

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-SE0001822

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: State of Indiana, IHCD

b. Employer/Taxpayer Identification Number (EIN/TIN):
351485172c. UEI:
PW8WAKF1KWG9

d. Address:

Street 1: 30 South Meridian Street

Street 2: Suite 900

City: Indianapolis

County: MARION County

State: IN

Province:

Country: U.S.A.

Zip / Postal Code: 462040000

e. Organizational Unit:

Department Name:

Weatherization

Division Name:

Community Programs

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

Prefix: First Name:

Middle Name:

Last Name:

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Fax Number:

Email:

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

15. Descriptive Title of Applicant's Project:

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Indiana Congressional District 07

b. Program/Project: IN-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:

17. Proposed Project:

a. Start Date: 04/01/2025

b. End Date: 03/31/2026

18. Estimated Funding (\$):

a. Federal	10,062,669.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	10,062,669.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to

☒ I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: First Name:

Middle Name:

Last Name:

Suffix:

Title:

Telephone Number:

Fax Number:

Email:

Signature of Authorized Representative:

Signed Electronically

Date Signed:

Authorized for Local Reproduction

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001822		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Indiana, IHCD 30 South Meridian Street Indianapolis, IN 462040000		4. Program/Project Start Date 04/01/2025	5. Completion Date 03/31/2026

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 10,062,669.00		\$ 10,062,669.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 10,062,669.00	\$ 0.00	\$ 10,062,669.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) GRANTEE T&TA	(3) SUBGRANTEE ADMINISTRATI ON	(4) LIABILITY INSURANCE	
a. Personnel	\$ 179,393.00	\$ 27,567.00	\$ 0.00	\$ 0.00	\$ 206,960.00
b. Fringe Benefits	\$ 61,705.00	\$ 12,567.00	\$ 0.00	\$ 0.00	\$ 74,272.00
c. Travel	\$ 0.00	\$ 49,600.00	\$ 0.00	\$ 0.00	\$ 49,600.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 0.00	\$ 1,269,494.00	\$ 1,006,267.00	\$ 141,916.00	\$ 9,418,687.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 262,035.00	\$ 51,115.00	\$ 0.00	\$ 0.00	\$ 313,150.00
i. Total Direct Charges	\$ 503,133.00	\$ 1,410,343.00	\$ 1,006,267.00	\$ 141,916.00	\$ 10,062,669.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 503,133.00	\$ 1,410,343.00	\$ 1,006,267.00	\$ 141,916.00	\$ 10,062,669.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001822		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Indiana, IHEDA 30 South Meridian Street Indianapolis, IN 462040000		4. Program/Project Start Date 04/01/2025	
		5. Completion Date 03/31/2026	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 10,062,669.00	\$ 0.00	\$ 10,062,669.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINANCIAL AUDITS	(2) ENERGY AUDITS	(3) FINAL INSPECTION	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 206,960.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 74,272.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 49,600.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
f. Contract	\$ 70,958.00	\$ 354,790.00	\$ 354,790.00	\$ 4,133,655.00	\$ 9,418,687.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 313,150.00
i. Total Direct Charges	\$ 70,958.00	\$ 354,790.00	\$ 354,790.00	\$ 4,133,655.00	\$ 10,062,669.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 70,958.00	\$ 354,790.00	\$ 354,790.00	\$ 4,133,655.00	\$ 10,062,669.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. SE0001822		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address State of Indiana, IHCD 30 South Meridian Street Indianapolis, IN 462040000		4. Program/Project Start Date 04/01/2025	
		5. Completion Date 03/31/2026	

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 10,062,669.00	\$ 0.00	\$ 10,062,669.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) HEALTH AND SAFETY	(2) SUBGRANTEE T&TA	(3) WEATHERIZATI ON READINESS	(4)	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 206,960.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 74,272.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 49,600.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
f. Contract	\$ 1,033,414.00	\$ 165,272.00	\$ 888,131.00		\$ 9,418,687.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 313,150.00
i. Total Direct Charges	\$ 1,033,414.00	\$ 165,272.00	\$ 888,131.00		\$ 10,062,669.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
k. Totals	\$ 1,033,414.00	\$ 165,272.00	\$ 888,131.00		\$ 10,062,669.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Indiana, IHCD
Award number: SE0001822

Budget period: 04/01/2025 - 03/31/2026

1. **PERSONNEL** - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

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

Position	Description of Duties of Professionals
Accounting - Clerical	Handles all accounts receivable and accounts payable for the program.
Accounting - Management	Handles all controller duties, A-133 audits, and other high-level accounting tasks.
Legal	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	Handles all media inquiries; produces necessary marketing materials; answers constituent inquiries received from legislative staff or directs to weatherization staff as necessary
Director of Energy & Utility Programs	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.
Analyst I	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to sub-grantees, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
Analyst II	Responsible for budget allocations, contract distribution and desktop compliance.
Claims Specialist	Responsible for reviewing and processing claims.
Program Manager	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.
Chief Deputy Director of Programs	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.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Accounting - Clerical	\$25.00	149.4700 hours	\$3,736.75
Accounting - Management	\$37.00	149.6300 hours	\$5,536.31
Legal	\$32.00	299.5800 hours	\$9,586.56
Public Relations/Marketing/Legislative Work	\$35.00	84.6100 hours	\$2,961.35
Director of Energy & Utility Programs	\$70,000.00	36.9897 % FT	\$25,892.79
Analyst I	\$55,000.00	79.9738 % FT	\$43,985.59
Analyst II	\$48,000.00	79.9719 % FT	\$38,386.51
Claims Specialist	\$40,226.00	47.9664 % FT	\$19,294.96

Program Manager	\$57,000.00	79.9759 % FT	\$45,586.26
Chief Deputy Director of Programs	\$80,000.00	14.9910 % FT	\$11,992.80
		Direct Pay Total	\$206,959.88

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

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 2019 fringe benefits rate of 45.64% with the average percentage breakdown as follows: 22.38% Health/Dental/Vision Insurance; 14.1% Retirement; 7.42% FICA; 1.21% Short and Long Term Disability; .13% Basic life insurance; .41% deferred comp

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Accounting - Clerical	\$3,736.75	35.8290 %	\$1,338.84
Accounting - Management	\$5,536.31	35.8521 %	\$1,984.88
Legal	\$9,586.56	35.8723 %	\$3,438.92
Public Relations/Marketing/Legislative Work	\$2,961.35	35.8101 %	\$1,060.46
Director of Energy & Utility Programs	\$25,892.79	35.8897 %	\$9,292.84
Analyst I	\$43,985.59	35.8939 %	\$15,788.14
Analyst II	\$38,386.51	35.8931 %	\$13,778.11
Claims Specialist	\$19,294.96	35.8862 %	\$6,924.23
Program Manager	\$45,586.26	35.8942 %	\$16,362.82
Chief Deputy Director of Programs	\$11,992.80	35.8779 %	\$4,302.76
		Fringe Benefits Total	\$74,272.00

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
Onsite Visit	24	\$400.00	\$9,600.00
Travel Ad Hoc	40	\$1,000.00	\$40,000.00
		Travel Total	\$49,600.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

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.

The State 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.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e. weatherization subgrants, Annual File section IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
Ad Hoc T&TA	\$1,178.00	T&TA set aside for future contracts or sub-grantee request.
Subrecipient Contracts	\$8,149,193.00	2025 subrecipient formula-based allocation amounts. Includes Admin, Liability Insurance, Fiscal Audits, Base Operations, Health & Safety, T&TA, and Readiness.
Hutson Homes (Program Monitor + WX, SME, T&TA)	\$212,650.00	Program monitoring for the Weatherization program. Also provides T&TA to IHCD and to subgrantees regarding technical issues.
Inspector Inc (Technical Monitor)	\$114,550.00	Technical monitoring for the Weatherization program
Streamlined Solutions (Program Monitor)	\$26,100.00	Program monitoring for the Weatherization program
EIS (Database Hosting)	\$180,000.00	IHCD's contract for the WAPLink Database for sub-grantee reporting and program management.

INCAA (Training) \$735,016.00 IREC accredited training center. Provide training for the the Weatherization training for the Weatherization network. Offers the regular courses as detailed in the T&TA Plan.

Contracts and Subgrants Total \$9,418,687.00

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
NASCSP Fall	\$9,300.00	Register & attend Conference
Accounting	\$10,628.00	Accounting costs such as audits, advice, software
Semi-Annual Manager's Meeting	\$3,165.00	Hold two trainings for Weatherization Managers on topics of IHCD's choice
HPC Conference	\$8,850.00	Register & attend Conference
NASCSP Membership	\$3,500.00	Annual dues to NASCSP which allows access to the multitude of NASCSP resources
State Association Conference	\$3,000.00	Register & attend Conference
Indiana Office of Technology	\$2,032.00	Based on space used and a percentage of IHCD Personnel
Admin Ad Hoc	\$193,650.00	Allowed admin not allocated in staff time
Rent	\$27,309.00	Based on space used and a percentage of IHCD Personnel
Staff Management Training	\$5,000.00	Management, leadership, organizational, and other types of training to continue to enhance skills in areas of opportunity for improvement.
Energy Out West	\$5,900.00	Register & attend Conference
Office Supplies	\$438.00	Based on space used and a percentage of IHCD Personnel
NASCSP Winter	\$12,400.00	Register & attend Conference
Software & Hardware	\$23,445.00	Based on space used and a percentage of IHCD Personnel
Other IHCD Admin Supplies	\$4,533.00	Additional resources
Other Direct Costs Total	\$313,150.00	

b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

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

8. INDIRECT COSTS

- Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
- If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name:

Phone Number:

DRAFT

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2025
Recipient: State of Indiana, IHEDA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Area IV Agency on Aging and Community Services, Inc. (Lafayette)	\$380,810.00 23
Community Action of Greater Indianapolis, Inc. (Indianapolis)	\$1,052,010.00 61
Community Action of Northeast Indiana, Inc. (Fort Wayne)	\$763,314.00 45
Community Action of Southern Indiana (Jeffersonville)	\$304,785.00 19
Community Action Program of Evansville and (Evansville)	\$343,114.00 21
Community Action Program, Inc. of Western Indiana (Covington)	\$276,182.00 17
Hoosier Uplands Economic Development Corporation (Mitchell)	\$249,744.00 16
Indiana Housing and Community Development Authority (Indianapolis)	\$81,272.00 0
Interlocal Community Action Program, Inc. (New Castle)	\$668,851.00 40
JobSource (Anderson)	\$410,414.00 25
Lincoln Hills Development Corporation (Tell City)	\$199,314.00 13
North Central Community Action Agency, Inc. (Michigan City)	\$475,903.00 29
Northwest Indiana Community Action Program (Crown Point)	\$527,122.00 32
Ohio Valley Opportunities, Inc. (Madison)	\$362,668.00 22
Pace Community Action Agency (Vincennes)	\$268,513.00 17
REAL Services, Inc. (South Bend)	\$630,180.00 38
South Central Community Action Agency (SCCAP) (Bloomington)	\$363,188.00 22
Southeastern Indiana Economic Opportunity Corporation (Aurora)	\$270,143.00 17
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc. (Jasper)	\$219,842.00 14
Western Indiana Community Action Agency, Inc. (Brazil)	\$301,824.00 19
Total:	\$8,149,193.00 490

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	490

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2025
Recipient: State of Indiana, IHCD

Reweatherized Units	0
Average Unit Costs, Units subject to DOE Project Rules	
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)	
A Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B Total Units Weatherized	490
C Total Units Reweatherized	0
D Total Dwelling Units to be Weatherized and Reweatherized (B + C)	490
E Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)	
F Total Funds for Program Operations	\$4,133,655.00
G Total Dwelling Units to be Weatherized and Reweatherized (from line D)	490
H Average Program Operations Costs per Unit (F divided by G)	\$8,436.03
I Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J Total Average Cost per Dwelling (H plus I)	\$8,436.03

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	490	29.3	14357
Prior Year Estimate	957	29.3	28040
Prior Year Actual	339	29.3	9933
Method used to calculate savings description:			

IV.4 DOE-Funded Leveraging Activities

At this time, we do not set aside DOE funds for a leveraging program. However, sub-grantees routinely leverage their funds against other programs and utility funds in order to weatherize more homes.

IV.5 Policy Advisory Council Members

☐ Check if an existing state council or commission serves in this category and add name below

CLEARResults	Type of organization: Utility Contact Name: Michelle L Bennett Phone: 8122979720 Email: michelle.bennett@clearesult.com
Department of Workforce Development	Type of organization: Unit of State Government Contact Name: Elizabeth Meguschar Phone: 3172323088 Email: emeguschar@dwd.in.gov
Duke Energy	Type of organization: Utility Contact Name: Heather Klein Phone: 8594688242 Email: Heather.Klein@duke-energy.com
Indiana Department of Health	Type of organization: Unit of State Government Contact Name: Paul Krievins Phone: 3172337197 Email: PKrievins@isdh.IN.gov
	Type of organization:

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001822, State: IN, Program Year: 2025
Recipient: State of Indiana, IHCD

Indiana Energy Association	Contact Name: Mindy Westrick Brown Phone: 3176324406 Email: mwestrick@indianaenergy.org
Indiana Family and Social Services Administration	Type of organization: Unit of State Government Contact Name: Rebecca McClaren Phone: 3172348330 Email: Rebecca.McClaren@fssa.IN.gov
Ivy Tech	Type of organization: Other Contact Name: Joan Ketterman Phone: 3179175902 Email: jketterman4@ivytech.edu

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
01/24/2025	Public Hearing notice was posted to the IHCD's Public Notices page on January 14, 2025.

IV.7 Miscellaneous

IHCD as Sub-grantee in Annual File
IHCD is listing ourselves as a sub-grantee as we will be holding back \$81,272.00 for T&TA Ad Hoc. This factors in to the total Sub-grantee allocation.

