

# Memorandum

**DATE:** November 12, 2024 **WAP Memorandum 141**

**REPLY TO**  
**ATTN OF:** **Carrie Smith, Retrofit and Readiness Program Manager,  
Weatherization Assistance Program**

**SUBJECT:** **Approved use of Training and Technical Assistance funds to attend  
2025 NASCSP Winter Training Conference – February 3-7, 2025**

**TO:** **Weatherization Assistance Program Grantees, Subgrantees, and Weatherization  
Training Centers**

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

The U.S. Department of Energy’s (DOE) Weatherization Assistance Program (WAP) encourages Grantees and Subgrantees, and Weatherization Training Centers staff and contractors to attend the 2025 National Association for State Community Service Programs (NASCSPP) Winter Training Conference, scheduled for February 3 - 7, 2025, in Arlington, Virginia.

The WAP Track of NASCSPP’s Winter Training Conference will provide a wealth of information, tools, and resources to enhance and improve Grantee administration and implementation of the Program. The session offerings will include fiscal, technical, and programmatic content. The general session workshops will include federal partner and national partner updates and provide relevant training on important WAP topics. In addition to the core conference training, NASCSPP will offer a WAP pre-conference dedicated to new manager training courses and a meet and greet session with several DOE Project Officers. The new manager training pre-conference is recommended for all Grantee and Subgrantee WAP staff with zero to five years of experience.

Staff from DOE’s Office of State and Community Energy Programs, will be presenting a double session entitled “The DOE Federal Perspective.” This session will provide federal updates and insights into current and upcoming WAP activities and will engage the audience in a critical dialogue about current issues and opportunities facing the Program at the Grantee and Subgrantee levels.

The 2025 NASCSPP Winter Training Conference training breaks down as follows:

- February 3 - 4, 2025 – New manager training pre-conference
- February 5 - 7, 2025 – Core conference

Please note that the costs related to attending the 2025 NASCSPP Winter Training Conference are allowable as a WAP Training and Technical Assistance expense. WAP Grantees, Subgrantees,

Weatherization Training Centers and National Partner staff and contractors who attend and participate in these national dialogues and peer exchanges help to continue to create a more effective WAP.

To find out more information about the conference and to register for the event, please visit the event website at <https://nascsp.org/2025-winter-training-conference/>

If you have questions regarding the information in this Memorandum, please contact your DOE Project Officer or reach out to [wapta@hq.doe.gov](mailto:wapta@hq.doe.gov).