

# 2026 WAP DOE Application SF-424

**Type of Submission:**

Application

**Type of Application:**

New

**Federal Award Identifier:**

DE-SE0001822

**APPLICANT INFORMATION:**

*Legal Name:*

State of Indiana, IHEDA

*Employer Tax Identification Number:*

351485172

*UEI:*

PW8WAKF1KWG9

*Address:*

**Street 1:** 30 South Meridian Street

**Street 2:** Suite 900

**City:** Indianapolis

**County:** Marion County

**State:** Indiana

**Country:** USA

**Zip/Postal Code:** 46204-0000

*Organizational Unit:*

**Division Name:** Community Programs

**Department Name:** Weatherization

*Name and contact information of person to be contacted on matters involving this application:*

**First Name:** Mark

**Last Name:** Doud

**Title:** Director Energy & Utility Programs - Weatherization

**Organization Affiliation:** IHEDA

**Telephone Number:** (317) 232-7777

**Email:** madoud@iheda.in.gov

**Type of Applicant:**

State Government

**Name of Federal Agency:**

Department of Energy

**Catalog of Federal Domestic Assistance Number:**

81.042 - Weatherization Assistance for Low-Income Persons

**Funding Opportunity Number:**

DE-WAP-0002026

**Title:** 2026 WAP Funding

**Areas Affected by Project (Cities, Counties, States, etc):**

Indiana - Statewide

**Descriptive Title of Applicant's Project:**

Indiana's 2026 WAP. Weatherization assistance for low-income individuals.

**Congressional Districts Of:**

a. **Applicant:** Indiana Congressional District 07

b. **Program/Project:**

State: Indiana

Congressional District: Indiana-Statewide

**Proposed Project:**

a. **Start Date:** 7/01/2026

b. **End Date:** 06/30/2027

**Estimated Funding (\$):**

**Federal:** \$ 10,914,564.00

**Is Application Subject to Review By State Under Executive Order 12372 Process?:**

Program is not covered by E.O. 12372.

**Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation in attachment):**

No

**Authorized Representative:**

**First Name:** Mark

**Last Name:** Doud

**Title:** Director Energy & Utility Programs - Weatherization

**Organization Affiliation:** IHEDA

**Telephone Number:** (317) 232-7777

**Email:** madoud@iheda.in.gov

# 2026 WAP DOE Budget Information SF-424A

## Program Information

### Program Identification #

SE0001822

### Program Title

Weatherization Assistance Program

### Name and Address

State of Indiana, IHCDA  
30 South Meridian Street, Ste 900, Indianapolis, IN, 46204

### Program Start Date

7/1/2026

### Program Completion Date

6/30/2026

## Section A – Budget Summary

Grant Program Function		Estimated Unobligated Funds		New or Revised Budget		
Grant Program Function	Federal Catalog #	Federal	Non-Federal	Federal	Non-Federal	Total
Federal	81.042	\$6,818,964	\$0	\$10,914,564	\$0	\$17,733,528

## Section B – Budget Categories

Category	Personnel	Fringe Benefits	Travel	Contract	Other Direct Costs	Total
Grantee Admin	\$358,786	\$123,410	\$0	\$0	\$404,480	\$886,676
Grantee T&TA	\$55,134	\$25,134	\$99,200	\$1,623,186	\$102,230	\$1,904,884
Admin	\$0	\$0	\$0	\$1,773,354	\$0	\$1,773,354
Financial Audits	\$0	\$0	\$0	\$266,443	\$0	\$266,443
Liability Insurance	\$0	\$0	\$0	\$133,222	\$0	\$133,222
Energy Audit	\$0	\$0	\$0	\$666,109	\$0	\$666,109
Inspection	\$0	\$0	\$0	\$666,109	\$0	\$666,109
Base	\$0	\$0	\$0	\$7,853,553	\$0	\$7,853,553
Health & Safety	\$0	\$0	\$0	\$1,963,388	\$0	\$1,963,388
T&TA	\$0	\$0	\$0	\$168,000	\$0	\$168,000
Readiness	\$0	\$0	\$0	\$1,451,790	\$0	\$1,451,790
<b>Total</b>	<b>\$413,920</b>	<b>\$148,544</b>	<b>\$99,200</b>	<b>\$16,565,154</b>	<b>\$506,710</b>	<b>\$17,733,528</b>

# 2026 WAP DOE Budget Justification SF-424A

## Personnel

Positions to be supported under the proposed award and brief description of the duties of professionals:

