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To: WAP Subgrantees  
From: Community Programs  
Release Date: November 20, 2023  
Effective Date: November 20, 2023  
**Subject: Pre-Auditor Training**

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**Program Guidance: WAP-2023-07**

## Background

The Pre-Auditor role within the Weatherization Assistance Program has been at times utilized by subgrantees, albeit colloquially defined. It is understood that a Pre-Auditor conducts an assessment of the applicant's house to ensure the home is in good condition to participate in the program to expedite the energy auditor's assessment. This may include an assessment that is not limited to determining the habitability and the ability to perform work on the house as well as energy savings opportunities. A Pre-Auditor may recommend a deferral to the Weatherization manager so long as they have completed the required training to be determined a Pre-Auditor. The following guidance is updating the required training for the Pre-Auditor so that it coincides with responsibilities of the Pre-Auditor.

## NEW GUIDANCE

Effective November 20, 2023, IHCD will no longer require subgrantees to bring employees they wish to utilize for the pre-audit (initial walkthrough of the unit) to undergo training for Lead Safe Weatherization or the Healthy Homes Evaluator. A Pre-auditor must have OSHA 10 and the Moisture Assessment courses completed prior to performing pre-audit level walkthroughs.

Please direct all questions regarding this guidance to Ethan Scott at [iwx@ihcda.in.gov](mailto:iwx@ihcda.in.gov).



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