The Recipient Business Officer for IHCD is:

Ms. Kyleen Welling
Email: kwelling@ihcd.in.gov
Phone: 317-234-0934

The Recipient Principal Investigator

Mr. Greg Glassley
Email: gglassley@ihcd.in.gov
Phone: 317-232-3075

The Policy Advisory Council comes together only for the purpose of reviewing and making recommendations on Indiana's Weatherization State Plan.

The January 2021 Sub-grantee Customer Satisfaction Survey Report noted the following key findings:

All 21 Indiana CAAs participated.

- Most scores were in the "good" or "average" range.
- No section scores were "below average" range.
- The IHCD Community Programs team is taking a deep dive into all of the confidential comments, and will be working to improve as we progress through the year.

Note these results were focused around CSBG rather than Wx, and represent IHCD's performance across all programs.

Indiana ACSI Results

Distribution of Funds 74 Good

Training & Technical Assistance 74 Good

U.S. Department of Energy
Weatherization Assistance Program (WAP)
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Grant Number: SE0001822, **State:** IN, **Program Year:** 2025
Recipient: State of Indiana, IHCDA

Monitoring & Corrective Action 73 Good
Linkages 66 Average
Communication 77 Good
Customer Satisfaction Index 73 Good
Confidence in Lead Agency 77 Good
Trust in the CSBG State Lead Agency 77 Good
Indiana has worked with the network over the past several months to address these items; we continue to hold bi-weekly Executive Director meetings to encourage open conversation, and we attend regular listening sessions with Wx managers, as invited.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Name: **Area IV Agency on Aging and Community Services, Inc.**

Address: 660 N 36th St
PO Box 4727
Lafayette, IN 47905-4474

Counties served: TIPPECANOE County
WHITE County
CLINTON County
CARROLL County

Tentative allocation: \$ 380,810.00

Planned units: 23

Type of organization: Local agency

Source of labor: Contractors

Contact: Dan Overman

UEI: L8VLTCRHVLM1

DUNS: 038238325

Phone: (765) 447-7683235

Fax: () -

Email: doverman@areaivagency.org

Congressional
districts served:

CD
IN-04

Name: **Community Action of Greater Indianapolis, Inc.**

Address: 3266 N Meridian St
Ste 300
Indianapolis, IN 46208-5859

Counties served: BOONE County
HAMILTON County
HENDRICKS County
MARION County

Tentative allocation: \$ 1,052,010.00

Planned units: 61

Type of organization: Non-profit organization

Source of labor: Contractors

Contact: Dominic Coleman

UEI: DGUFLEFN24L1

DUNS: 072069727

Phone: (317) 524-6844

Fax: () -

Email: dcoleman@cagi-in.org

Congressional
districts served:

CD
IN-04
IN-05
IN-07

Name: **Community Action of Northeast Indiana, Inc.**

Address: 227 E Washington St
PO Box 10570
Fort Wayne, IN 46802-3137

Counties served: LAGRANGE County
NOBLE County
MIAMI County
STEUBEN County
DEKALB County
ALLEN County
ADAMS County
HUNTINGTON County
WABASH County
WELLS County
WHITLEY County

Tentative allocation: \$ 763,314.00

Planned units: 45

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Contact: Joel Harms

UEI: NN8CLFUP21H7

DUNS: 051965374

Phone: (260) 423-3546207

Fax: () -

Email: joelharms@mybrightpoint.org

Congressional
districts served:

CD
IN-02
IN-03

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Name: **Community Action of Southern Indiana**

Address: 201 E 15 St
Jeffersonville, IN 47130-2913

Counties served: HARRISON County
FLOYD County
CLARK County

Tentative allocation: \$ 304,785.00

Planned units: 19

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Contact: Jacob Pinion

UEI: GJC6TK3KXV34

DUNS: 081015786

Phone: (812) 288-6451

Fax: () -

Email: jpinion@casi1.org

Congressional
districts served:

CD
IN-09

Name: **Community Action Program of Evansville and**

Address: 906 Main St Ste 908
Evansville, IN 47708-1827

Counties served: VANDERBURGH County
GIBSON County
POSEY County

Tentative allocation: \$ 343,114.00

Planned units: 21

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Contact: Candace Gilliam

UEI: T5RWN1BSZ7H5

DUNS: 095390852

Phone: (812) 492-3923

Fax: () -

Email: CGilliam@capeevansville.org

Congressional
districts served:

CD
IN-08

Name: **Community Action Program, Inc. of Western Indiana**

Address: 418 Washington St
PO Box 188
Covington, IN 47932-1257

Counties served: WARREN County
VERMILLION County
PARKE County
MONTGOMERY County
BENTON County
FOUNTAIN County

Tentative allocation: \$ 276,182.00

Planned units: 17

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Contact: Terri Poynter

UEI: JMG9E9RDQ7E9

DUNS: 087033304

Phone: (765) 793-4881

Fax: () -

Email: tpoynter@capwi.org

Congressional
districts served:

CD
IN-04
IN-08

Name: **Hoosier Uplands Economic Development Corporation**

Address: 521 W Main St
Mitchell, IN 47446-1411

Contact: JR Robling

UEI: K54RMGREA FN5

DUNS: 094469582

Phone: (812) 849-4457

Fax: () -

Email: jrobling@hoosieruplands.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Counties served:	LAWRENCE County MARTIN County ORANGE County WASHINGTON County	Tentative allocation: \$ 249,744.00 Planned units: 16 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> IN-08 IN-09
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Name: **Indiana Housing and Community Development Authority**

Address: 30 South Meridian Street
Suite 900
Indianapolis, IN 46204-0000

Contact: Austen Hurt
UEI:
DUNS:
Phone: (317) 232-4769
Fax: (317) 232-7778
Email: auhurt@ihcda.in.gov

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Counties served:	Tentative allocation: \$ 81,272.00 Planned units: 0 Type of organization:	Congressional districts served:	CD
MARTIN County			IN-06
MARSHALL County			IN-07
LAPORTE County			IN-03
LAWRENCE County			IN-05
MORGAN County			IN-09
MONROE County			IN-01
MONTGOMERY County			IN-02
NEWTON County			IN-04
KOSCIUSKO County			IN-08
KNOX County			
JEFFERSON County			
JENNINGS County			
JOHNSON County			
MADISON County			
MARION County			
LAGRANGE County			
LAKE County			
SCOTT County			
ST. JOSEPH County			
SPENCER County			
STARKE County			
PUTNAM County			
POSEY County			
PULASKI County			
RUSH County			
RANDOLPH County			
RIPLEY County			
PARKE County			
PERRY County			
PIKE County			
PORTER County			
MIAMI County			
OWEN County			
ORANGE County			
NOBLE County			
OHIO County			
FAYETTE County			
DELAWARE County			
DUBOIS County			
FOUNTAIN County			
ELKHART County			
FLOYD County			
GREENE County			
FRANKLIN County			
FULTON County			
GIBSON County			
GRANT County			
HUNTINGTON County			
JACKSON County			
JASPER County			

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

JAY County
HENDRICKS County
HENRY County
HOWARD County
HAMILTON County
HANCOCK County
HARRISON County
CLAY County
CLINTON County
CLARK County
CRAWFORD County
DAVISS County
DEARBORN County
DECATUR County
DEKALB County
BLACKFORD County
BARTHOLOMEW County
BENTON County
ADAMS County
ALLEN County
BOONE County
BROWN County
CARROLL County
CASS County
WABASH County
WARRICK County
WASHINGTON County
WARREN County
WHITLEY County
WAYNE County
WELLS County
WHITE County
TIPTON County
UNION County
STEUBEN County
VIGO County
VANDERBURGH County
VERMILLION County
TIPPECANOE County
SWITZERLAND County
SULLIVAN County
SHELBY County

Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Name: **Interlocal Community Action Program, Inc.**

Address: 615 W State Rd 38
PO Box 449
New Castle, IN 47362-4914

Counties served: WAYNE County
FAYETTE County
JAY County
HANCOCK County
HENRY County
BLACKFORD County
DELAWARE County
SHELBY County
RUSH County
RANDOLPH County
JOHNSON County

Tentative allocation: \$ 668,851.00

Planned units: 40

Type of organization: Non-profit organization

Contact: Holly Lee

UEI: WJB3MVZM95L3

DUNS: 040299364

Phone: (765) 529-4403304

Fax: () -

Email: hlee@icapcaa.org

Congressional
districts served:

CD

IN-09

IN-06

Source of labor: Agency and Contractors

Name: **JobSource**

Address: 3530 Mounds Rd
Anderson, IN 46016-1582

Counties served: GRANT County
HOWARD County
MADISON County
TIPTON County

Tentative allocation: \$ 410,414.00

Planned units: 25

Type of organization: Unit of local government

Source of labor: Agency and Contractors

Contact: Brandon Morris

UEI: KQJHQ7KA4JQ5

DUNS: 032289543

Phone: (765) 656-92765509

Fax: () -

Email: Brandon.morris@madisoncounty.in.gov

Congressional
districts served:

CD

IN-04

IN-05

Name: **Lincoln Hills Development Corporation**

Address: 302 Main Street
PO Box 336
Tell City, IN 47586-2207

Counties served: PERRY County
CRAWFORD County
SPENCER County

Tentative allocation: \$ 199,314.00

Planned units: 13

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Contact: Mike Axton

UEI: SMHYAV9HYDF6

DUNS: 020423448

Phone: (800) 467-1435221

Fax: () -

Email: mikeaxton@lhdc.org

Congressional
districts served:

CD

IN-09

IN-08

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Name: **North Central Community Action Agency, Inc.**

Contact: Lee Hoss

UEI: CCEYTRDL5CL3

DUNS: 167507763

Phone: (219) 872-3764

Fax: () -

Email: lhoss@nccomact.org

Address: 1702 E Michigan Blvd
Michigan City, IN 46360-4933

Counties served: CASS County
JASPER County
PORTER County
PULASKI County
STARKE County
LAPORTE County
NEWTON County

Tentative allocation: \$ 475,903.00

Planned units: 29

Type of organization: Non-profit organization

Congressional districts served:	CD
	IN-08
	IN-02
	IN-04
	IN-01

Source of labor: Agency and Contractors

Name: **Northwest Indiana Community Action Program**

Contact: Jeffrey Jonston

UEI: LKFFCWXP1LU2

DUNS: 941561966

Phone: (219) 286-3308

Fax: () -

Email: jjohnston@coaction.care

Address: 5240 Fountain Dr
Crown Point, IN 46307-1084

Counties served: LAKE County

Tentative allocation: \$ 527,122.00

Planned units: 32

Type of organization: Non-profit organization

Source of labor: Contractors

Congressional districts served:	CD
	IN-01

Name: **Ohio Valley Opportunities, Inc.**

Contact: Jeff Rowlett

UEI: D4CLGEA1PH33

DUNS: 074093907

Phone: (812) 265-5858

Fax: () -

Email: jrowlett@ovoinc.org

Address: 421 Walnut St
PO Box 625
Madison, IN 47250-3565

Counties served: JACKSON County
JEFFERSON County
BARTHOLOMEW County
DECATUR County
SCOTT County
JENNINGS County

Tentative allocation: \$ 362,668.00

Planned units: 22

Type of organization: Non-profit organization

Source of labor: Agency and Contractors

Congressional districts served:	CD
	IN-09
	IN-06

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Name: **Pace Community Action Agency**

Address: 525 N 4th Street
Vincennes, IN 47591-1446

Counties served: KNOX County
DAVISS County
GREENE County
SULLIVAN County

Tentative allocation: \$ 268,513.00

Planned units: 17

Type of organization: Non-profit organization

Source of labor: Contractors

Contact: Mary Grounds

UEI: LVRLKJ3MPGM8

DUNS: 077862126

Phone: (812) 882-79271209

Fax: () -

Email: mgrounds@pacecaa.org

Congressional districts served: CD
IN-08

Name: **REAL Services, Inc.**

Address: 1202 S Main St
South Bend, IN 46601-3427

Counties served: FULTON County
ELKHART County
ST. JOSEPH County
KOSCIUSKO County
MARSHALL County

Tentative allocation: \$ 630,180.00

Planned units: 38

Type of organization: Non-profit organization

Source of labor: Contractors

Contact: Adam Combs

UEI: GUULBJ28J683

DUNS: 088738703

Phone: (574) 284-7114

Fax: () -

Email: acombs@realservices.org

Congressional districts served: CD
IN-02

Name: **South Central Community Action Agency (SCCAP)**

Address: 1500 W 15th St
Bloomington, IN 47404-3018

Counties served: BROWN County
MONROE County
MORGAN County
OWEN County

Tentative allocation: \$ 363,188.00

Planned units: 22

Type of organization: Non-profit organization

Source of labor: Contractors

Contact: Steve Kramer

UEI: C13RVFSKNP45

DUNS: 005629444

Phone: (812) 339-3447706

Fax: () -

Email: skramer@insccap.org

Congressional districts served: CD
IN-09
IN-08
IN-04

Name: **Southeastern Indiana Economic Opportunity Corporation**

Address: 110 Importing St
PO Box 240
Aurora, IN 47001-1434

Contact: Rocky Walton

UEI: NNDBW2X9AKD9

DUNS: 099026296

Phone: (812) 926-1585240

Fax: () -

Email: rwalton@sieoc.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2025

Counties served:	OHIO County RIPLEY County FRANKLIN County DEARBORN County UNION County SWITZERLAND County	Tentative allocation: \$ 270,143.00 Planned units: 17 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-06
		Source of labor: Agency and Contractors		
<hr/>				
Name:	Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.	Contact:	Brian Beckman	
		UEI:	DWDBNVJFE3C8	
		DUNS:	605105345	
Address:	607 Third Ave PO Box 729 Jasper, IN 47546-3636	Phone:	(812) 482-2233110	
		Fax:	() -	
		Email:	brian@tri-cap.net	
Counties served:	PIKE County DUBOIS County WARRICK County	Tentative allocation: \$ 219,842.00 Planned units: 14 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-08
		Source of labor: Agency and Contractors		
<hr/>				
Name:	Western Indiana Community Action Agency, Inc.	Contact:	Jon Hook	
		UEI:	TABYL92MU463	
		DUNS:	121576292	
Address:	859 W Jackson St, Ste A Brazil, IN 47807-4705	Phone:	(812) 446-4000	
		Fax:	() -	
		Email:	jhook@wicaa.org	
Counties served:	VIGO County PUTNAM County CLAY County	Tentative allocation: \$ 301,824.00 Planned units: 19 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-04 IN-08
		Source of labor: Agency and Contractors		
<hr/>				

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2025
Recipient: State of Indiana, IHCA

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

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

3.1 Income Eligibility & Documentation

Per [10 CFR 440.22](#), a unit shall be eligible for Weatherization assistance if it is occupied by a family unit:

- Whose income is at or below 200% of the poverty level determined in accordance with criteria established by the Director of Office of Management and Budget. [Poverty Guidelines WPN 24-4](#).
- Is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

IHCA requires all subrecipients ensure client eligibility during the period in which services are delivered. Clients which are deemed categorically eligible as a result of their LIHEAP and/or HUD eligibility will have their most recent approval date transferred into their record in the statewide weatherization database. When clients are determined to be eligible and are moved to the Weatherization Waitlist, that is the date which the applicant's eligibility has been determined.