Description	Amount	Justification
Accounting - Clerical	\$7,473.50	Handles all accounts receivable and accounts payable for the program
Accounting - Management	\$11,072.62	Handles all controller duties and other high-level accounting tasks.
Legal	\$19,173.12	Reviews and approves sub-grantees and professional services contracts; reviews requests for proposal documents; oversee information requests; handles all legal work for weatherization department
Public Relations/Marketing/Legislative Work	\$5,922.70	Handles all media inquiries; produces necessary marketing materials; answers constituent inquiries received from legislative staff or directs to weatherization staff as necessary
Chief Programs & Services Officer	\$23,985.60	Oversee the activities of the Community Program's staff. Responsible for approving allocation of funds to subrecipients, ensuring contracts are executed in a timely manner. Facilitates partnerships with community based and consumer based entities to further and broaden the reach of the weatherization program.
Director of Energy & Utility Programs	\$51,785.58	Oversee the activities of the Community Program's staff. Responsible for approving allocation of funds to sub grantees, ensuring contracts are executed in a timely manner. Facilitates partnerships with community based and consumer based entities to further and broaden the reach of the weatherization program.
Program Manager	\$91,172.53	Responsible for overall operations of the weatherization program; liaises with technical staff, oversees monitoring process and reporting; submits all required reports; responsible for approving sub-grantee allocations.
Analyst I	\$87,971.20	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to subrecipients, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.

Analyst II	\$76,773.23	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to subrecipients, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
Analyst III	\$38,589.93	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to subrecipients, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
<b>Total</b>	<b>\$413,920.00</b>	

### Fringe Benefits

Fringe rates are not approved by a Federal Agency, but cost rates are approved by the State Budget Agency and the General Assembly. Fringe benefits include FICA, retirement, health/dental/vision insurance, and short/long term disability. Benefits vary per person due to each employee selection of health care plans, etc. Amounts are based on fringe expenditure history per individual. The estimated fringe benefits rate is 35% in the State of Indiana broken down as follows:

- Health/Dental/Vision: 17.16%
- Retirement: 10.81%
- FICA: 5.69%
- Short & Long Term Disability: 0.93%
- Basic Life Insurance: 0.10%
- Deferred Comp: 0.31%

Description	Amount
Accounting - Clerical	\$2,677.68
Accounting - Management	\$3,969.77
Legal	\$6,877.84
Public Relations/Marketing/Legislative Work	\$2,120.92
Chief Programs & Services Officer	\$8,605.53
Director of Energy & Utility Programs	\$18,585.69
Program Manager	\$32,725.65
Manager of Special Projects	\$0.00
Database Administrator	\$0.00
Analyst I	\$31,576.29
Analyst II	\$27,556.22
Analyst III	\$0.00
Analyst IV	\$0.00
Analyst V	\$0.00
Data and Reporting Analyst	\$0.00
Compliance Analyst	\$0.00
Claims Specialist	\$13,848.42
<b>Total</b>	<b>\$148,544.00</b>

## Travel

Computation of travel is based on past trips of similar nature. Costs for the Regional meetings are based on projected cost of airline tickets, hotel costs, days of per-diem, and number of people attending the meetings. Indiana pays \$.47 for mileage when personal vehicles are used, approx. \$35 for a car rental per day, meals at actual cost per day, approx. \$100 per night for in State lodging, and actual lodging costs for out of State lodging.

Description	Amount
Subrecipient Office/Site Visit	19200
Subrecipient Network Assembly	80000
<b>Total</b>	<b>\$99,200.00</b>

## Contract

Description	Amount	Justification
Subrecipient Contracts	\$14,941,968.00	Formula-based allocation amounts. Includes Admin, Financial Audit, Liability Insurance, Energy Audit, Inspection, Base Operations, Health & Safety, T&TA, and Readiness.
INCAA	\$736,180.00	WAP Training Provider
EIS	\$180,000.00	WAP Database Hosting
Hutson Homes	\$130,850.00	Program monitoring and T&TA
SKJO Services	\$106,200.00	Program monitoring
Indy Energy Solutions	\$79,325.00	Technical monitoring
Charis Inspections	\$26,700.00	Technical monitoring
Ad Hoc T&TA	\$363,931.00	T&TA set aside for future contracts or subrecipient request.
<b>Total</b>	<b>\$16,565,154.00</b>	

