

[ORNL LETTERHEAD]

[BRUCE TONN CONTACT INFO.]

[DATE]

[RECIPIENT ADDRESS]

Dear Mr/s. _____:

I am writing to announce the formal commencement of the national evaluation of the Weatherization Assistance Program. The Office of Weatherization and Intergovernmental Program, U.S. DOE, has tasked Oak Ridge National Laboratory (ORNL) with conducting this evaluation. The last national evaluation of WAP was conducted almost 20 years ago and the program has changed in many ways since then. It is vitally important for the weatherization community and DOE to take stock of the program. With this in mind I encourage your state's active participation in the evaluation.

Planning for the evaluation began several years ago. In 2006 ORNL convened a Weatherization Network Committee of approximately forty stakeholders to provide input for developing a draft evaluation plan. The draft plan was then peer reviewed by over a dozen energy program evaluation and weatherization experts and was published in early 2007.¹ Through a competitive bidding process ORNL selected APPRISE Incorporated to implement the evaluation. The Energy Center of Wisconsin, Michael Blasnik & Associates, and Dalhoff Associates, LLC are key members of the APPRISE team. After a two-year hiatus ORNL received authorization and funding in spring 2009 to implement the evaluation.

Now the team is moving ahead with plans to conduct a retrospective evaluation involving WAP Program Years (PY) 2007 and 2008. Energy savings, energy cost savings, and cost effectiveness will be estimated for both these program years. A process evaluation and analysis of non-energy benefits will focus on PY 2008, although some data collected will be relevant to PY 2009. Special metering and other technical studies will collect data during PYs 2009 and 2010.

The scope of the evaluation will require fairly extensive data collection involving your state and sub-grantees (i.e., your local weatherization agencies). We completely understand that this is an unprecedented period in the history of low-income weatherization. Demands and goals associated with the American Recovery and Re-investment Act of 2009 are substantial. Our team will do everything possible to minimize the burden this evaluation will place on your state's and agencies' staff. The extra resources provided to the weatherization community by the Recovery Act are also allowing this evaluation to proceed. We must capitalize on the opportunity presented by this funding and the support of the current administration to conduct this much needed and delayed evaluation.

Included with this letter is an introductory packet from the evaluation team containing:

¹ Details about the plan and the members of the Weatherization Network Committee can be found here: <http://weatherization.ornl.gov/pdf/Prelim%20Eval%20Plan-Feb%202007.pdf>

- 1) An introductory letter from the Energy Center of Wisconsin
- 2) Frequently Asked Questions about the evaluation
- 3) Sample language for voluntary communication with your local weatherization agencies
- 4) A preview of what's next in the evaluation process
- 5) A form asking for additional contact information for your state office

The Energy Center's letter contains more information about this packet.

Do not hesitate to contact me if you have any questions or concerns about the evaluation. I can be reached at (865) 574-4041 and tonnbe@ornl.gov.

Sincerely,

[BRUCE TONN SIGNATURE]