If an employee of a subrecipient is applying for assistance through the Weatherization program, a note must be included in the file indicating that the subrecipient's Executive Director has reviewed and approved their application.

Poverty Guidelines are followed as outlined by [HHS](#).

EAP Categorical Eligibility & Income Verification

Categorically Eligible Clients

Categorically eligible clients are defined as households that have been income verified by an approved federal program. In Indiana, households that have been determined as eligible for LIHEAP (EAP) in the past 12 months are categorically eligible for Wx. Households that have been deemed eligible for HUD means-tested programs, such as but not limited to the Lead Hazard Control & Healthy Homes Program, are also categorically eligible.

Income Eligibility & Documentation

All households that are approved for EAP are categorically income eligible for Wx. At the time of eligibility determination for Wx, the household must have a "current" EAP approval, as defined by a notification letter dated within the 12 prior months. The only information needed to document this eligibility is proof of the date on which the household was approved for EAP. Due to shared data systems and the ability for the weatherization statewide database to pull EAP application approval status – the data field "Current EAP Application Status" being set to "Approved" and a current application date is all that is needed for proof of categorical eligibility. No physical copy of a letter is needed unless if the applicant is applying directly to Weatherization via <https://inclient.waplink.org/>.

Information, such as income verification, does not need to be duplicated. In monitoring, the client file holding the EAP Approval letter or weatherization statewide database will confirm the validity of income verification.

Weatherization work may continue so long as the Energy Audit has taken place within 12 months of the approval date.

Non-Categorical Eligibility & Income Verification

For applicants that do not meet categorically eligibility criteria, the LSPs must determine whether the applicant is income eligible for Weatherization. To be income eligible for Weatherization the household must be at or below 200% of the Federal Poverty level, see Appendix X.

The weatherization subrecipient staff or its subcontractor is obligated to review and determine Wx eligibility status for anyone requesting an application. Applicants will largely follow intake through the statewide weatherization database. No unit will be weatherized without documentation that the unit is eligible. [10 CFR 440.22](#).

The local subrecipients verify applicant's income during the application process. Each income calculation, whether the applicant is working part time or fulltime, must include all sources of income. The minimum requirement of subrecipients to provide as proof of income is the most recent pay stub issued within the past 90 days of intake. The Statewide Weatherization Database has the capability to calculate annual income based on the income types reported (i.e. bimonthly

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2025
Recipient: State of Indiana, IHCD

earnings, one time payments and earnings, biweekly income, etc.). Use of the income calculator in the Statewide Weatherization Database is the required method to calculate annualized income. Subrecipients must calculate income by gathering the most recent paystub prior to applying for Weatherization.

Acceptable methods of proof of income are as follows:

- W-2's
- 1099's
- Social Security Income
- Alimony/ Spousal Support
- Black Lung Benefits (only if person is the beneficiary of individual who had black lung)
- EITC
- Pension
- Retirement payouts
- Workers Compensation
- VA Disability Income
- Unemployment
- Self-employment
- Interest/ Divided ends

NOTE: EAP Approval letters are not needed if not pulled in by EIS. Only an approval letter is needed if the client has a HUD Voucher or are EAP approved and not pulled through EIS.

Child Support

Per [WPN 24-3](#), When an applicant receives child support, payments are excluded as income. If a client's only source of income is child support, then that client should be treated as a zero-income claimant. The client must complete a Form IVA-2025 – Income Verification Affidavit and provide supporting documentation.

When an applicant is paying child support, payments can be deducted from income. LSPs should look at pay stubs, bank statements, or letters from other government agencies to determine how much an applicant has paid in child support for the three (3) month period.

Zero Income Affidavit

The Zero Income Affidavit must be used to verify zero income for each household member, age 18 and over, who claim no income for the 90 days prior to the application date. Zero income claimants must have a notarized affidavit claiming zero income. The notarized Zero Income Claimant Form should be in each client's file who claims zero income.

The form must be signed by the Zero Income Claimant or the person who completes the application on behalf of the household. If the signatory is not the zero-income claimant, the person must be listed as a household member on the Weatherization application.

In addition to a completed form, each zero-income claimant must have an attached wage inquiry or income summary from the local Workforce Development Office.

Describe what household eligibility basis will be used in the Program

3.1 Income Eligibility & Documentation

Per [10 CFR 440.22](#), a unit shall be eligible for Weatherization assistance if it is occupied by a family unit:

- Whose income is at or below 200% of the poverty level determined in accordance with criteria established by the Director of Office of Management and Budget. [Poverty Guidelines](#) WPN 24-4.
- Is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

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U.S. Department of Energy
Weatherization Assistance Program (WAP)
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Information, such as income verification, does not need to be duplicated. In monitoring, the client file holding the EAP Approval letter or weatherization statewide database will confirm the validity of income verification.

Weatherization work may continue so long as the Energy Audit has taken place within 12 months of the approval date.

Non-Categorical Eligibility & Income Verification

For applicants that do not meet categorically eligibility criteria, the LSPs must determine whether the applicant is income eligible for Weatherization. To be income eligible for Weatherization the household must be at or below 200% of the Federal Poverty level, see Appendix X.

The weatherization subrecipient staff or its subcontractor is obligated to review and determine Wx eligibility status for anyone requesting an application. Applicants will largely follow intake through the statewide weatherization database. No unit will be weatherized without documentation that the unit is eligible. [10 CFR 440.22](#).

The local subrecipients verify applicant's income during the application process. Each income calculation, whether the applicant is working part time or fulltime, must include all sources of income. The minimum requirement of subrecipients to provide as proof of income is the most recent pay stub issued within the past 90 days of intake. The Statewide Weatherization Database has the capability to calculate annual income based on the income types reported (i.e. bimonthly earnings, one time payments and earnings, biweekly income, etc.). Use of the income calculator in the Statewide Weatherization Database is the required method to calculate annualized income. Subrecipients must calculate income by gathering the most recent paystub prior to applying for Weatherization.

Acceptable methods of proof of income are as follows:

- W-2's
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- Workers Compensation
- VA Disability Income
- Unemployment
- Self-employment
- Interest/ Divided ends

NOTE: EAP Approval letters are not needed if not pulled in by EIS. Only an approval letter is needed if the client has a HUD Voucher or are EAP approved

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Weatherization Assistance Program (WAP)
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Grant Number: SE0001822, **State:** IN, **Program Year:** 2025
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and not pulled through EIS.

Child Support

Per [WPN 24-3](#), When an applicant receives child support, payments are excluded as income. If a client's only source of income is child support, then that client should be treated as a zero-income claimant. The client must complete a Form IVA-2025 – Income Verification Affidavit and provide supporting documentation.

When an applicant is paying child support, payments can be deducted from income. LSPs should look at pay stubs, bank statements, or letters from other government agencies to determine how much an applicant has paid in child support for the three (3) month period.

Zero Income Affidavit

The Zero Income Affidavit must be used to verify zero income for each household member, age 18 and over, who claim no income for the 90 days prior to the application date. Zero income claimants must have a notarized affidavit claiming zero income. The notarized Zero Income Claimant Form should be in each client's file who claims zero income.

The form must be signed by the Zero Income Claimant or the person who completes the application on behalf of the household. If the signatory is not the zero-income claimant, the person must be listed as a household member on the Weatherization application.

In addition to a completed form, each zero-income claimant must have an attached wage inquiry or income summary from the local Workforce Development Office.

3.2 Application Intake & Prioritization

Once the household's eligibility has been determined, each subrecipient must follow the procedures for client priority listed below. Any exception to IHCD's client priority procedure must be submitted in writing for review and approval by IHCD. Client priority procedures will be verified during monitoring. Priority systems must be applied equally to both renter and owner-occupied units and applied equitably to all areas of the subrecipient's territory.

EAP Approved Applicants

No income verification or additional data is needed for applicants that are EAP approved and on the Waitlist. EAP Approved applications on the EAP Queue must have additional data to establish priority points before applicant can be moved to Waitlist or scheduled.

Weatherization-Only Applicants

For applicants that are not pulled over from the EAP Statewide Database, or are ineligible for EAP, subrecipients may either manually enter the information for an applicant or send the applicant an active link to complete an online weatherization application in the WAP Statewide Database. Subrecipients must review the applicant's information to determine if they are income eligible. In cases where income needs to be verified, subrecipients will utilize the WAP Statewide Database's Income Calculator and determine income-eligibility.

Client Priority

Based on the information entered into the Statewide database, priority clients will appear in rank of points automatically calculated. In accordance with [10 CFR 440.16](#) priority is given to households where one or more of the following exist:

- High Energy Use
- High Energy Burden
- Elderly Household Members (60 years and older)
- Disabled Household Members
- Household Members Under the Age of 18

This list must be used to order the **outreach of priority clients** to schedule their service. Within the above listed priority, subrecipients should focus on households with the highest point value and contact those with the greatest points first when working through their waitlists. This can occur separately by each county in a subrecipient's service territory. Clients in each county should be contacted in order of highest to lowest number of points. For clients with the same number of points, those clients should be contacted in a first come first serve basis.

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

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Indiana's Weatherization Assistance Program will follow the same procedures outlined within Indiana's EAP Intake & Operations Program Manual. Indiana's approach to ensuring qualified aliens are eligible for weatherization benefits is as follows:

Eligible household members must be United States (U.S.) citizens, U.S. Nationals or qualified non US citizens (aliens) as defined by 8 USC 1641(b). Applicants submitting Social Security Cards (SSNs) will not have to submit any other kind of proof of citizenship or qualified non US Citizen Status. Persons who are not citizens or qualified non US citizens are considered to be ineligible household members. Ineligible household members living with eligible household members do not disqualify the family from receiving assistance.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

3.4 Building Eligibility

Prior to any weatherization activity, a unit must be evaluated to determine whether previous weatherization services have been provided. Units weatherized (including units partially weatherized) with DOE funds, or under other Federal programs (including LIHEAP) may not receive further financial assistance for Wx utilizing DOE funds within 15 years of the completion of the previous weatherization. A unit utilizing DOE funds may not be re-weatherized within 15 years of any federally funded weatherization services. [WPN 24-1](#).

Units that have previously received weatherization may receive non-weatherization assistance and services under other Federal programs or may receive weatherization assistance from non-Federal sources. For LIHEAP funded weatherization, a unit may be re-weatherized five years after the end of the grant performance period utilized on the unit.

DOE: The following actions must be taken on each DOE unit prior to weatherization services to ensure that unit that have received weatherization services within **15 years** (5 years if utilizing LIHEAP only) are not re-weatherized:

- Each client's address must be checked in the statewide weatherization database for previous weatherization within **15 years**.
- Each client must be asked whether their unit has been weatherized within **15 years**.
- A visual inspection of each unit must be performed by an energy auditor to identify if previous weatherization measures have been performed.

If there are no documented, verbal, visual, or physical evidence of previous weatherization services, the subrecipient may proceed with weatherization services guided by DOE rules and funding on the unit. If any of the above actions indicate or suspect that weatherization services have previously been rendered in a unit, the subrecipient must check with the local agency that has historically provided weatherization services in the area to inquire about any records pertaining to the address.

"Rework" is different from a "re-weatherized unit". Any units completed and reported as a completion in statewide weatherization database will require special approval by IHCD for additional re-work being undertaken. See Section 4.8 for additional information.

Land Contracts: If a land contract is in place, then it must be recorded with the assessor's office to be considered valid. If valid, then the land contract can be treated as if the client has a mortgage on the unit. The client would be considered a homeowner.

In the following circumstances, **exceptions** to the required documentation policy will be permitted:

- **Shelters:** a unit or units whose principal purpose is to house on a **temporary** basis individual who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.
 - An application and eligibility determination are not required for shelters.
 - Subrecipients may weatherize shelters. For the purpose of determining how many units exist in a shelter, a grantee may count each 800 square feet of living space within the shelter as a unit or it may count each floor of the shelter as a unit.
 - An individual file must be kept for the shelter project. This file must contain:
 - Shelter's mission statement
 - Occupancy type
 - Recommended Measures and Audit Data Reports (formerly NEAT/MHEA/MulTEA form)
 - All other applicable documents
 - For current reporting purposes, each completion should be counted as "Data Unavailable" when reporting income categories and demographics.

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The box "Demographics Not Available" must be checked at the bottom of the statewide weatherization database application page.

- o IHCD does not require prior approval to weatherize a shelter.

- **Multi-Family Buildings:** any residential building containing two or more units (see below distinctions; [WPN 22-12](#)). In the weatherization of multi-family buildings, DOE regulations require that 66% (50% for duplexes and quadplexes) of units in the building must be eligible households or will become eligible within 180 days. [10 CFR 440.22\(b\)](#)
 - o Residential buildings with 25+ units or are more than 3 stories are referred to as **large multifamily** buildings.
 - o Residential buildings with 5-24 units that are 3 stories or fewer are referred to as **low-rise multifamily** buildings.
 - o Multi-unit buildings with fewer than 5 units are called **2-4-unit** buildings.