## Other Direct Costs

All costs proposed are only being used in support of the WAP

Description	Amount	Justification
Rent	\$54,618.00	Based on space used and a percentage of IHCDA Personnel. Utilization of these funds goes strictly to WAP Services.
Software & Hardware	\$46,890.00	Based on space used and a percentage of IHCDA Personnel. Utilization of these funds goes strictly to WAP Services.
Office Supplies	\$876.00	Based on space used and a percentage of IHCDA Personnel. Utilization of these funds goes strictly to WAP Services.
Indiana Office of Technology	\$4,064.00	Based on space used and a percentage of IHCDA Personnel. Utilization of these funds goes strictly to WAP Services.
Accounting	\$21,256.00	Accounting costs such as audits, advice, software. Utilization of these funds goes strictly to WAP Services.
Other IHCDA Admin Supplies (F&F)	\$9,066.00	Additional resources. Utilization of these funds goes strictly to WAP Services.
Staff Management Training	\$10,000.00	
NASCSP Membership	\$7,000.00	Annual dues to NASCSP which allows access to the multitude of NASCSP

		resources. The portion of NASCSP membership used by the WAP team is strictly used for their Weatherization webinars, Weatherization conferences, and other Weatherization promotional and advocating services. Utilization of these funds goes strictly to WAP Services.
Semi-Annual Managers Meetings	\$6,330.00	Hold two trainings for Weatherization Managers on topics of IHCD's choice. Utilization of these funds goes strictly to WAP Services.
Energy Out West	\$11,800.00	Register & attend Conference. Utilization of these funds goes strictly to WAP Services.
Conference - NASCSP Winter	\$24,800.00	Register & attend Conference. Utilization of these funds goes strictly to WAP Services.
Conference - NASCSP Fall	\$18,600.00	Register & attend Conference. Utilization of these funds goes strictly to WAP Services.
HPC Conference	\$17,700.00	Register & attend Conference. Utilization of these funds goes strictly to WAP Services.
State Association Conference	\$6,000.00	Register & attend Conference. Utilization of these funds goes strictly to WAP Services.
Ad Hoc Admin	\$267,710.00	Admin not allocated in staff time, and utilized on an as needed basis. Ad Hoc needs for this category may include but are not limited to: future contracts, travel or conferences, a holdback that can be allocated to the subrecipient network, and items that cannot be paid for with T&TA dollars. Utilization of these funds goes strictly to WAP Services.
<b>Total</b>	<b>\$506,710.00</b>	

## Remarks

### *Financial Audits*

In accordance with 2 CFR 200.425(a)(2), only those Subrecipient expending more than \$1,000,000 in total Federal Funding annually will receive financial audits funding identified in the Grantee's SF424A Budget.

### *Personnel Salaries*

Personnel salary percentages paid out through DOE are estimates of up to how much of the award may be paid to the personnel category. BIL and LIHEAP pay out the remaining percentage left of the personnel's salary to add up to 100%. For example, if a personnel is estimated to be paid through DOE 75%, it is estimated the remaining 25% will be paid through BIL and LIHEAP funding.

# 2026 WAP DOE Annual File

## IV.1 Subgrantees

### Allocations & Production Goals

Subrecipient	Registered Name via PAGE.gov	Allocation	Units
Area IV	Area IV Agency on Aging and Community Action Programs, Inc.	\$709,547.00	44
CAGI	Community Action of Greater Indianapolis, Inc.	\$1,880,486.00	112
BP-CANI	Community Action of Northeast Indiana, Inc.	\$1,392,937.00	84
CASI	Community Action of Southern Indiana, Inc.	\$573,760.00	36
CAPWI	Community Action Program, Inc. of Western Indiana	\$523,038.00	33
CAPE	Community Action Program of Evansville and Vanderburgh County, Inc.	\$642,164.00	41
Tri-CAP	Dubois Pike Warrick Economic Opportunity Committee	\$422,166.00	28
HUEDC	Hoosier Uplands Economic Development Corporation	\$475,642.00	32
ICAP	Interlocal Community Action Program, Inc.	\$1,224,353.00	76
Heartland	Madison County JobSource	\$762,379.00	47
LHDC	Lincoln Hills Development Corporation	\$385,532.00	25
NCCAA	North Central Community Action Agencies, Inc.	\$879,577.00	55
CoAction	Northwest Indiana Community Action Corporation	\$970,339.00	60
OVO	Ohio Valley Opportunities, Inc.	\$677,385.00	42
REAL	REAL Services, Inc.	\$1,154,693.00	71
SCCAP	South Central Community Action Program Inc.	\$678,098.00	42
SIEOC	Southeastern Indiana Economic Opportunity Corporation	\$512,259.00	33
PACE	PACE Community Action Agency, Inc.	\$509,136.00	33
WICAA	Western Indiana Community Action Agency, Inc.	\$568,477.00	36
	<b>Total</b>	<b>\$14,941,968.00</b>	<b>930</b>

