

[ECW LETTER HEAD]

[DATE]

[RECIPIENT ADDRESS]

Dear Mr/s. _____:

The Energy Center of Wisconsin is proud to be a part of the team evaluating the Weatherization Assistance Program, and we look forward to working with you and your peers in the weatherization community during this project.

The Energy Center will serve as the evaluation team's single point of contact for state offices and local agencies in an effort to make the evaluation process as smooth as possible for you. We believe streamlining communication and data collection in this way will be more efficient for you and ensure consistent and clear communication. Once data collection begins we plan to provide a single case manager for each state office and that state's agencies. This person will serve as a resource for you, answer your questions about the evaluation, and keep your interaction with the evaluation process as smooth as possible.

Please note below that we ask for additional contact information for your office.

Attached is an introductory packet we created to give you additional context for the evaluation and to begin the communication process in your state.

- 1) We hope the Frequently Asked Questions provides additional information and addresses the questions many weatherization stakeholders may have.
- 2) We believe that both burden minimization and the overall success of the evaluation will be greatly enhanced by keeping states informed of our work with their agencies. With this in mind we have drafted a sample communication that you may choose to share with your local agencies. Sharing this information is optional and voluntary. However, we believe that an announcement about the evaluation coming from the state office will help us cultivate relationships with your state's local agencies. We suggest inclusion in any customary communications (newsletters, conference calls, email blasts) you may use.
- 3) So that you can plan accordingly, we have included our anticipated next steps.
- 4) In order to facilitate smooth communication with your office we would like you to include the names and contact information of individuals who you think would best be able to address issues about database & data inquiries, program operations questions, and local agency relations.

We will let you know before we make our first formal data request. Please feel free to contact me with any questions in the meantime or at any time during the evaluation.

Regards,

[INGO BENSCH SIGNATURE]