Weatherization may **not** be denied based on the utilities not being in the occupant's name. In the case of rental-occupied units, agreements with the landlord are needed to guarantee the accrual of benefits from the weatherization services are transferred to the tenant. Owner-occupied units where homeowners do not have utilities in their name are eligible applicants for weatherization services, as the benefits directly accrue to their stake in their home as a component of their prosperity and self-sufficiency. Utilities under the name of an individual besides the homeowner does not replace the energy burden placed on the applicant.

Describe Reweatherization compliance

3.4 Building Eligibility

Prior to any weatherization activity, a unit must be evaluated to determine whether previous weatherization services have been provided. Units weatherized (including units partially weatherized) with DOE funds, or under other Federal programs (including LIHEAP) may not receive further financial assistance for Wx utilizing DOE funds within 15 years of the completion of the previous weatherization. A unit utilizing DOE funds may not be re-weatherized within 15 years of any federally funded weatherization services. [WPN 24-1](#).

Units that have previously received weatherization may receive non-weatherization assistance and services under other Federal programs or may receive weatherization assistance from non-Federal sources. For LIHEAP funded weatherization, a unit may be re-weatherized five years after the end of the grant performance period utilized on the unit.

DOE: The following actions must be taken on each DOE unit prior to weatherization services to ensure that unit that have received weatherization services within **15 years** (5 years if utilizing LIHEAP only) are not re-weatherized:

- Each client's address must be checked in the statewide weatherization database for previous weatherization within **15 years**.
- Each client must be asked whether their unit has been weatherized within **15 years**.
- A visual inspection of each unit must be performed by an energy auditor to identify if previous weatherization measures have been performed.

If there are no documented, verbal, visual, or physical evidence of previous weatherization services, the subrecipient may proceed with weatherization services guided by DOE rules and funding on the unit. If any of the above actions indicate or suspect that weatherization services have previously been rendered in a unit, the subrecipient must check with the local agency that has historically provided weatherization services in the area to inquire about any records pertaining to the address.

"Rework" is different from a "re-weatherized unit". Any units completed and reported as a completion in statewide weatherization database will require special approval by IHCD for additional re-work being undertaken. See Section 4.8 for additional information.

Land Contracts: If a land contract is in place, then it must be recorded with the assessor's office to be considered valid. If valid, then the land contract can be treated as if the client has a mortgage on the unit. The client would be considered a homeowner.

In the following circumstances, **exceptions** to the required documentation policy will be permitted:

- **Shelters:** a unit or units whose principal purpose is to house on a **temporary** basis individual who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.
 - o An application and eligibility determination are not required for shelters.
 - o Subrecipients may weatherize shelters. For the purpose of determining how many units exist in a shelter, a grantee may count each 800 square feet of living space within the shelter as a unit or it may count each floor of the shelter as a unit.
 - o An individual file must be kept for the shelter project. This file must contain:
 - Shelter's mission statement
 - Occupancy type
 - Recommended Measures and Audit Data Reports (formerly NEAT/MHEA/MulTEA form)
 - All other applicable documents

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- For current reporting purposes, each completion should be counted as “Data Unavailable” when reporting income categories and demographics. The box “Demographics Not Available” must be checked at the bottom of the statewide weatherization database application page.
- IHCD does not require prior approval to weatherize a shelter.
- **Multi-Family Buildings:** any residential building containing two or more units (see below distinctions; [WPN 22-12](#)). In the weatherization of multi-family buildings, DOE regulations require that 66% (50% for duplexes and quadplexes) of units in the building must be eligible households or will become eligible within 180 days. [10 CFR 440.22\(b\)](#)
 - Residential buildings with 25+ units or are more than 3 stories are referred to as **large multifamily** buildings.
 - Residential buildings with 5-24 units that are 3 stories or fewer are referred to as **low-rise multifamily** buildings.
 - Multi-unit buildings with fewer than 5 units are called **2-4-unit** buildings.

Weatherization may **not** be denied based on the utilities not being in the occupant’s name. In the case of rental-occupied units, agreements with the landlord are needed to guarantee the accrual of benefits from the weatherization services are transferred to the tenant. Owner-occupied units where homeowners do not have utilities in their name are eligible applicants for weatherization services, as the benefits directly accrue to their stake in their home as a component of their prosperity and self-sufficiency. Utilities under the name of an individual besides the homeowner does not replace the energy burden placed on the applicant.

Describe what structures are eligible for weatherization

Indiana's subgrantees may weatherize single site built homes, mobile homes (manufactured housing), shelters and multiunit buildings. Indiana's subgrantees may also Weatherize units for both homeowners and renters. The selection process is based upon client eligibility, established priority guidelines, and information gathered during the initial audit. Once a unit is determined to qualify for services, it is up to the Energy Auditor to determine if the unit is a candidate to receive weatherization services or if the unit should be deferred.

IHCD holds a programmatic agreement with the Indiana State Historic Preservation Office Regarding EECBG, SEP & WAP undertakings. The original agreement was signed June 2012 but pursuant 78 FR 16138, dated March 14, 2013 the agreement was extended through Dec 31, 2030. The agreement and extension notification can be found as an attachment to the SF424.

Describe how Rental Units/Multifamily Buildings will be addressed

See Low-Rise Multi-Family Policy & Procedure Manual attached to SF-424.

3.3 Rental Eligibility

Subrecipients must have written permission from the building owner or his agent before commencing and are required to have and abide by their written policies detailing the terms of the landlord/tenant agreement and any landlord contribution policy the subrecipient has adopted. Landlord contribution is not required by IHCD or DOE.

Landlord agreement forms must be included in the files of all weatherized rental units. At a minimum, landlord agreements must state that:

- For at least a one-year period after the weatherization work on the unit is completed, rent increases related to the Weatherization services performed are not permitted. [10 CFR 440.22\(b\)\(3\)\(ii\)](#)
- Landlord and/or other contributions shall be expended in accordance with the agreement between the landlord and the subrecipient providing weatherization. [10 CFR 440.22\(d\)](#)
- Written permission of the landlord, or the landlord’s agent, must be obtained prior to the weatherization of the unit.

4.4 Rentals

The benefits of Wx to occupants of rental units are the same as homeowners per [10 CFR 440.22\(b\)\(3\)](#). As defined by [10 CFR 440.3](#), a rental unit is a unit occupied by a person who pays rent for the use of the unit. Subrecipients must have the following policy and procedures in place before proceeding with weatherization of a rental unit:

- Written permission from the building owner or his/her legal managing agent before commencing.
- Benefits of the services accrue primarily to the low-income tenants residing in such units
- For 12 months after completion, a landlord must agree the household will not be subject to a rent increase due to weatherization
- No undue or excessive enhancements shall occur to the value of the unit.

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- A landlord agreement/affidavit as required by the subrecipient
- 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

Subrecipients are required to have and abide by their written policies detailing the terms of the landlord/tenant agreement and any landlord contribution policy the subrecipient has adopted.

Landlords may be required to contribute financially toward the cost of completing a unit, and/or to complete specific work on the unit. In cases where the landlord meets the definition of low income and is eligible for services, the subrecipient cannot require financial participation on the part of the landlord. Subrecipients will ensure that clients realize the benefits from the weatherization work. Subrecipients may also include in their landlord policy a provision that does not require a landlord contribution if the landlord is a 501(c)3 non-profit organization. Landlord agreement forms must be included in the files of all weatherized rental units. At a minimum, landlord agreements must state that:

- For a one-year period after weatherization work on the unit is completed, rent cannot be increased, unless the increase is not related to weatherization services performed, as noted in [10 CFR 440.22\(b\)\(3\)\(ii\)](#)
- Landlord and/or other contributions shall be expended in accordance with the agreement between the landlord and the statewide weatherization database's Landlord Agreement Form, as noted in [10 CFR 440.22\(d\)](#)
- Written permission from the owner, or his/her legal agent

Landlord contributions are not to be counted as program income and must be applied to the weatherized unit. Agencies that require landlord contributions must use a net system when charging weatherization. As an example, if the cost of the work is \$4,000.00, and the landlord contributes 50%, or \$2,000.00, weatherization may be charged for only the remaining \$2,000.00.

Subrecipients are required to develop a written appeals process for dealing with rental units. The process must include a method by which tenants may file complaints and owners in response to such complaints, must demonstrate that the rent increase concerned is related to matters other than the weatherization work.

The primary purpose of the Weatherization Assistance Program is to lower the total residential energy expenditures of low-income persons. Subrecipients are to ensure that no undue enhancement shall occur to increase the value of the units, as noted in [10 CFR 440.22\(b\)\(3\)\(iv\)](#). Undue enhancement is defined by DOE as any improvement to the property that goes beyond the scope of energy conservation work.

Subrecipients are not required to place liens on rental property that has been weatherized but must ensure protection of the low-income household from improper eviction or sale of property. Subrecipients must be aware of the legal protection available and be prepared to make appropriate referrals when necessary.

Describe the deferral Process

4.3 Deferral

Although a client may meet income eligibility requirements for weatherization, the subrecipient may defer the unit for weatherization services as a result of the unit not being suitable for weatherization services. A deferral may occur due to problems that are beyond the scope of weatherization such as condition of the structure, area is slated for redevelopment or health and safety reasons. Deferrals can take place during any phase of the weatherization process. This includes, but is not limited to the following:

- Pre-audit inspection
- During the energy audit
- During HVAC work
- During SHELL work
- During the quality control inspection
- Any other time during the course of Weatherization

A building may be determined ineligible for Wx if its structure would prohibit it from ever being weatherized. To be eligible for Wx a building must provide complete independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking and sanitation. If the subrecipient cannot make a clear determination based on the information provided in this document, please refer to the *2020 Indiana Residential Code* and/or contact iwxx@ihcda.in.gov to assist the weatherization manager in their determination.

A pre-audit inspector, energy auditor, HVAC professional, Crew Leader, Quality Control Inspector have the authority to recommend deferral to the Program

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Manager. All deferral initiations must be reported to the Program Manager. Any time a unit visit is conducted that results in a deferral, a formal written deferral letter, as described below, must be submitted to the client. All Weatherization work must be postponed until the deferral issues have been remedied by the client and/or by an alternative funding source. Below is a non-comprehensive list of possible justification for deferral:

- Client refuses a Health and Safety Measure
- Client refuses a Major Measure, as described in Attachment 8 of [WPN 23-6](#)
 - A Major Measure is a high priority measure, which if skipped, would result in “partial” Weatherization of a unit. Major Measures are as follows: air sealing, duct sealing outside the thermal boundary, thermal boundary insulation (attic, wall, floor or belly, foundation, sill, etc.)
- Client or client family/friends in the unit are uncooperative, abusive, threatening, engaged in illegal activities
- Signs of illegal activities in the unit, i.e.: hypodermic needles, drug paraphernalia, unsecured firearms and/or weapons, etc.
- Moisture issues
- Raw sewage or other sanitary issues
- Pests, insects, vermin, and/or rodents
- Unit is for sale, foreclosed, and/or owner will not be residing in the unit throughout the weatherization process
- Applicant is deceased
- Lead-based paint conditions that could endanger the health of the occupants or workers.
- Unit has been condemned
- Unit has structures or mechanical issues that could endanger the occupants or workers.
- Unit is under construction or being remodeled
- Application parameters do not reflect current household
- All other conditions that could endanger or compromise the well-being of the occupants and/or Weatherization professionals

At any point when a unit is deferred, the client must be provided with written notification of the deferral within 10 business days. The written notice must be in compliance with [WPN 22-7](#) and IHCD State Plan. IHCD requires the **Applicant Deferral Notification Letter** *Appendix R* to be the basis of any form created by the Wx subrecipient to notify weatherization clients of their denial of services. 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 and Home Assessment Form. A copy of this form must also be in the client file. For each deferral issue within the unit, 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. The deferral notification must be sent to the client in writing and must include the following:

- A signed Moisture and Home Assessment Form
- Reason(s) for deferral
- Actions and timeline required by client to receive weatherization services.
- Appeal process

If a deferral occurs after the weatherization process has commenced, all work is required to be completed and pass a QC inspection by a QCI within 12 months of the application date in order to be counted as a completion. If this is not possible, the subrecipient must submit the following documentation to IHCD with the following information for a Provisional Closeout, which may be approved by IHCD, but will not count as a completion:

- Meaningful photographs of the cause(s) for deferral (must be included in the client file)
- Moisture and Home Assessment Form
- Documentation of client education as required per [WPN 22-7](#)
- Client Health Screening, when applicable
- Concise timeline beginning with approved application date, date of pre-audit (when applicable) date of audit, date of HVAC, date of SHELL, date all deferrals.
- Justification stating the reason work could not be completed in a timely manner.
- All other documentation as requested by IHCD

The costs associated with deferring a unit are allowable expenses under Base Program Operations, Health & Safety and/or LIHEAP. Following all current funding grant rules, subrecipients must document on the deferred invoice that the charge was for a deferred unit, and it not attributed to any particular completion. All costs must be reported in the statewide weatherization database.

All agencies will pursue alternative funding resources to reduce the occurrence of deferrals. Agencies should establish lines of communication with other funding sources so that referrals can occur in an efficient manner. The following is a list of potential funding sources to help remedy situations in a unit:

- U.S. Department of Energy (DOE) – Weatherization Readiness Funds
- U.S. Department of Housing and Urban Development (HUD) - HOME Program
- HUD - Community Development Block Grant
- U.S. Department of Health and Human Services (HHS) - Community Services Block Grant

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- U.S. Department of Agriculture (USDA) - Rural Economic Community Development
- State-funded housing and rehabilitation programs
- City-funded housing and rehabilitation programs
- Low-income program funds provided by local utilities
- Donations or financial participation from landlords
- Donations from local churches or community groups
- Unrestricted Weatherization Improvement (UWI) funds
- Private Funds

Specialty contractors may be utilized for deferral remediation, but they must adhere to the minimum training requirements outlined in IHCD policy. An inspection on the unit must be performed to ensure all deferral issues have been addressed and the unit is weatherization ready. Deferral funds must not be used to perform the following:

- Help maintain the average cost per unit of the traditional Wx grants.
- As a “buy down” to enhance other measures.
- As a substitute for traditional weatherization mechanical expenses.
- As an emergency “no heat” program.

