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MEMO

WX-2010-10

TO: Agency Directors, Fiscal Officers and Weatherization Coordinators
FROM: Tim Zimmer, Weatherization Program Coordinator
RE: Funding Summary Sheet
DATE: October 28, 2010

Greetings,

It has become apparent through our monitoring visits and the recent DOE monitoring that there is a need for a funding summary sheet detailing all measures completed and the funding sources utilized for each measure. By utilizing such a sheet in the front of each closed file, it will allow the monitor to see, at a glance, all pertinent information for the project.

Effective immediately, all weatherization projects completed after November 1, 2010, will be required to have a summary sheet included in the file that itemizes all measures completed and all funding sources utilized for each measure. The summary must also include a breakdown of health and safety and energy related repair costs associated with each project.

Please see the attached Excel spreadsheet example for your use. Feel free to change this as you see fit, or develop your own sheet as long as it includes all required information.

I thank you for your attention to this matter.

Best regards,

Tim Zimmer