### Organization Information & Workforce

Subrecipient	Org Type	UEI	Labor Source
Area IV	Non-profit	L8VLTCRHVLM1	Contractors
CAGI	Non-profit	DGUFLEFN24L1	Contractors
BP-CANI	Non-profit	NN8CLFUP21H7	Both
CASI	Non-profit	GJC6TK3KXV34	Both
CAPWI	Non-profit	JMG9E9RDQ7E9	Both
CAPE	Non-profit	T5RWN1BSZ7H5	Both
Tri-CAP	Non-profit	DWDBNVJFE3C8	Both
HUEDC	Non-profit	K54RMGREAFN5	Contractors
ICAP	Non-profit	WJB3MVZM95L3	Both
Heartland	Unit of Local Government	KQJHQ7KA4JQ5	Both
LHDC	Non-profit	SMHYAV9HYDF6	Both
NCCAA	Non-profit	CCEYTRDL5CL3	Both
CoAction	Non-profit	LKFFCWXP1LU2	Contractors
OVO	Non-profit	D4CLGEA1PH33	Both
REAL	Non-profit	GUULBJ28J683	Contractors
SCCAP	Non-profit	C13RVFSKNP45	Contractors
SIEOC	Non-profit	NNDBW2X9AKD9	Both
PACE	Non-profit	LVRLKJ3MPGM8	Contractors
WICAA	Non-profit	TABYL92MU463	Both

### Service Territories

Subrecipient	County Served	District Served
Area IV	Carroll, Clinton, Tippecanoe, White	04
CAGI	Boone, Hamilton, Hendricks, Marion	04, 05, 07
BP-CANI	Adams, Allen, DeKalb, Huntington, Lagrange, Miami, Noble, Steuben, Wabash, Wells, Whitley	02, 03
CASI	Clark, Floyd, Harrison	09
CAPWI	Benton, Fountain, Parke, Montgomery, Vermillion, Warren	04, 08
CAPE	Gibson, Posey, Vanderburgh	08
Tri-CAP	Dubois, Pike, Warrick	08
HUEDC	Lawrence, Martin, Orange, Washington	08,09
ICAP	Blackford, Delaware, Fayette, Hancock, Henry, Jay, Johnson, Randolph, Rush, Shelby, Wayne	06, 09
Heartland	Grant, Howard, Madison, Tipton	04, 05
LHDC	Crawford, Perry, Spencer	08, 09
NCCAA	Cass, Jasper, LaPorte, Newton, Porter, Pulaski, Starke	01, 02, 04, 08
CoAction	Lake	01
OVO	Bartholomew, Decatur, Jackson Jefferson, Jennings, Scott	06, 09
REAL	Elkhart, Fulton, Kosciusko, Marshall, St. Joseph	02
SCCAP	Brown, Monroe, Morgan, Owen	04, 08, 09
SIEOC	Dearborn, Franklin, Ohio, Ripley, Switzerland, Union	06
PACE	Daviess, Greene, Knox, Sullivan	08
WICAA	Clay, Putnam, Vigo	04, 08

### Contact Personnel

Subrecipient	Contact	Phone	Email
Area IV	Daniel Overman	765-447-7683, 235	doverman@areaivagency.org
CAGI	Dominic Coleman	317-524-6853	dcoleman@cagi-in.org
BP-CANI	Joel Harms	260-423-3546, 207	joelharms@mybrightpoint.org
CASI	Jacob Pinion	812-288-6451, 2168	jpinion@casi1.org
CAPWI	Terri Poynter	765-793-4881	tpoynter@capwi.org
CAPE	Candace Gilliam	812-492-3923	CGilliam@capeevansville.org
Tri-CAP	Brian Beckman	812-482-2233, 110	brian@tri-cap.net
HUEDC	JR Robling	812-849-4457	jrobling@hoosieruplands.org
ICAP	Holly Lee	765-529-4403, 304	hlee@icapcaa.org
Heartland	Brandon Morris	765-646-9276, 5509	Brandon.morris@madisoncounty.in.gov
LHDC	Mike Axton	800-467-1435, 221	mikeaxton@lhdc.org
NCCAA	Dalton Hogan	219 872-0351	dhogan@nccomact.org
CoAction	Jeffrey Jonston	812-265-5858	jjohnston@coaction.care
OVO	Jeff Rowlett	812-265-5858	jrowlett@ovoinc.org
REAL	Latonia Newhouse	574-284-7130	lnewhouse@realservices.org
SCCAP	Steven Kramer	812-339-3447, 706	skramer@insccap.org
SIEOC	Rocky Walton	812-926-1585, 240	rwalton@sieoc.org
PACE	Mary Grounds	812-882-7927, 1209	mgrounds@pacecaa.org
WICAA	Jon Hook	812-446-4000	jhook@wicaa.org

## IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units	930
Reweatherized Units	0

Average Unit Costs		
Total Vehicles Costs/Unit		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	930
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized or Reweatherized	930
E	Average Vehicles & Equipment Acquisition Cost/Unit	\$0.00
Average Cost/Dwelling Unit		
F	Total Funds for Program Operations	\$7,853,553.00
G	Total Dwelling Units to be Weatherized or Reweatherized	930
H	Average Program Operations Costs/Unit	\$8,444.68
I	Average Vehicles & Equipment Acquisition Cost/Unit	0
J	Total Average Cost/Dwelling	\$8,442.64

## IV.3 Energy Savings

Method used to calculate savings (new): WAP Algorithm

Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	930	27249

## IV.4 DOE-Funded Leveraging Activities

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 6.4 Leveraged Funds

## IV.5 Policy Advisory Council Members

Organization Name	Contact Person	Contact Phone	Contact Email
Madison County DCS	Jessica Maxwell	765-649-0142	Jessica.Maxwell@dcs.IN.gov
Ivy Tech Community College	Joan Ketterman	317-917-5902	jketterman4@ivytech.edu
Duke Energy	Andy Downey	800-774-1226	Andy.Downey@duke-energy.com
Indiana Energy Association	Matt Long	317-632-4406	Mlong@indianaenergy.org
Indiana DOH	Paul Krievins	317-233-7197	PKrievins@health.in.gov
Bloomington Commission on Sustainability	Alex Jorck	812-349-3837	ajorck@gmail.com
IHCDA	Mark Doud	317-232-7777	MaDoud@ihcda.IN.gov

## IV.6 State Plan Hearings

Date Held	Newspapers that publicized the hearings and the dates the notice ran
03/23/2026	Public Hearing Notice was posted to the IHCD's Public Notices page on 3/9/2024

## **IV.7 Miscellaneous**

### **RFP for New Subrecipient in PY 2026**

IHCDA has begun the process of forming a new subrecipient territory in north central Indiana which will bring a more focused attention to several counties currently on the peripheral of 3 existing local service providers. The new territory will consist of Cass, Miami and Wabash counties.

Currently, Cass County and its largest city, Logansport, is 68 miles from the main office of the service provider. This geographical distance greatly diminishes the current service provider from maximizing the Weatherization potential which exists in Logansport as well as in the rural areas of Cass County. Similarly, the largest cities in both Miami, Peru, and Wabash Counties are between 48-60 miles from their current respective service providers. Between just those 3 mid-sized Indiana cities there is a total population of just under 40,000 and an approximate household count of 16,000 according to recent U.S. Census Bureau data. The older housing stock in these areas along with the demographic features make these 3 counties a prime region of Indiana that should experience a significant boost in Weatherization services once a more local entity is identified and under Agreement with IHCDA.

A Request for Proposal (RFP) to regional nonprofit service providers will be distributed in mid-April. Assessment of the returned RFP's will be conducted internally with a decision anticipated in late May and a target date of bringing the new local subrecipient online by July 1, 2026, the start of the new Program Year for Indiana Weatherization. Both of the current service providers for the three Indiana counties (Cass, Miami and Wabash) have agreed to relinquish their respective Weatherization services to those respective counties to a new local service provider once one is selected by IHCDA. Weatherization data sets for the impacted counties will be electronically transferred by IHCDA to the new subrecipient.