IHCD reserves the right to request repayment of funds received for deferral expenses (extenuating circumstances will be reviewed by IHCD).

Historic Preservation is not a cause for deferral.

Deferral Remediation Measures (DRM)

Measures that are justified as remediating a hazard that prevents weatherization and is outside the scope of energy related hazards. These measures may be covered using DOE Weatherization Readiness Funds but must also result in a DOE or BIL completion. Other deferral remediation sources may also be used for these measures. Costs associated with DRMs are as follows:

- **DRM Labor Costs:** Cost of remediation of hazard by a professional service or subrecipient
- **DRM Material Costs:** Material costs of remediation

V.1.3 Definition of Children

Definition of children (below age): **18**

V.1.4 Approach to Tribal Organizations

☐ Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Native Americans are served in the general population and will be eligible to receive benefits equivalent to the assistance provided to other low income persons living in Indiana.

V.2 Selection of Areas to Be Served

Selection of subgrantees to implement the Weatherization Assistance Program is made in accordance with 10 CFR 440.15(a). Preference is given to any subgrantee that has administered, or is currently administering, an effective program, with program effectiveness evaluated by consideration of factors including, but not limited to:

- Demonstrated ability to achieve projected goals and objectives,
- Quality of weatherization work as demonstrated by past program performance,
- Ability to staff program with qualified, trained, and experienced employees,
- Previous program experience, both in weatherization and other low income program, and
- Ability to fulfill procedures for fiscal record keeping under Indiana and Federal codes.

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IHCD contracts with nineteen (19) subgrantees to cover Indiana's 92 counties. Of the 19 subgrantees, 18 are Community Action Agencies, and JobSource (DBA Central Indiana Community Action Program) is a unit of local government.

If one of the current 19 subgrantees is unable to administer the Weatherization Program in their respective county or counties, or if their program is cited for noncompliance, corrective actions will be taken. With support from IHCD and the awarded technical assistance provider, the Subgrantee in question will:

- Be placed on a Quality Improvement Plan (QIP). A QIP is prescribed to subgrantees with a significant number of technical findings and/or program deficiencies. The QIP process includes drafting a remediation plan, assigning responsibilities for resolving findings, and fully participating in monthly monitoring visits.
- IHCD also may implement a modified QIP. A modified QIP is prescribed to subgrantees with less dire, but still numerous, findings and concerns. The modified QIP process includes drafting a remediation plan, assigning responsibilities for resolving findings, and quarterly monitoring visits.

If the QIP does not result in the correction of all issues in question, IHCD has the option to either extend the QIP period or remove the Weatherization Assistance Program from the subgrantee. If the State chooses to remove the weatherization program from the subgrantee, IHCD will go through the following actions to ensure continued service in the subgrantee's service area:

- Removal of the program from the subgrantee will typically not be done until a suitable organization can be found to administer the program, either on a temporary or permanent basis. Under certain circumstances, it may be necessary to remove the Weatherization Assistance Program (WAP) from a subgrantee immediately if the territory is not being serviced by the subgrantee, or if a subgrantee is not operating under an active Weatherization Assistance Program (WAP) contract. Under these conditions, IHCD will follow the Request for Qualifications (RFQ) and Request for Proposals (RFP) processes outlined below immediately following this process.
- If funding is removed in part from a particular subgrantee, IHCD will exercise discretion in either redistributing that funding to existing subgrantees or new subgrantee(s) using the RFP method identified below, or awarding funding to those subgrantees meeting qualifications under 440.15(a) and are capable of handling additional funds, as evidenced by their grant spending in conjunction with production benchmarks.

V.3 Priorities

Client Priority

Based on the information entered into the Statewide database, priority clients will appear in rank of points automatically calculated. In accordance with [10 CFR 440.16](#) priority is given to households where one or more of the following exist:

- High Energy Use
- High Energy Burden
- Elderly Household Members (60 years and older)
- Disabled Household Members
- Household Members Under the Age of 18

This list must be used to order the **outreach of priority clients** to schedule their service. Within the above listed priority, subrecipients should focus on households with the highest point value and contact those with the greatest points first when working through their waitlists. This can occur separately by each county in a subrecipient's service territory. Clients in each county should be contacted in order of highest to lowest number of points. For clients with the same number of points, those clients should be contacted in a first come first serve basis.

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

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Station Name	State	City	HDD	CDD
CHICAGIL.WX	IL	Chicago	5408	1306
EVANVLIN.WX	IN	Evansville	4076	1612
FTWAYNIN.WX	IN	Fort Wayne	5519	1041
INDNAPIN.WX	IN	Indianapolis	4914	1320
SOBENDIN.WX	IN	South Bend	5568	1144
LOUIVKY.WX	KY	Louisville	3759	1886
CINCINOH.WX	OH	Cincinnati	4529	1306

Source: NOAA

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

IHCDA 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, sub-grantees receive specific technical training along with field visits and enhanced training at the field site.

IHCDA is in the process of developing two field guides for Multi-Family projects. The first field guide will focus on small Multi-Family (5-25 units), and the second field guide will focus on large Multi-Family (26+ units).

Per the procedure allowed by 10 CFR 440.21b and set forth in WPN 23-6 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:

Table 3 - Special Materials/Audit Procedures Approvals	
Item	Comments
Refrigerators	Approved 1/7/2020
Heat Pump Water Heaters	Approved 1/7/2020
Spray Foam Insulation	Approved 8/18/18
Light Emitting Diode (LED) Lighting	Approved 4/6/17

To meet requirements within [WPN 22-4](#) IHCDA added the following language to their sub-grantee contracts:

Sub-grantees 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), sub-grantees shall abide by and perform all work in accordance with said document. The sub-grantees' signature on this agreement signifies its responsibility to follow all work standards as outlined in the documents referenced in this paragraph.

Additional language was added as follows:

Sub-grantees shall ensure that all Weatherization staff and sub-contractors 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), sub-grantees shall abide by and perform all work in accordance with said document. The sub-grantees' 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 sub-contractors 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 sub-grantees must be performed in compliance with a properly completed NEAT/MHEA/MulTEA run. Additionally, IHCDA will allow use of the new DOE Priority List upon sub-grantees discretion as an alternative to existing auditing procedures. 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 recent field guide and variances were approved by the DOE in August 2021. A 5-year renewal will be required by August 2026. The Field Guide also includes information and forms specific to Indiana's WAP.

To help prepare Indiana's Weatherization Network for the implementation of the updated field guide and SWS alignment, INCAA, in conjunction with IHCDA, will utilize Semi-Annual Technical Trainings and Semi-Annual Manager's Meetings to expose the network to the guides and remind them of implementation timelines. In addition to this training, INCAA will also perform T&TA visits to individual sub-grantees to assist them with understanding and using the aligned document.

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IHCDA has received DOE approval for Indiana's SWS/Field Guide, IHCD 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 IHCD's website and on the training center's website and identified within the IHCD 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. IHCD 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 IHCD's website. IHCD 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, IHCD regularly encourages their sub-grantees to reference the wealth of Weatherization related knowledge contained on the NASCSP and DOE websites.

IHCDA also considers the training staff at INCAA and the contracted monitor(s) as technical guides and resources. These individuals are available by phone, email, and when possible, local visits. The combined years of Weatherization experience of these individuals make them a valuable resource to Indiana's WAP network.

Field guide types approval dates

Single-Family: August 4, 2021

Manufactured Housing: August 4, 2021

Field guide types approval dates

Single-Family: 8/4/2021

Manufactured Housing: 8/4/2021

Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

Audit Name:

Approval Date: 12/7/2021

Audit Procedure: Manufactured Housing

Audit Name:

Approval Date: 12/7/2021

Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

Energy Audit

Determine which weatherization measures are most appropriate for the client's unit. The initial audit also includes a health and safety evaluation. Subrecipients must ensure the energy audit has begun within 12 months of the most current approval date or the client income must be recertified. Time between the start of weatherization services (date of the energy audit) commences and closeout/completion must be no longer than 180 days. So long as weatherization services have started within 12 months of the date of determined eligibility, recertification is not required.

Pre-Auditor

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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 deferral policy must always be followed (refer to section 10). An appeal process for the decision is required and the applicant must be informed sufficiently of this mechanism so that they may prepare their home to participate in the program.

Energy Auditor

Prior to any weatherization activities, each eligible unit must undergo a whole-home audit by a trained energy auditor. An energy auditor is a residential energy-efficiency professional who evaluates the energy efficiency and health & safety of a unit and conducts field measurements and diagnostic testing to identify areas for energy savings and enhancements. The energy auditor produces a work order based upon the information gathered to direct the energy efficient work and installed measures for units to be weatherized. Unless utilizing the approved Measure Priority List, audits are conducted according to the DOE-approved energy audit tool for the associated housing type.

6.1 Measures

Measures are activities the subrecipient performs in the unit during the process of weatherization. Purchases charged will be at their actual prices after deducting all cash discounts, trade reimbursements, discounts or rebates and allowances. There are a variety of different measure types that come with specific requirements.

Major Measures

Major measures are as follows:

- Air sealing
- Duct sealing outside the thermal boundary
- Thermal boundary insulation (attic, wall, floor/belly, foundation, sill, etc.)

Energy Conservation Measures (ECM)

Measures that are applied to a building that improve energy efficiency and are life cycle cost effective and that involve energy conservation, improvements in operations and maintenance, or retrofit activities. These are the measures from which base weatherization occurs. Costs associated with ECMs are as follows:

- **ECM Labor Costs:** Cost of installation by a professional service or subrecipient
- **ECM Material Costs:** Material cost of installation.

Health & Safety Measures (H&S)

Measures that are justified as eliminating energy related health and safety hazards prior to installation of weatherization materials. Health & Safety is not a separate budget category in LIHEAP and is thus included in the ACPU. Costs associated with H&S are as follows:

- **H&S Labor Costs:** Cost of elimination of hazard by a professional service or subrecipient
- **H&S Material Costs:** Material costs of elimination

The Health & Safety Plan details how Health & Safety will be spent out per [WPN 22-7](#).

Deferral Remediation Measures (DRM)

Measures that are justified as remediating a hazard that prevents weatherization and is outside the scope of energy related hazards. These measures may be covered using DOE Weatherization Readiness Funds but must also result in a DOE or BIL completion. Other deferral remediation sources may also be used for these measures. Costs associated with DRMs are as follows:

- **DRM Labor Costs:** Cost of remediation of hazard by a professional service or subrecipient
- **DRM Material Costs:** Material costs of remediation

Incidental Repair Measures (IRM)

Measures that are minor repairs necessary for effective performance or preservation of ECM materials and may be billed to any ECM line item. The ECMs that

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require IRMs must be documented in the client file. The total cost of IRMs is added to the measure cost package to calculate whole unit SIR. Health & Safety measures that are identified as IRMs must never be applied to the Health & Safety budget category. WAP funds cannot be used to install IRMs deemed necessary before the Energy Audit is performed. Costs associated with IRMs are as follows:

- **IRM Labor Costs:** Cost of repairs by a professional service or subrecipient
- **IRM Material Costs:** Material costs of repair

Section 5: Weatherization Priority List

The Energy Auditor may decide for each job whether the subrecipient will utilize the Priority List (PL) as outlined or conduct a site-specific energy audit using the approved energy audit tool for the associated housing type. Any job utilizing these PLs with any DOE funds must install all required Health and Safety (H&S) measures per the DOE-approved H&S plan. If the PL is applied to a project using any DOE funds, any measure listed as “mandatory” may only be skipped if it is physically impossible to install, regardless of funding source used for the measure. If another funding source is used for a mandatory measure, it must meet the requirements of the DOE Weatherization Assistance Program as outlined in the PL. “Optional” measures may only be installed if all other applicable mandatory measures are installed as well (applicable measures are any measure, as defined by [WPN 22-8](#), that are included on the regional priority list that can be physically installed and does not already exist).

Any measure deemed not to be “applicable” for the project must be documented, including photos and reason for exclusion. If a measure is deemed inaccessible due to physical obstruction, logistical or safety constraints, then an interim inspection must be held, and photographic evidence and documentation must be retained should the interim inspection consider the measure inaccessible. Costs associated with these activities may be considered questioned costs in Program Monitoring and will need to be clarified with the subrecipient.

If the auditor determines that the home needs any energy conservation measure not included on this PL or if the home does not meet the basic requirements listed below, then a site-specific energy audit must be run in compliance with IHCD’s most recently DOE-approved energy audit procedures: Energy Audit run and required *Appendix I - Work Order Cover Sheet - NEAT-MHEA Cover*. Please refer to Section 2.4 Building Eligibility and Documentation of this manual. ACPU expenditure of financial assistance provided under Wx for labor, weatherization materials, and related matters cannot exceed the Average Cost Per Unit (ACPU) limits. All installation costs must be procured in compliance with 2 CFR 200 and IHCD’s procurement policies. Individual measure cost caps, if applicable, are detailed in the applicable regional Priority List.

