dialogue on operating a more effective Weatherization Assistance Program.

To find out more information about the meeting, please visit the event website at <https://www.nascspevents.org/>.