#### **Recipient Business Officer for IHCDA:**

Ms. Samantha Spergel  
Email: [sspergel@ihcda.in.gov](mailto:sspergel@ihcda.in.gov)  
Phone: 317-234-7777

#### **Recipient Principal Investigator for IHCDA:**

Mr. Mark Doud  
Email: [madoud@ihcda.in.gov](mailto:madoud@ihcda.in.gov)  
Phone: 317-232-7777

# 2026 WAP DOE Master File

## V.1 Eligibility

### V.1.1 Approach to Determining Client Eligibility

*Provide a description of the definition of income used to determine eligibility*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.1 Eligibility

*Describe what household eligibility basis will be used in the Program*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.1 Eligibility

*Describe the process for ensuring qualified aliens are eligible for weatherization benefits*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.3 Household Member Requirements

### V.1.2 Approach to Determining Building Eligibility

*Procedures to determine that units weatherized have eligibility documentation*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.4 Dwelling Types

*Describe Reweathering compliance*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.6 Previously Weatherized Units

*Describe what structures are eligible for weatherization*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.4 Dwelling Types

*Describe how Rental Units/Multifamily Buildings will be addressed*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.4 Rental Units

See 2026 IHCD WAP Low-Rise Multi-Family Policy & Procedure Manual attached to SF-424

*Describe the deferral Process*

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 4.2 Declined Units

### V.1.3 Definition of Children

Definition of children (below age): 18

### V.1.4 Approach to Tribal Organizations

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.2 Client Prioritization
- 

## V.2 Selection of Areas to Be Served

IHCD services all 92 counties of Indiana through 19 subrecipients who perform weatherization activities. These subrecipients must meet the following criteria for selection:

- Demonstrated ability to achieve projected goals and objectives
- Quality of work as demonstrated by past performance
- Ability to staff program with qualified, trained, and experienced WAP Professionals
- Ability to fulfill procedures for fiscal record keeping under Indiana and Federal codes

- Ability to fulfill Federal and State reporting requirements through client and unit bookkeeping

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 2.3 Subaward Contracts & Forms – Request for Qualifications

### V.3 Priorities

See 2026 IHCD WAP Policy & Procedure Manual attached to SF-424

- Section 3.2 Client Prioritization

### V.4 Climatic Conditions

The climate of Indiana is humid and continental. Summers are typically hot and humid throughout the state, while winters generally range from cool to cold. Precipitation in Indiana is moderate year-round.

Severe weather is common in the state, although there are typically fewer tornado reports in Indiana than in states located in what is known as “Tornado Alley”. Lake effect snowstorms also are common on the southeast shore of Lake Michigan, which is located in an area designated as “the Snowbelt” (source: Indiana Department of Natural Resources). Indiana sub grantees use the following weather stations when completing energy audits:

Indiana Heating and Cooling Degree Days

Station Name	State	City	HDD	CDD
CHICAGIL.WX	IL	Chicago	5802	1215
EVANVLIN.WX	IN	Evansville	4145	1746
FTWAYNIN.WX	IN	Fort Wayne	5859	1002
INDNAPIN.WX	IN	Indianapolis	4940	1358
SOBENDIN.WX	IN	South Bend	6025	986
LOUIVKY.WX	KY	Louisville	3809	1892
CINCINOH.WX	OH	Cincinnati	4774	1315

Source: NOAA, 2025

### V.5 Type of Weatherization Work to Be Done

#### V.5.1 Technical Guides and Materials

IHCD will ensure maximum energy savings by making certain that unit weatherized in Indiana receive the highest quality of work. The Indiana Weatherization Program accomplishes this by maintaining highly qualified monitors and a progressive training facility. To ensure that procedures are being properly applied, subgrantees receive specific technical training along with field visits and enhanced training at the field site.

IHCD is in the process of developing two field guides for Multi-Family projects. The first field guide will focus on Low Rise Multi-Family and the second field guide will focus on Large Multi-Family.

Per the procedure allowed by 10 CFR 440.21b and set forth in WPN 236 the following materials/audit procedures have been approved for use in Indiana’s program in addition to those allowed by 10 CFR 440 Appendix A:

Item	Approval Date
Refrigerators	1/7/2020
Heat Pump Water Heaters	1/7/2020
Spray Foam Insulation	8/18/2018
Light Emitting Diode (LED) Lighting	4/6/2017

Per requirements in WPN 22-4, IHCD added the following language to their subrecipient contracts:

Subrecipient shall perform weatherization services during the Term in accordance with the U.S. Department of Energy Weatherization Assistance Program State Plan for the State of Indiana, the Indiana Weatherization Field Guide, the Indiana Weatherization Policy and Procedures Manual, other State Weatherization directives as applicable, and any amendments thereto (collectively "State Weatherization Plan and Directives"). Upon completion of the document aligning Indiana's Weatherization Field Guide and DOE's Standard Work Specifications (SWS), subrecipient shall abide by and perform all work in accordance with said document. The subrecipient's signature on this agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph.