The following policies outline optional and mandatory measures. Each of the required forms are required to be completed and retained for record. All jobs utilizing a Priority List must also have completed required forms for monitoring and compliance found [here](#). All jobs utilizing a Priority List must complete the associated checklists Form A (Region 3 Checklist), Form C (Combustion), and Form H (H&S) for the appropriate housing type found at the links below:

- [Site-Built Single-Family Priority List Checklists](#)
- [Manufactured Priority List Checklists](#)
- [Low-Rise Multifamily Priority List Checklists](#)

5.1 Single-Family Site Built Priority List

To qualify for use of the PL on a single-family site-built home, the following must be satisfied:

1. No more than 3 stories in height above grade.
2. Primary heating system is NOT:
 - a. a sealed-combustion natural gas furnace originally rated greater than, or equal to, 90% AFUE.
 - b. a heat pump manufactured after 2006.
3. Job will not exceed **\$500** in incidental repairs meeting the definition outlined in [WPN 19-5](#)

Region 3 List of Measures

Mandatory Measures

1. Install all applicable Health and Safety (H&S) measures per the IHCD’s DOE-approved H&S Plan.
2. Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.
 - a. [Lighting Replacement SWS](#)
3. Air Sealing – seal the exterior pressure boundary surfaces at all the following locations: attic top-plates; ceiling, wall, and floor bypasses, penetrations, and holes; sill box to floor intersection if on unconditioned crawlspace or basement, or entire sill box area if conditioned foundation.
 - a. Target value is 1 cfm/ft² of conditioned floor area

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- b. [Air sealing SWS](#)
- 4. Duct Sealing – seal all accessible ducts located outside the thermal boundary.
 - a. Target value is 1 Pascal per register as measured with a Pressure Pan.
 - b. [Duct sealing SWS](#)
- 5. Duct Insulation – insulate all accessible uninsulated ducts located outside the thermal boundary to R-8 or R12 if exposed to the exterior.
 - a. [General Duct insulation SWS](#)
- 6. Ceiling insulation
 - a. Unconditioned Attic
 - i. Mandatory: insulate all accessible attics to R-60 or to capacity if less.
 - 1. [Attic Floors - Unconditioned Attics SWS](#)
 - ii. Mandatory: insulate all uninsulated enclosed attics to capacity (e.g., floored or cathedral).
 - 1. [Attic Floors - Unconditioned Attics SWS](#)
 - b. Finished Attic / Knee wall Attic / Bonus Room
 - i. Mandatory: Insulate all attic flats (collar beam & outer ceiling joists) to R-60 or to capacity if less.
 - 1. [Attic Floors - Unconditioned Attics SWS](#)
 - ii. Mandatory: Insulate all uninsulated attic enclosed roof rafter slopes to maximum capacity possible.
 - 1. [Inaccessible Ceilings – Dense Pack SWS](#)
 - iii. Mandatory: Insulate all uninsulated knee walls to R-15 or to capacity, whichever is greater.
 - 1. [Attic Knee Walls SWS](#)
- 7. Wall Insulation
 - a. Mandatory: Insulate any exterior wall cavity with no existing insulation to full dense-packed capacity.
 - b. Optional: Insulate any partially insulated exterior wall cavities (e.g., 3.5” cavity with 2” of existing batt) using dense-pack insulation.
 - i. [Dense Pack Insulation SWS](#)
- 8. Foundation Insulation – (skip measure if foundation is slab)
 - a. Conditioned and Unvented Foundations
 - i. Mandatory: Insulate accessible rim/band joist (sill box) to R-30 or to capacity, if less.
 - ii. Optional: Insulate accessible above-grade foundation walls to R-15 continuous insulation or R-19 cavity insulation or to capacity, if less.
 - iii. [Rim/Band Joist SWS](#), [Conditioned Subspaces: Walls SWS](#)
 - b. Unconditioned or Vented Foundations
 - i. Mandatory: Insulate all floors over unconditioned foundations to R-30 or to full joist capacity, if less. Must include complete ground moisture barrier over any exposed dirt floors.
 - ii. [Floors SWS](#), [Ground Vapor Retarders SWS](#)

Optional Measures

- 1. **\$250** per home DOE Wx funds cap
 - a. Faucet aerators should be less than, or equal to, 2.2 GPM – [Low-Flow Devices SWS](#)
 - b. Showerhead should be less than, or equal to, 2.5 GPM - [Low-Flow Devices SWS](#)
 - c. Domestic Water Heater (DWH) tank insulation (R-10 minimum) – [Tank Insulation SWS](#)
 - d. DWH pipe insulation (6’ of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3) – [Pipe Insulation SWS](#)
- 2. Replace up to (1) refrigerator per home, with a label rating of less than 400kWh/yr and maximum installed cost of **\$850** per unit when the existing refrigerator:
 - a. Was manufactured before 2001, OR
 - b. Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.
 - c. [Refrigerator Replacement SWS](#)
- 3. Primary Heating and Air-Conditioning System Replacements
 - a. [Heating & Cooling: Equipment Installation SWS](#)
 - b. Replace existing ducted electric resistance forced-air furnace and air conditioning combination with a heat pump of minimum 8.5/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) which includes an EC air handler motor and programmable thermostat (SWS 5.0108.1; SWS 5.0101.1).
 - c. Replace existing combination of non-ducted fixed electric resistance heat (e.g., electric baseboard, and PTAC units), and non-ducted air conditioning (i.e., window or room A/C, including PTAC) with a minimum 10/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) mini-split heat pump system which must include a programmable thermostat (SWS 5.0108.3; SWS 5.0101.1).
 - d. Replace existing ducted heat pump system that is manufactured before 2006 with a heat pump rated a minimum of 8.5/HSPF2 & COP @5°F >1.75 (at maximum capacity operation) which must include an EC air handler motor and programmable thermostat (SWS 5.0108.1; SWS 5.0101.1).
 - e. Replace existing window A/C manufactured before 2014 with a minimum 12 CEER or higher unit of the same or lesser BTU capacity.
 - f. If the home has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run that

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assumes items 1-8 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific home.

5.2 Manufactured Single-Wide or Double Wide Homes Priority List

To qualify use of the PL on manufactured single-wide or double-wide homes, the following must be satisfied:

1. Is manufactured before 2010.
2. Has an accessible unconditioned subspace.
3. Does NOT have an attached conditioned addition.
4. Primary heating system is NOT a natural gas furnace originally rated greater than, or equal to, 80% AFUE.
5. Job will not exceed **\$500** in incidental repairs meeting the definition outlined in [WPN 19-5](#).

Region 3 List of Measures

Mandatory Measures

1. Install all applicable Health and Safety (H&S) measures per the IHCD's DOE-approved H&S Plan.
2. Light Emitting Diode (LED) lighting replacement of all existing screw-based incandescent, halogen, or compact fluorescent lighting used for a minimum of one hour per day.
 - a. [Lighting Replacement SWS](#)
3. Air Sealing – seal the primary pressure boundary surfaces at the following locations: attic top-plates (if accessible); all penetrations and holes through the ceiling, exterior walls, and floor.
 - a. Target value is 1 cfm/ft² of conditioned floor area
 - b. [Air sealing SWS](#)
4. Duct Sealing – seal all accessible ducts. At a minimum, seal all end caps, crossovers, duct boot connections, holes or penetrations, and furnace connections.
 - a. Target value is 1 Pascal per register.
 - b. [Duct sealing SWS](#)
5. Ceiling insulation (both flat and vaulted ceilings) – fill ceiling to R-60 or to capacity, whichever is less, with blown insulation.
 - a. [Attic Floors – Unconditioned Attics SWS](#)
6. Floor/Belly Insulation – Fill all belly cavities to capacity and proper density (1.25-1.75 pounds per cubic foot) with blown insulation after air sealing floor and ducts.
 - a. [MH Belly Insulation SWS](#), [Ground Vapor Retarder SWS](#)
7. Mandatory: Replace all single-paned metal-framed windows with Low-E double-paned windows having a U-value of 0.33 or less. Single pane windows with storm windows are not eligible for replacement using DOE funds.
 - a. [Window Replacement SWS](#)

Optional Measures

1. Optional: **\$250** per home DOE Wx funds cap
 - a. Faucet aerators should be less than, or equal to, 2.2 GPM – [Low-Flow Devices SWS](#)
 - b. Showerhead should be less than, or equal to, 2.5 GPM – [Low-Flow Devices SWS](#)
 - c. Domestic Water Heater (DWH) tank insulation (R-10) – [Tank Insulation SWS](#)
 - d. DWH pipe insulation (6' of both hot and cold-water lines nearest the DWH, and any accessible hot water lines beyond that to R-3.) – [Pipe Insulation SWS](#)
2. Replace up to (1) refrigerator per home, with a label rating of less than 400kWh/yr and maximum installed cost of **\$850** per unit when the existing refrigerator:
 - a. Was manufactured before 2001, OR
 - b. Uses >1000 kWh/yr based upon energy use metering or industry accepted resource.
 - c. [Refrigerator and Freezer Replacement SWS](#)
3. Primary Heating and Air-Conditioning System Replacements
 - a. [Heating & Cooling: Equipment Installation SWS](#)
 - b. Replace existing window A/C manufactured before 2014 with a 12 CEER or higher unit of the same or lesser BTU capacity.
 - c. If the home has any other existing combination of heating/cooling systems other than as described above, then an energy model may be run that assumes items 1-7 have been completed and determine if an alternative heating/cooling system replacement is cost effective for this specific home.

5.3 Dwellings Not Eligible for Priority Lists

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If a single-family site-built or manufactured home does meet the criteria to be eligible for the pre-approved Priority Lists or if it is determined additional measures are required which are not included on the Preapproved Priority Lists, a site-specific Energy Audit using the approved energy audit tool as approved by DOE is required.

Timeline

4/2021: Grantee required all sub-grantee utilized NEAT/MHEA/MulTEA on 100% of all energy audits. INCAA training center will continue to provide 2-day NEAT/MHEA/MulTEA course as well as needed TTA per request of sub-grantees and as recommended as a result of IHCD recommended monitoring recommendations/requirement.

4/2022: IHCD 2022 State Plan and Policy Manual requires all sub-grantees to utilize the web based version of the energy modeling software prior to 4/1/2024. IHCD monitoring will add a monitoring inspection point to the 4/2024 monitoring checklist to ensure compliance by all sub-grantees.

INCAA training center will continue to maintain relationship and contact with ORNL as needed.

These dates are subject to change based on actual timeline vs proposed timeline as outlined in [WAP Memorandum 091](#).

3/2023: INCAA training team leader will connect with Oakridge National Laboratory energy modeling software team regarding training for the online platform.

3/2023: IHCD and INCAA staff will develop curriculum specifically to the new web-based version of NEAT/MHEA. Once the release is made, the team will meet to review and discuss the Conversion Curriculum to be available in PY 2023.

3/2023: INCAA training team will add 2-8 (or more as necessary) events for sub-grantees required web-based training migration.

4/2023: INCAA training will continue to offer periodic 2 day NEAT/MHEA/MulTEA course as needed and as requested, indefinitely. INCAA training and IHCD monitoring will continue to provide one-on-one TTA as recommended, requested, or required, indefinitely.

11/2023: IHCD and INCAA staff will attend Train-the-Trainer event; IHCD will release memorandum to sub-grantees stating requirement for all energy auditors, quality control inspectors, and Wx Program Managers to attend online platform training prior to 4/1/2024.

V.5.3 Final Inspection

Quality Control Inspection

Ensure that work was completed in a competent and professional manner with the standards set forth by DOE and IHCD.

Quality Control Inspector

IHCD's weatherization program requires all weatherization work be verified by a BPI Quality Control Inspector (QCI). A quality control inspector (QCI) is a residential energy-efficiency professional who ensures the completion, appropriateness and quality of energy efficiency upgrade work and installed measures. Per [WPN 22-4](#), the QCI is an individual that has no involvement in the prior work on the unit either as the auditor or as a member of the crew. IHCD will monitor a minimum of 5% of DOE completions.

- Separation of duties between the Energy Auditor and QCI must be clearly defined and not crossed.
- Weatherization Program Managers who would like to perform QCI must obtain prior IHCD approval.
- The QCI must take every precaution necessary to not become involved in the decision-making process regarding the work being performed at the unit.
- All additional work or needed re-work should be brought to the attention of the Wx Program Manager or Energy Auditor and not handled directly by the QCI.
- Crew Leaders should seek guidance on performing work from the WX Program Manager or Energy Auditor.

IHCD allows two options for meeting the Quality Control Inspection requirement. Subrecipients must apply to IHCD in order to be able to utilize the Energy Auditor as the QCI option and must indicate their intended method to IHCD for consideration. Subrecipients that do not submit a plan to IHCD will be required to utilize a QCI that was not the Energy Auditor

When Energy Auditor is QCI

The auditor performs the audit, creates the work order, and performs the final quality control inspection. The auditor is not involved in any of the actual work on the unit. Because this model does not allow for an independent review of the audit on every unit, IHCD is required to increase the percentage of quality assurance reviews to ensure that audits are being performed consistently and correctly. IHCD will monitor a minimum of 10% of DOE completions.

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Inspectors shall not participate in professional activities involving a conflict of interest. A conflict of interest occurs when an inspector is inappropriately motivated by any financial, personal, or professional incentive other than the production of a professional report that clearly, completely, and usefully reflects the conditions observed during the audit. Inspectors shall avoid, whenever possible, even the appearance of a conflict of interest and shall disclose all potentially questionable associations and relationships in advance to IHCD with a legitimate right to be informed of them.

Inspectors shall not inspect work performed by organizations under arrangements whereby any compensation or future referrals to the inspector depend on or are influenced by the findings of the report. Compensation includes direct and indirect remuneration as well as substantial gifts and favors. Inspectors shall not accept any form of compensation for recommending products or services to clients or other parties having an interest in the inspected work.

Additional documentation may be required by IHCD if necessary, including:

- Documentation of the independent status of the Quality Control Inspector
- Documentation outlining any involvement of the QCI in the audit process

Quality control inspections are subject to IHCD assessment of effectiveness and compliance with program inspection policies and monitoring will include documentation of any findings related to the quality of the inspection and impartiality of the inspection process. IHCD will maintain tracking of all subrecipient QCI activities to include all aspects of the subrecipient developed QCI process, subsequent corrective actions, and final outcomes.

If subrecipients are found to be out of compliance, remedial training may be required for the QCI, the installation contractor, and/or subrecipient staff. Limited remedial training may be provided by IHCD staff onsite at the time of the monitoring, or more extensively through the training facility at INCAA if necessary. Alternatively, IHCD staff may provide more comprehensive training at a later date. Repeated noncompliance issues after remedial training may result in the agency being placed on QIP, or a reduction in funding. All compliance issues found with QCIs are subject to IHCD review and may result in the QCI not being allowed to perform inspections for Indiana Wx.

