



How are the costs or fixed prices determined for weatherization materials, services (audits, inspections, etc.)?

**INVENTORY**

VEHICLES and EQUIPMENT				INVENTORY OF SUPPLIES			
		Acquisitions over \$5000.00 Since last Monitoring	In Compliance	Required info for each item on	In Compliance	NOTES	
Acquisition Date		Bid Specifications		Description			
Description		Solicit Bids		ID #			
ID #		Bid Selection		Date of acquisition			
Funding Source		Request approval from IHCDCA		Location			
Award #		IHCDA Approval		Cost			
FAIN		Used Appropriately		Funding Source			
Cost				Award #			
Location				Disposal Date			
Who holds the title			Calibration				
Disposal Date							
Equipment:				Supplies:		Materials:	

Describe inventory process and who tracks:

		Notes	Date
Is there documentation of the last inventory reconciliation?	No		
This should be done every two years			
How many weatherization vehicles does the agency have?			
Are the vehicles being used for other programs?			
Are any tools or equipment being used for other programs?			





**AGENCY REQUIRED WRITTEN POLICY**

Indiana Housing and Community Development Authority, Community Programs Weatherization Policy and Procedures  
Manual Updated March 2022

	In Compliance	Appears to abide by policy
<p><b>305 RENTAL PROCEDURES</b></p> <p>Sub-grantees are required to have and abide by their <b>written policies</b> detailing the terms of the landlord/tenant agreement and any landlord contribution policy the sub-grantee has adopted. Subgrantees are <b>required to develop a written appeals</b> process for dealing with rental units. The process should be available to resolve disputes over raising rent following the weatherization process.</p> <p>Documentation supporting monthly rental amount, such as being included in the landlord agreement, a recent cancelled check made payable to the landlord, or the amount included on the landlord affidavit</p>		
<p><b>807.1 CONTRACTOR PROCUREMENT AND PRICE LISTS</b></p> <p>Whether the sub-grantee chooses to bid out each job or work off of an established price list, subgrantees must <b>establish in their written procedures</b> whether their process for accepting contractors is open year round, once per year or multiple times per year. If each home is individually bid, copies of all bid packets must be included in the client file.</p>		
<p><b>409 ADMINISTRATION OF FUNDS</b></p> <p>Sub-grantees must <b>maintain and implement written procedures</b> to minimize the time elapsing between the transfer of funds to the sub-grantee and the sub-grantee's issuance of payment to subcontractors for program purposes. Sub-grantees will have a total of forty-five (45) days from the receipt of subcontractor invoice to check issuance for DOE and HHS funded grants.</p>		
<p><b>301 CLIENT PRIORITIES</b></p> <p>Once eligibility has been determined, the Subgrantee must follow its client priority policy. Each <b>Subgrantee will develop written procedures</b> by which it assigns priority eligible households. In accordance with 10 CFR 440.16, priority must be given in identifying and providing weatherization assistance to households where one or more of the following exist:</p> <ol style="list-style-type: none"> <li>1. High energy usage</li> <li>2. High energy burden</li> <li>2. Elderly household member(s) (60 years or over)</li> <li>3. Disabled household member(s)</li> <li>4. Household member(s) under the age of 18</li> </ol> <p>Has the agencies developed its own policy?</p> <p>If yes, Is there approval of the methodology from IHCD?</p>		

DEFERRALS

At any point when a unit is deferred, the client must be provided with written notification of the deferral. The written notice must be in compliance with WPN 17-7 and IHEDA State Plan. A copy of the written notification of deferral to the client must be placed in the client file. The client must also be given a copy of the signed and dated Moisture Assessment form. A copy of this form must also be in the client file. For each deferral issue within the home, there must be a meaningful corresponding photograph of the issue(s) in the client file. The deferral notification to the client must include the instructions for pursuing an appeal to the deferral. This appeal must follow established protocol outlined in the Appeals Procedure section of this manual.

All answers from April 1, 2022 to date	
How many Deferrals?	
How many units are removed from Deferral and put back into production?	
How many jobs are currently in production?	
How many completions? Per Manager	

10% of sub-grantee's deferral rate will be reviewed this year		
Number of deferrals reviewed		In compliance
Was written notification provided? Within 10 days		
Did the notice include the next step for client?		
Time Line?		
Reasons?		
22-7 document when required?		
Pictures in file or on computer?		
Moisture form signed, dated and given to client		
2.4 APPEALS PROCEDURE followed?		
Local Review language in notice?		
State Review language included in notice?		
Proper docs above		

## NEAT/MHEA REVIEW

### SETUP

Setup Library name:

Date of last Update:

#### Key Parameters set correctly

Economics on default	<input type="checkbox"/>
Set Points	<input type="checkbox"/>
Insulation	<input type="checkbox"/>

#### Library Measures

Is the Life time of the measures correct?	<input type="checkbox"/>
Does the library cost match the current price list?	<input type="checkbox"/>

#### Measures on

Are the correct measures active	<input type="checkbox"/>
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#### Fuel Cost

Does the agency have fuel costs for Utilities in their service area?	<input type="checkbox"/>
How many fuel libraries does the agency have?	<input type="checkbox"/>

#### NEAT Insulation

Are there custom insulation types added?	<input type="checkbox"/>
Are the prices for the above, set up in the library measures?	<input type="checkbox"/>