Subrecipient shall ensure that all Weatherization staff and subcontractors who perform or provide Weatherization services to client units receive and adhere to all standards as outlined in Indiana's Weatherization Field Guide, Indiana's Weatherization Policy and Procedures Manual, the Department of Energy Weatherization Assistance Program State Plan for Indiana and other State Weatherization directives as applicable. Upon completion of the document aligning Indiana's Weatherization Field Guide and DOE's Standard Work Specifications (SWS), subrecipient shall abide by and perform all work in accordance with said document. The subrecipient's signature on this agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph as well as its responsibility to ensure that its Weatherization staff and subcontractors receive and review these documents and use them to guide the Weatherization work performed in client units by them.

IHCDA utilizes the Indiana Weatherization Policy and Procedures Manual and the Indiana Weatherization Field Guide aligned with DOE's Standard Work Specifications to regulate the Weatherization services provided throughout the State of Indiana.

All WAP services provided by Indiana's Weatherization subgrantees must be performed in compliance with a properly completed Energy Audit or Priority List. All WAP services must also meet or exceed the expectations of Indiana's field guide/SWS and the requirements of 10 CFR 440, Appendix A.

The most field guide was approved by the DOE in August 2021. An updated Field Guide was submitted to DOE on February 4, 2026 for DOE approval by August 2026. The Field Guide also includes information and forms specific to Indiana's WAP.

To help prepare the subrecipient for the implementation of the updated field guide and SWS alignment, INCAA, in conjunction with IHCDA, will utilize Quarterly Technical Trainings and Semi-Annual Manager's Meetings to expose the network to the guides and remind them of implementation timelines. IHCDA Monitors and WAP Training Providers may provide T&TA visits to individual subgrantees to assist them with understanding and using the aligned document.

IHCDA has received DOE approval for Indiana's SWS/Field Guide, IHCDA has made the document available to Indiana's Weatherization Network. Indiana's sub-grantees are required to implement and adhere to the aligned document. The links are also available on IHCDA's website and on the training center's website and identified within the IHCDA Weatherization Policy and Procedures Manual.

Indiana's Weatherization Policy and Procedures Manual and Program Notices contain requirements that sub-grantees follow, among other regulations, Indiana's aligned Field Guide and SWS.

Indiana's Weatherization Policy and Procedures Manual is updated annually at the start of the DOE funding cycle. The major goal in updating the policy manual is to ensure that Indiana's sub-grantees have up-to-date guidance for properly managing Indiana's WAP. IHCDA ensures that the information in the policy manual is consistent with Indiana's aligned Field Guide and SWS as well as DOE, HHS, EPA and HUD guidelines where applicable. The policy manual also contains all required forms utilized within Indiana's WAP. The most recent update of Indiana's Policy and Procedures Manual was completed in January 2025. This updated manual was supplied to Indiana's Weatherization sub-grantees and INCAA as well as being posted on IHCDA's website. IHCDA will highlight the updates to the 2025 manual during two Semi-Annual Manager Meetings (SAMMs) conducted in the spring and fall of 2025.

In addition to the above information, IHCDa regularly encourages their sub-grantees to reference the wealth of Weatherization related knowledge contained on the NASCSP and DOE websites.

IHCDa also considers the WAP Training Providers and Monitors as technical guides and resources. These individuals are available by phone, email, and when possible, local visits.

#### *Field guide types approval dates*

**Single-Family:** August 4, 2021

**Manufactured Housing:** August 4, 2021

### **V.5.2 Energy Audit Procedures**

#### *Audit Procedures and Dates Most Recently Approved by DOE*

**Audit Procedure:** Single Family

**Audit Name:** NEAT

**Approval Date:** 12/7/2021

**Audit Procedure:** Manufactured Housing

**Audit Name:** MHEA

**Approval Date:** 12/7/2021

#### *Comments*

See 2026 IHCDa WAP Policy & Procedure Manual attached to SF-424

- Section 4.1 Activities – Pre-Audit Walkthrough
- Section 4.1 Activities – Energy Audit
- Section 4.1 Activities – Weatherization Work

### **V.5.3 Final Inspection**

See 2026 IHCDa WAP Policy & Procedure Manual attached to SF-424

- Section 4.1 Activities – Interim Inspection
- Section 4.1 Activities – Quality Control Inspection

## **V.6 Weatherization Analysis of Effectiveness**

IHCDa is currently contracted with a group from Indiana University to conduct realized energy savings that will analyze savings by each subrecipient.