Subrecipients are required to ensure that each weatherization completion receives an appropriate and properly executed QC inspections. This inspection must be performed by a BPI certified Quality Control Inspector (QCI). IHCD, as part of their regular monitoring procedures, will review QC inspection forms, subrecipient inspection processes and completed units to ensure the inspections are being performed correctly and in a manner that meets DOE expectations. [WPN 22-4](#).

Failure by the subrecipient to utilize the QCI process correctly may result in the associated completion(s) being considered unallowable, and all associated cost being returned to IHCD. Should multiple instances of poorly performed inspections be found, IHCD will, at the very minimum, place the subrecipient on a Quality Improvement Plan (QIP).

Client Refusal to Sign

For units that have had a QCI completed but the client refuses to sign off on the work, the unit can be counted as a completion upon approval by IHCD. In order for IHCD to consider the unit a completion, subrecipients must send the entire client file with personal identifying information (PII) redacted and a detailed explanation regarding client refusal to sign to ivwx@ihcd.in.gov. It is recommended that Weatherization subrecipients, whenever possible, complete the QC inspection process on the last day that contractors or crews will be in the unit, as this eliminates the need to gain access to the unit after services have been rendered.

Failed Quality Control Inspection

If a QC Inspector and a subrecipient cannot come to a mutual agreement regarding a failed QC inspection, a neutral third party QCI must be utilized to make the determination. A neutral third party QCI cannot be an employee of the subrecipient. The QCI could be from another subrecipient or subcontractor.

If a unit cannot be entered for QC inspection, the client file must contain documentation clearly stating the reason the QC inspection could not be completed. A Provisional Closeout may be approved by IHCD. In order to receive a Provisional Closeout, the following must be documented in the client file:

- Three verifiable attempts must be made to schedule a QC inspection (one attempt must be a certified letter). Certified Letter to client should include:
 - Documentation of missed scheduled appointments by the client and/or the client refusal to allow entry to complete final work or perform an inspection.
 - Language stating that the client will have a minimum of seven working days to contact the subrecipient to allow re-entry to complete work and/or the QC Inspection.
 - Consequence of not responding within the 7-day period: all warranty and liability associated with materials installed and work performed will be forfeited whereas the client releases the State of Indiana, the Indiana Housing and Community Development Authority, and the Weatherization Administrator its agents and employees from any and all liability for losses, damages, costs, personal injury, death, or other claims because of or in relation to the installation, location, or malfunction of measures performed.
 - Client's right to appeal the consequence in writing to IHCD within ten (10) business days of receipt of letter. A letter or email must be sent to

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IHCD, attention of the Director of Energy and Utilities, 30 South Meridian Street, Suite 900, Indianapolis IN, 46204.

- The request should detail the specific circumstances related to the issue and why access to the unit has been denied or is unavailable.
- All appropriate documentation, including communication with the client, should be included with the request.

Units approved for a Provisional Closeout will not be allowed to be counted as a completion. However, costs can be spread across grant completions and claimed to IHCD. IHCD will respond in writing to approve or deny the request for a Provisional Closeout or to request additional information. Until the written approval from IHCD is received, final claims cannot be submitted for the unit.

V.6 Weatherization Analysis of Effectiveness

Starting in 2010, IHCD and INCAA transitioned their method of assessment of weatherization effectiveness from Princeton Score keeping Method (PRISM) to work in conjunction with the Building Energy Analysis of Consumption (BEACON) system. This combination allows IHCD to review a larger selection of units for energy efficiency improvements, produces better electric savings information, and cuts down on administration costs in the long run since information can be gathered electronically. The BEACON reports were sent to each sub-grantee for them to review and use to measure their energy savings progress. Additionally, training was provided to the Indiana Weatherization Network during INCAA's annual CAP conference in July 2019. This training taught the attendees how to read and use these reports.

When available, the reports generated by the BEACON system provide results that are both based upon state wide averages as well as individual sub-grantees. These results are shared with each sub-grantee so that they know how they are performing. The information not only provides overall energy savings but provides indicators as to how each energy auditor, crew and contractor are performing. IHCD strongly encourages each sub-grantee to utilize the information as a tool to identify where program improvements are needed.

IHCD reviews the reports generated by the BEACON system to assess incentive pool participation, to gauge performance of sub-grantees in relation to energy savings, to gauge success of Indiana's WAP as a whole and project future needs.

Indiana may opt to utilize an incentive pool process in conjunction with issuing funding allocations that promotes energy savings and sound program management. DOE and LIHEAP allocations are distributed using the census-based allocation formula for 85% of Weatherization sub-grantees contracted funds. The remaining 15% of the allocation is distributed out to those Weatherization sub-grantees who meet all of the following criteria:

1. 95% or more of the prior program year contract total must have been expended.
2. Close Out Reports must be submitted and approved on time (within 45 days after the program year ends). IHCD DMS, IWAP Quarterly, Job Expense and sub-grantee Close Out report must match exactly when final claims are processed, with all line items and averages being within allowable limits.
3. A 20% average energy savings as determined by PRISM/BEACON analysis of local sub-grantee production.
4. No Weatherization sub-grantee operating under a 120-day or modified Quality Improvement Plan (QIP) will be included in the incentive pool.
5. Weatherization sub-grantees must demonstrate regular use of the XRF for lead based paint testing.
6. Sub-grantee must meet the 45 day requirement for vendor and sub-contractor payments.

Sub-grantee Effectiveness:

To assess sub-grantees' procedural effectiveness, IHCD monitors use a combination of monitoring and T&TA. Sub-grantees with deficiencies may be required to attend training specific to the sub-grantee's needs. Sub-grantee deficiencies and subsequent training include but are not limited to: lack of managerial oversight, inadequate technical, fiscal and database management, and client education procedures.

In addition, IHCD and sub-grantee personnel continuously evaluate the effectiveness of training provided through IHCD and the technical assistance provider's (INCAA) training program. This is done through a combination of monitoring of sub-grantees, feedback at Semi-Annual Managers Meetings, and meetings with Indiana's Weatherization Training Center (INCAA).

IHCD reviews all reports prepared by the monitor(s) and IHCD's contracted monitoring team prior to monitoring reports being sent to the sub-grantees. This review allows IHCD to stay current on the issues being faced by each sub-grantee and work toward resolution of problem or weak areas. IHCD performs risk assessments on each sub-grantee in alignment with [2 CFR 200](#) in order to improve areas of weakness.

V.7 Health and Safety

See Health & Safety Plan attached to the SF-424

V.8 Program Management

V.8.1 Overview and Organization

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The Indiana Weatherization Assistance Program is administered by the Indiana Housing and Community Development Authority (IHCD). IHCD is a quasi-governmental agency that administers numerous programs including the Low-Income Housing Tax Credit program, First-Time Home Buyer Assistance, Community Development Block Grant, HOME Investment Partnership funds, Emergency Shelter Grant, Low-Income Household Energy Assistance Program, Community Services Block Grant, and Neighborhood Stabilization Program, among others. IHCD is located within the Family of Business of the Indiana Lieutenant Governor's Office. IHCD is located in Indianapolis, IN.

IHCD staff responsible for the oversight of the Weatherization Assistance Program in Indiana

- Kyleen Welling – Chief of Staff and Chief Operating Officer
- Emily Krauser – Chief Deputy of Programs
- Greg Glassley – Director of Energy & Utility Programs
- **Austen Hurt – Weatherization Manager**
- Josh Pearson – Weatherization Grants Analyst
- **Liv Scott – Weatherization Analyst**
- **Jamison Washington – Weatherization Multi-Family Project Lead**
- Joely Pope – Energy & Utility Programs Special Projects Manager
- **Dana Schoeph – Energy & Utility Programs Data Analyst**
- **Henry Lowry – Energy & Utility Programs Rebates Analyst**
- **Emily Nash – Energy & Utility Programs Process Manager**

The primary point of contact for Indiana's WAP is Greg Glassley.

IHCD utilizes the Indiana Community Action Association (INCAA) as the Weatherization Training Center for Indiana. INCAA is IREC accredited in all four of DOE's Job Task Analyses and has three IREC Certified Master Trainers. INCAA is located in Indianapolis, IN.

Hutson Homes will provide programmatic monitoring for 14 sub-grantees, and Streamlined Solutions will provide programmatic monitoring for 4 sub-grantees in the grant cycle. IHCD will review reports before they are distributed to Subgrantees.

Rob Durham, of The Inspector Inc. has provided technical monitoring for all **nineteen (19)** Weatherization Subgrantees in grant cycle. Rob Durham will continue to perform the technical monitoring in grant cycle. IHCD will review reports before they are distributed to Subgrantees.

Indiana utilizes **nineteen (19)** sub-grantees to administer the Weatherization Assistance Program (WAP). **Eighteen (18)** sub-grantees are Community Action Agencies; one (1), JobSource, (DBA CICAP) is a unit of local government.

Indiana plans to develop incentives to encourage minority and women owned businesses to be involved with the Weatherization program.

V.8.2 Administrative Expenditure Limits

Administration

Subrecipients may spend up to 10% of the total grant amount expended on Administration costs. Costs associated with weatherization administration include fiscal, executive, support operations, rent and utilities, office supplies etc. This applies to staff engaged in program administration.

V.8.3 Monitoring Activities

Section 12: Monitoring

12.1 Quality Assurance

The primary purpose of monitoring visits is to assist the Weatherization subrecipient in providing high-quality energy conservation services to low-income people. Monitoring also provides compliance review and information sharing to Weatherization subrecipients to ensure:

- Quality, comprehensive weatherization services are provided consistently throughout the state.

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- Healthy, safe, and energy-efficient housing improvements are provided to low-income households.
- Program accountability and efficiencies are in effect and verifiable.
- Federal, State, and IHCD standards and regulations are followed.

12.2 Standards & Practices

IHCD will conduct fiscal, technical, file, and program monitoring annually. IHCD will review reports before they are distributed to subrecipients. The review is based on the standards established in this Policy and Procedure manual, the SWS, the current field guide, and WPNs, including 22-7.

Program Monitoring

The program monitoring includes a review of Program Administration, Procurement, Training, Competencies and Certifications, Database Input, Fiscal Information and Client File Review. At least 10% of completed DOE client files will be reviewed. IHCD staff and contracted monitors prepare the monitoring schedule and contact each subrecipient to schedule the appointments. Upon completion of the monitoring, the monitor will perform an exit conference to summarize issues found during monitoring, as well as to offer best practice recommendations.

Notification for program monitoring will include client files, financial information, procurement, training, contracts, subcontractors contracts, and IHCD approvals. For Technical Monitoring visits, an exit conference may be delayed, conducted via telephone, or via webinars. Each area of the Program Review is explained in more detail below:

- **Program Administration** – IHCD will review agency policies as they apply to awarding priority, wait list maintenance, rental policies, and client redetermination.
- **DOE-approved energy audit tool (WAPLink-Wv10 API and MulTEA) Database reviews that subrecipient's price lists are up to date and current.**
- **Procurement** – This section covers materials procurement and selection; contractor selection procurement, and evaluation; price lists and written procurement standards. Reference the procurement section in this manual for additional information.
- **Training, Competency and Certification** - IHCD monitors will review whether the Weatherization Program Manager is using appropriately trained/competent staff to perform various job functions. Maintenance of competencies must be entered in the training and certification management system in statewide weatherization database, monitoring will evaluate these entries. The use of subcontractors will be reviewed to determine compliance with job function training requirements as outlined in this manual. Monitors will also review contractors for compliance with local licensing standards. Subrecipient lead based paint practices and compliance with EPA and HUD regulations will also be reviewed.
- **Database Input** – A selection of the client files is checked to ensure information from the client files is reported in the statewide weatherization database accurately and completely.
- **Fiscal** – IHCD will perform financial monitoring for their Weatherization subrecipients. The financial monitoring will occur in conjunction with the Weatherization Program/File Monitoring. IHCD will check for appropriate payment processing as specified in this manual. The monitor will review the following:
 - Grant utilization to ensure funding is utilized in allowable combinations.
 - Subrecipients have properly tracked and utilized Program Income
 - Contractors are paid within 45 days.
 - Back-up documentation provided with claims is appropriate.
- **Client File Review** – Files will be pulled at random from completions entered into the statewide weatherization database. A minimum of 10% of all completed DOE client files will be reviewed. Find Program Monitoring Tool utilized by monitors can be found at MyIHCD's [Program Partners](#).
Appendix F. These files will be reviewed for:
 - Correct forms
 - Accurate information
 - Work processes
 - Eligibility verification
 - Appropriate documentation and allowability of deferrals
 - Each approved energy audit modelling software run is checked to verify the cumulative SIR is equal or greater than 1.
- **Training and Technical Assistance (T&TA)** – The purpose of T&TA is to provide subrecipients with assistance in the technical aspects of the Wx program. IHCD monitors will provide consultation while on site. If subrecipient personnel feel it necessary, and time allows, IHCD monitoring personnel may be available for T&TA visits to the subrecipient.

IHCD reviews all subrecipient financial audits annually.

Technical Monitoring

IHCD will perform real-time Technical Monitoring for each Weatherization subrecipient annually. The purpose of this monitoring is to ensure that weatherization services are provided in a professional manner in compliance with all standards, regulations and policies set forth by DOE, HHS and IHCD.

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The subrecipient is responsible for quality control on all completed units and must ensure that the QC inspection completed by the QCI attests to the level of quality, professionalism, and appropriateness of all measures performed. Technical Monitoring will also review and inspect invoiced materials, justification for the number of labor hours charged, initial and final audit detail, and adherence to technical standards and accuracy of subrecipient diagnostic testing.

