

Memorandum

DATE: Issued November 7, 2024

CARRIE
SMITH

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CARRIE SMITH
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WAP Memorandum 140

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 National Community Action Partnership's Management and Leadership Training Conference**

TO: **Weatherization Assistance Program Grantees**

INTENDED

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

The National Community Action Partnership (NCAP) 2024 Management and Leadership Training Conference (MLTC) is scheduled for January 28 – 31 in New Orleans, LA.

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 content for this conference is crafted specifically for emerging and current leaders at Community Action Agencies.

The 2025 MLTC will feature a variety of training workshops, structured roundtable discussions, dynamic speakers, and networking opportunities, including a Weatherization track. Staff from DOE's Office of State and Community Energy Programs (SCEP) will provide federal updates and insights on current and upcoming WAP activities and will engage the audience in a critical dialogue about current issues and opportunities facing the Program.

2024 NCAP MLTC breaks down as follows:

- January 28, 2024 – Pre-conference Sessions
- January 29-31, 2024 – Core Conference Sessions

Attendance at this event is considered an allowable use of DOE training and technical assistance (T&TA) funds. Conference sessions include a multi-day track of training in building non-federal partnerships to enhance the impact of WAP. To find out more information about the conference and to register for the event, please visit the event website at: [2025 Management & Leadership Training Conference | National CAP](#)

Grantees who have questions regarding this memorandum or its contents should contact their DOE Programmatic Project Officer and/or email WAPTA@hq.doe.gov.