IHCDa reviews all monitoring reports prepared prior to being sent to the sub-grantees. This review allows IHCDa to stay current on the issues being faced by each subrecipient and work toward resolution of problem or weak areas. Through the reviews, IHCDa determines if the deficiencies are statewide or localized to a specific subrecipient or certain worker. Depending on that determination, IHCDa either offers individualized T&TA or works with the WAP Training Provider to offer specific training on a statewide basis to all that need it.

IHCDa performs risk assessments on each sub-grantee in alignment with [2 CFR 200](#) in order to improve areas of weakness.

See 2026 IHCDa WAP Policy & Procedure Manual attached to SF-424

- Section 8 Reporting

## **V.7 Health and Safety**

See 2026 IHCDa WAP Health & Safety Plan attached to SF424

## V.8 Program Management

### V.8.1 Overview and Organization

The Indiana Weatherization Assistance Program is administered by the Indiana Housing and Community Development Authority (IHCDA). IHCDA is a quasi-governmental agency within the Indiana Executive Branch that administers numerous programs including the Low-Income Housing Tax Credit program, First-Time Home Buyer Assistance, CDBG, HOME, ESG, LIHEAP, CSBG, and Neighborhood Stabilization Program, among others. IHCDA is located in Indianapolis, IN.

IHCDA staff responsible for the oversight of Indiana WAP:

- Samantha Spergel – Chief Community Programs & Services Officer
- Mark Doud – Director of Energy & Utility Programs – Weatherization
- Greg Glassley – Director of Energy & Utility Programs
- JJ Andreoni – Weatherization Manager
- Josh Pearson – Weatherization Grants Analyst
- Jamison Washington – Multifamily Project Lead
- Kenny McIntyre – Special Projects Analyst
- Satomi Nadeau – Weatherization Analyst
- Joely Pope - Energy & Utility Programs Manager
- Henry Lowry – Energy & Utility Programs Vendor Manager
- Rhonda Casteel-Weaver - Energy & Utility Programs Partner Relations
- SeDonya Rainge - Energy & Utility Programs Customer Service Representative
- Ashanti Gray - Energy & Utility Programs Customer Service Representative

IHCDA utilizes Professional Service Contracts with the following personnel to oversee statewide tasks:

- Hutson Homes – Program Monitoring
- SKJO Services – Program Monitoring
- Indy Energy Solutions – Technical Monitoring
- Charis Inspection Services – Technical Monitoring
- INCAA – WAP Training Provider
- EIS – WAP Database live system hosting through WAPLink
- Roeing Corporation – WAP Database archival hosting through IWAP
- CEDA – Multi-Family Consultancy and Project Management

IHCDA contracts with 19 subrecipients to provide administer WAP. 18 subrecipients are non-profits; 1 is a unit of Local Government. See Annual File.

IHCDA may develop additional internal staff positions, professional service contracts, or subrecipients to service territories as necessary.

### V.8.2 Administrative Expenditure Limits

Subrecipients who receive less than \$350,000 will not receive additional Admin funding.

See 2026 IHCDA WAP Policy & Procedure Manual attached to SF-424

- Section 7.1 Funding Sources – Administration

### V.8.3 Monitoring Activities

See 2026 IHCDA WAP Policy & Procedure Manual attached to SF-424

- Section 9 Monitoring

### V.8.4 Training and Technical Assistance Approach and Activities

See 2026 IHCDA WAP T&TA Plan attached to SF-424

*Percent of overall trainings*

**Comprehensive Trainings: 48.0**

**Specific Trainings: 52.0**

*Breakdown of T&TA training budget*

**Percent of budget allocated to Auditor/QCI trainings: 40.0**

**Percent of budget allocated to Crew/Installer trainings: 40.0**

**Percent of budget allocated to Management/Financial trainings: 20.0**

## **V.9 Energy Crisis and Disaster Plan**

IHCDA will follow the guidance for Energy Crisis and Disaster Plan as outlined in WPN 24-1.

The primary allowance of this program notice would allow IHCDA to install incidental repair measures as deemed necessary and in accordance with IHCDA and DOE policy, appropriate and associated health and safety cost necessary for weatherization to continue, the ability to perform reweatherization without regard to the date of weatherization, and paying weatherization personnel to perform duties such as securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. However, using DOE funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.

Incidental and health and safety related expenses are required to meet both DOE and IHCDA guidelines. Incidental repair costs as outlined in Energy Audit must be followed if utilized.

All actions taken in response to an energy crisis would be governed by WPN 24-1 [10 CFR 440.18](#) and require approval from IHCDA prior to engaging in any disaster related activity.