Monitors will use the current QC Inspection Form. A minimum of 5% of all DOE completed units will be monitored for those subrecipients utilizing an Independent QCI, and a minimum of 10% of all DOE completed units will be monitored for those subrecipients with an Energy Auditor/QCI. IHCD reserves the right to monitor any unit including Capital Intensive unit(s). Subrecipient responses to technical findings must include documentation verifying that all findings and concerns have been corrected. IHCD when possible, will incorporate in-progress visits to client units. IHCD's Technical Monitoring visits will include an evaluation of the QCI's process to ensure compliance with WPN 22-4. Subrecipients are required to ensure that each Weatherization completion receives an appropriate and properly executed QC inspection. This inspection will be performed by a BPI certified QCI.

IHCD will conduct on-site **field inspections** of a sample of units pulled from the file review or at random from the statewide weatherization database. The purpose of this monitoring is to ensure that weatherization services are provided in a professional manner in compliance with all standards, regulations and policies set forth by DOE, HHS and IHCD. The local subrecipient is responsible for quality control on all completed units and must ensure that the QC inspection completed by the BPI certified Quality Control Inspector (QCI) attests to the level of quality, professionalism, and appropriateness of all measures performed. Monitoring will ensure that the QCI has met the following minimum requirements in accordance with [10 CFR 440.16\(g\)](#) and [WAP Memorandum 010](#):

- All applicable forms signed by QC inspector (with name printed also)
- Date the QC inspection was completed
- Sign off by the QC inspector verifying the scope of work and it is in the file.
- Identify corrections necessary (and full cycle of verification)
- Review/verify all appropriate measures were on work order
- Identify/verify documentation and justification for any measures not installed are in the file.
- Diagnostics at Inspection
- Sign off by the Program Manager or designated QC inspector verifying bid(s) against invoices; audit cost inputs against invoice actuals and make note of any areas where there is deviation from bid/audit input
- Client Signature
 - All materials have been properly installed

The field inspection will cover the appropriateness of Base Load, Shell, and Health and Safety measures. During the field inspection, IHCD staff will be checking for all invoiced materials, justification for the number of labor hours charged, initial and final audit detail, adherence to technical standards, and accuracy of subrecipient diagnostic testing.

Requests for Technical Monitoring include a list of units to visit as well as alternates when clients are unavailable. Subrecipients are prohibited from revisiting client units chosen by IHCD for Technical Monitoring. Units that are found to have been "revisited" prior to the Technical Monitoring visit will result in at least one additional unit being selected for monitoring. IHCD may, at its discretion, require a Return of Funds for all expenses associated with the revisited unit thereby removing it as a completed unit. IHCD monitoring staff may use alternate procedures or request additional information to verify compliance when it is necessary or deemed appropriate.

12.3 LIHEAP Program and Technical Monitoring

Monitoring for LIHEAP will be performed in conjunction with DOE monitoring and/or as deemed necessary by IHCD. LIHEAP monitoring practices will be the same as outlined above for DOE.

For units utilizing both DOE and LIHEAP the monitored process is outlined above. IHCD estimates that more than 99% of Wx completions in Indiana utilize both DOE and LIHEAP funding.

12.4 Monitoring Reporting Process

Monitoring Report

Each subrecipient will receive a copy of the monitoring report within 30 days from the completion of the monitoring visit. The report will identify such areas as training and technical assistance recommendations, summary of program /technical and client file/QCI findings and concerns, funding utilization per client, and energy audit tool (WAPLink- Wv10 API and MulTEA) review. Subrecipient's are not responsible for findings and concerns requiring maintenance needs unrelated to the Weatherization Services performed.

- **Findings** should be classified as critical in nature and require corrective action by the subrecipient (e.g., Health and Safety issue).

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- **Concerns** may require action by the subrecipient and tend to be low to medium intensity issues.
- **Recommendations** consist of suggestions to improve the weatherization program.
- **Future action items** consist of practices that do not meet the current standard in weatherization or are on an improvement path for the state. If future actions are not put into practice, they may result in concerns and/or findings in the future. All health and safety issues found to be the Subrecipient's responsibility must be repaired and will not fall under this category

All required actions must be performed within 30 days of receiving the report.

The level of severity (classification as a finding/concern) may be based upon conditions in the field at the time of monitoring.

Findings and Concerns will be noted as:

- **Incomplete Work:**
 - **Concern:** Incomplete work that is minor, that has little or no cost, does not pose a health and safety issue and is not part of past trends for the agency, and depending on the circumstance may not be required to be repaired.
 - **Finding:** Incomplete work that includes past trend(s), is associated with a noteworthy cost, may affect the potential energy savings, or is a health and safety issue. These will require remediation.
- **Questioned Costs:**
 - Questioned costs are clarified with the subrecipient. When deemed unallowable, they will be required to be returned or removed from DOE funding. Questioned costs are subject to additional review.
- **Client Complaints**
 - When clients complain at the field monitoring, each complaint will be reviewed for validity.
- **Major Workmanship Issues**
 - **Finding:** Major workmanship issues must be resolved by the subrecipient.
- **Minor Workmanship Issues**
 - **Concern:** If the minor workmanship issue is part of past trends, then it is treated as a major workmanship issue.

Monitoring Report Response

The subrecipient must either **accept** the submitted findings and concerns or start an **Informal Appeal** (see Monitoring Appeal Process) to specific findings and concerns. The subrecipient will have 10 days from receiving the monitoring report to submit the **Informal Appeal** to IHCD.

Any corrective action the subrecipient takes is considered an acknowledgment of the finding or concern. Failure by the subrecipient to respond within the response form within the established deadlines may result in claims being held by IHCD until the proper response is received.

Monitoring Appeals Process

If the subrecipient disagrees with any item on the Wx Monitoring Report, the subrecipient must check the appropriate boxes and sign the response form within ten days of receiving it. Upon receipt of the Appeal IHCD will have 10 days to request from the monitor or agency any additional documentation necessary to make an informed appeal response.

- If IHCD **upholds** the subrecipient's **Appeal**, the subrecipient will receive a revised response form that will be used to ensure all actionable items are completed.
- If IHCD **does not uphold** the subrecipient's **Appeal**, (in-full or in-part) the subrecipient will receive an **IHCD Appeal** reply within the Response Form.
- If the subrecipient **disagrees** (in-full or in-part) with IHCD's **Appeal** reply, the subrecipient may submit a **Formal Appeal** in writing to the Director of Energy and Utilities within 10 days of receiving the **Appeal** reply.
- The Director of Energy and Utilities will review the formal appeal and provide a written decision response within 30 days of receiving the **Formal Appeal**. This decision will be final.

Monitoring Completion

If all parties are in agreement with the report as written, the subrecipient will have 30 days after the monitoring session to respond, with an additional 15 days to close out the session, making for a 45-day closeout period.

Once the appeal process is finalized, and all corrective actions have been completed, the subrecipient will receive a Monitoring Completion letter from the monitor within 30 days.

12.5 Compliance

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Compliance is essential in assuring overall program success. Subrecipients are monitored to determine whether they have continuously met the established program guidelines, government legislation, IHCD contract, the IHCD provided Program Manual, and IHCD Information Memoranda. Failure to meet the minimum monitoring standards will result in corrective action.

12.6 Corrective Action

Quality Improvement Plan

A subrecipient may be placed on a Quality Improvement Plan (QIP) when IHCD determines deficiencies within their programs that need additional support. IHCD may place a subrecipient on a QIP for the following reasons:

- Monitoring visits where serious, numerous, or recurring findings are found
 - General Administrative Deficiencies including late interim or closeout reports, late completion reporting, lack of procurement policies
 - Outdated cost allocation plans
 - Fiscal reporting issues that include failure to claim expenses on a monthly basis, repeated occurrences expenses are submitted more than 45 days after the invoice or purchase order date, contractors paid beyond the 45-day requirement
 - Staff or contractors fail to receive proper certifications
 - At least 25% of client files reviewed are deemed ineligible
 - High risk outcome on the Risk Assessment
 - Failure by the subrecipient to utilize the QCI process correctly that may result in the affected completion being considered unallowable and all associated cost being returned to IHCD
 - Multiple instances of poorly performed QC inspections
 - Other technical, programmatic, administrative, or fiscal findings
- Production and spending issues
 - Lack of production
 - Recurrent underperforming of production period benchmarks
 - Lack of reporting on the statewide database or claims in the claims system
 - Recurrent exceeding of ACPU and/or percentage caps beyond the allowable amount frequently

When the subrecipient is placed on a QIP, they will go through an Accountability Schedule that will be developed and agreed upon between the IHCD and subrecipient Wx Manager. In cases where the subrecipient's QIP is based on Production, they will work based on a Production Calculator that will create a plan for how they will complete production for the remainder of the production period and into the next production period.

Should the QIP fail to correct the issues, IHCD will pursue further remedies for noncompliance within the manual and contracts. The subrecipient's Wx Manager may not be the QCI and Energy Auditor combination staff member.

More restrictive fiscal accountability may be required of subrecipients by IHCD should IHCD determine that a subrecipient is financially unstable, has a history of poor accountability, or has a management system which does not meet the standards required by the IHCD, State of Indiana, or the US Government.

Subrecipients on QIP must adhere to the following requirements:

- Report completions in the statewide weatherization database within **10 days** invoices are received
- Claim on the claims system within **30 days** invoices are received
- Plan and use the Production Calculator
- Report client list weekly
- Import all client applications that are at audit
- Claims cannot be claimed on any production budget categories without a unit attached
- Must explain reasons for missing goals

Subrecipient's on QIP who fail to meet requirements and corrective actions may be placed on a Tiered Allocation.

Tiered Allocation

Subrecipients which have failed to meet program expenditure benchmarks, quality improvement plan, are experiencing financial difficulty, or appear to have a lack of proper programmatic oversight may be placed on a tiered allocation. While on a tiered allocation, subrecipients must expend funds according to a structured schedule. The performance benchmarks or expenditure percentages, when possible, are based on the subrecipient's performance in prior years.

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Subrecipients on a Tiered Allocation must utilize the current tier of funding within the specified period in order to receive the next tier of funding. Failure to meet expenditure benchmarks may result in a reduction of funding. Tiered allocation may be included as part of the subrecipient grant agreement, when applicable. Subrecipients placed on a tiered allocation may be subject to an increased level of claim review.

Reduction of Funds

A reduction in funding may occur if IHCD deems it necessary, based on the following:

- Subrecipient failure to exit a QIP within two Program Years
- Subrecipient failure to meet expenditures and/or benchmarks
- Subrecipient shows financial, administrative, programmatic, or technical challenges

In the case where a subrecipient voluntarily gives up one or more counties, they will also have a reduction of funding.

Reallocation of Funds

Subrecipients failing to meet quarterly requirements and deadlines as detailed on their most recent budget form may be subject to funding allocation reduction or redistribution at IHCD's discretion. Any reallocation will be to ensure proper utilization of Weatherization funds throughout the program year.

Subrecipients eligible for redistributed funds will be determined based on, but not limited to, the following criteria:

- Current level of expenditures for all active weatherization related programs
- Timely and accurate submission of claims
- Timely and accurate reporting of units completed and closed.
- QIP or Tiered funding status
- Achieved quarterly benchmarks
- Financial and program management capacity

IHCD will desktop monitor subrecipient production, expenditure rates, and average cost per unit throughout the life of DOE, BIL, and LIHEAP funds. This desktop monitoring will occur in accordance with the funding benchmarks as established by the subrecipient on the appropriate DOE, BIL, and LIHEAP budget form. In cooperation with meeting production and expenditure benchmarks, subrecipients must maintain the appropriate ACPU of each DOE or LIHEAP funds.

This will include a comparison of production as recorded in statewide weatherization database and the amount of grant funds claimed through IHCDOnline. This will be used to track whether or not subrecipients are maintaining the proper ACPU for DOE and LIHEAP. Please refer to the IHCD grant agreements, Appendices of Budget Definitions for additional guidance regarding the average cost per unit and for the administration of Weatherization grant funds.

Distribution of Carryover Funding

Subrecipients on a QIP, Tiered Funding or failing to utilize 90% of the last closed out award may not be eligible to receive carryover funding. Carryover funds will be distributed to eligible subrecipients based on the approved allocation formula.

Request for Qualifications (RFQ) and Request for Proposals (RFP)

IHCD may post an RFQ or RFP to identify organizations suitable to provide services within a particular service territory. The RFQ/RFP is designed to increase the service capacity of that territory and to provide additional service opportunities for program beneficiaries. A subrecipient will be notified if an RFQ/RFP is posted within its service territory.

The goal is to find the most qualified service provider within a territory. It is important to note that RFQ/RFP are open to the general public, as well as current subrecipients. Eligible applicants will be determined based on the Federal regulations for the statewide weatherization database. IHCD will make a reasonable effort to assess if there is an adjacent, existing subrecipient to support service delivery. Subrecipients are encouraged to seek assistance from other subrecipients who have the capacity to provide support. This step could result in avoiding the need for the RFQ/RFP process.

The RFQ/RFP may also be posted for the following reasons including, but not limited to:

- The subrecipient has been on a QIP for more than two consecutive program years.
- Failure to meet expenditure benchmarks for more than two consecutive program years.
- Subrecipient continues to demonstrate program deficiencies found during monitoring.
- Subrecipient voluntarily forfeits one or more counties within its service territory.

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- IHCD has removed one or more counties from a subrecipient due to performance issues.
- Subrecipient is involuntarily removed from a particular area due to fraudulent or major misappropriation of funds; legal action has been taken against the subrecipient, or the subrecipient dissolves.
- The territory is not being serviced by the subrecipient.

Subrecipient is not currently operating under an active Wx contract

V.8.4 Training and Technical Assistance Approach and Activities

See T&TA Plan attached to the 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

IHCD will follow the guidance for Energy Crisis and Disaster Plan as outlined in [WPN 12-7](#).

The primary allowance of this program notice would allow IHCD to install incidental repair measures as deemed necessary and in accordance with IHCD 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 IHCD guidelines. Incidental repair costs as outlined in NEAT/MHEA/MulTEA must be followed if the NEAT/MHEA/MulTEA audit is utilized.

All actions taken in response to an energy crisis would be governed by [WPN 12-7](#), [10 CFR 440.18](#) and require approval from IHCD prior to engaging in any disaster related activity.