#### Supply Library

Does the agency have defined supplies?	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	Incidental Repair- Measure (IRM) <i>(Must be tied to an ECM)</i>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Infiltration reduction (Air Sealing)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory Measures	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Energy Conservation Measure (ECM)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Ancillary Items (are included in their respective ECM)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Health and Safety Measure	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ROUGH DRAFT

**LEAD COMPLIANCE**

It is required the Lead Risk Assessor and/or Lead Inspector prepare a compliant report and that a copy of this report be placed in the client file. In the event a contractor is completing work in this home, the contractor must also be forwarded a copy of the Lead Inspector and/or Lead Risk Assessor report. In the event that weatherization professionals are working in the unit and they are required to disturb an area of the unit which has not been tested by the Lead Risk Assessor and/or Lead Inspector, a RRP Certified Lead Renovator may utilize an EPA approved lead test kit (<https://www.epa.gov/lead/lead-test-kits>) to determine if lead is present in the area to be disturbed. All Lead Inspectors, Lead Risk Assessors, and RRP Certified Lead Renovators must follow all regulations, guidelines, and laws set forth for their particular certification. At a minimum, IHCDCA requires the following information for a lead risk assessor/lead inspector report:

Lead Firm Expiration for Wx program	
Does the Agency have pollution occurrence insurance?	
Does it include Lead and mold?	
How Many XRFs does the program have	
Last resource date	
Last leak test date	

**Sub-grantee to provide at least 1 positive lead sample of a unit lead test and client notification**

Property Address:	
Year of Unit	
Lead Risk Assessor/Inspector	
license number	
expiration date	
The instrument used for lead testing	
Serial number of the instrument	
Description of areas tested	
XRF report	
Client notified of results	
Contractor given the report	

**WE CARE ABOUT LEAD**

In addition to DOE, EPA, and SWS requirements, IHCDCA has established additional protocol which include safety with regard to the EPA's de minimus level of interior and exterior surfaces; and also IHCDCA no longer allows sub-grantees to assume the presence of lead based paint. IHCDCA addresses de minimus surface area through the "We Care About Lead" policy. The purpose of this policy is to ensure the utmost safety of weatherization professionals and occupants of Indiana Weatherization households. Testing is required. "Assuming" lead based paints is no longer allowed.

<b>Sub-grantee to provide at least one sample of the safety protocol IHCDCA "We Care About Lead" policy is being followed</b>	
Did the weatherization company have a valid Lead Film status?	
An EPA approved Certified Renovator (RRP) was present during lead safe setup?	

When lead paint falls within the EPA de minimus guidelines, the agency must follow the IHCDCA's "We Care About Lead" policy as listed

- Conduct set up
- Wet the area of paint being disturbed
- Limit access to the area where paint is being disturbed
- Ensure that all appropriate personal protective equipment is used
- Conduct necessary work
- Ensure proper disposal of trash and material, taken away from the job site
- Provide photo of proof of using wet methods and correct set up.

Client: 1

FILE

		INVOICES							
PG #	Workers Listed	Received Date	Paid Date	Days paid	allowed	Contractor	Labor	Material	Total
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
				0					-
Totals									-

Average Days	0
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NEAT MATH	
Cumulative SIR	
Total cost of ECM	-
ECM cost on NEAT/MHEA	
Total IRM cost on NEAT	
Is it in consecutive order?	
Are all measures performed, on the audit?	
Is the Actual cost within reason of the audit cost?	

Contractor	Labor	Material
Total 0	0	0

Contractor	Labor	Material
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CLAIMS

CLAIMS											
	DOE BASE			DOE H & S		LIHEAP MECH			LIHEAP CAP		
Total Claimed	Labor	Material	Claim #	H&S Labor	H&S Material	LIHEAP Labor	LIHEAP Mat	Claim #	LIHEAP Labor	LIHEAP Mat	Claim #
0.00											
0.00											
0.00											
0.00											
0.00											
0.00											

ROUGH DRAFT

CURRENT YEAR BUDGETS

DOE	Agreement		4/1/2021	Date of Monitoring	8/18/2021						
Effective Date	Expiration		Award Amount	ADMIN	Liability Insurance	Fiscal Audit	BASE	H&S	Training Stipend	# of Completions	Average cost
On Contract	3/31/2022		0							0	
Expended to Date			0								
Percent Complete											
Production time left	7.50	Months	Approximate # of completions needed per month			0.00	completi ns still needed			0	

LIHEAP	Agreement		10/1/2020								
Effective Date	Expiration		Award Amount	ADMIN	Liability Insurance	Supplies	Equipment	BASE	Mechanical	Capital	
	9/30/2021		0								
Expended to Date			0								
									0	0	# of Completions
											Average cost
											# of Completions
											Current Average
Percent Complete											
Production time left	1.43	Months	Approximate # of completions needed per						0	0	

0

CARRY OVER LIHEAP	Agreement		10/1/2020							
Effective Date	Expiration		Award Amount	ADMIN	Liability Insurance				Mechanical	Capital
10/1/2020	9/30/2021		0							
Expended to Date			0							

CARRY OVER DOE	Agreement		4/1/2021	Date of Monitoring	7/28/2021						
Effective Date	Expiration		Award Amount	ADMIN	Liability Insurance	Fiscal Audit	BASE	H&S	Training Stipend	# of Completions	Average cost
On Contract	3/31/2022		0								
Expended to Date			0								
Percent Complete											
Production time left	8.20	Months	completions needed per month			0.00	completi ns still			0	