

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):
351485172

c. 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: Josh
Middle Name:
Last Name: Pearson
Suffix:

Title: WAP Grants Analyst

Organizational Affiliation: IHCD

Telephone Number: 3172320526

Fax Number:

Email: jpearson@ihcda.in.gov

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-0002026

Title:

2026 Weatherization Assistance Program (WAP) Funding

13. Competition Identification Number:

Title:

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

Indiana - Statewide

15. Descriptive Title of Applicant's Project:

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

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: 07/01/2026

b. End Date: 06/30/2027

18. Estimated Funding (\$):

a. Federal	11,012,563.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	11,012,563.00

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: Mark

Middle Name:

Last Name: Doud

Suffix:

Title: WAP Director

Telephone Number: 3172347777

Fax Number:

Email: madoud@ihcda.in.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 09/22/2026

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

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 07/01/2026	
		5. Completion Date 06/30/2027	

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	\$ 3,145,583.00		\$ 11,012,563.00		\$ 14,158,146.00
2.						
3.						
4.						
5. TOTAL		\$ 3,145,583.00	\$ 0.00	\$ 11,012,563.00	\$ 0.00	\$ 14,158,146.00

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) FINANCIAL AUDITS	
a. Personnel	\$ 267,605.00	\$ 41,122.00	\$ 0.00	\$ 0.00	\$ 308,727.00
b. Fringe Benefits	\$ 92,053.00	\$ 18,748.00	\$ 0.00	\$ 0.00	\$ 110,801.00
c. Travel	\$ 0.00	\$ 191,800.00	\$ 0.00	\$ 0.00	\$ 191,800.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 10,796.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,796.00
f. Contract	\$ 0.00	\$ 1,685,194.00	\$ 1,156,936.00	\$ 104,076.00	\$ 13,254,549.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 180,173.00	\$ 101,300.00	\$ 0.00	\$ 0.00	\$ 281,473.00
i. Total Direct Charges	\$ 550,627.00	\$ 2,038,164.00	\$ 1,156,936.00	\$ 104,076.00	\$ 14,158,146.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 550,627.00	\$ 2,038,164.00	\$ 1,156,936.00	\$ 104,076.00	\$ 14,158,146.00
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 07/01/2026	
		5. Completion Date 06/30/2027	

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		\$ 3,145,583.00	\$ 0.00	\$ 11,012,563.00	\$ 0.00	\$ 14,158,146.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LIABILITY INSURANCE	(2) ENERGY AUDITS	(3) FINAL INSPECTION	(4) PROGRAM OPERATIONS	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 308,727.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 110,801.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 191,800.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,796.00
f. Contract	\$ 208,151.00	\$ 728,529.00	\$ 520,378.00	\$ 6,151,592.00	\$ 13,254,549.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 281,473.00
i. Total Direct Charges	\$ 208,151.00	\$ 728,529.00	\$ 520,378.00	\$ 6,151,592.00	\$ 14,158,146.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 208,151.00	\$ 728,529.00	\$ 520,378.00	\$ 6,151,592.00	\$ 14,158,146.00
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 07/01/2026	
		5. Completion Date 06/30/2027	

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		\$ 3,145,583.00	\$ 0.00	\$ 11,012,563.00	\$ 0.00	\$ 14,158,146.00

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		\$ 308,727.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00		\$ 110,801.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00		\$ 191,800.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00		\$ 10,796.00
f. Contract	\$ 1,537,898.00	\$ 172,000.00	\$ 989,795.00		\$ 13,254,549.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 281,473.00
i. Total Direct Charges	\$ 1,537,898.00	\$ 172,000.00	\$ 989,795.00		\$ 14,158,146.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
k. Totals	\$ 1,537,898.00	\$ 172,000.00	\$ 989,795.00		\$ 14,158,146.00
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

Budget period: 07/01/2026 - 06/30/2027

Award number: SE0001822

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 accounts receivable and payable.
Accounting - Management	Handles controller and high-level tasks.
Legal	Reviews and approves subaward and professional service contracts. Reviews RFPs, oversees information requests, and handles legal work.
Public Relations/Marketing/Legislative	Handles media inquiries and constituent inquiries received from legislative staff. Produces marketing material.
Chief CP & CS Officer	Oversees activities for Community Programs staff. Approves allocations, ensures contracts are executed, facilitates partnerships with community-based and consumer-based entities
Director of E&U Programs I	Oversees activities for Community Programs staff. Approves allocations, ensures contracts are executed, facilitates partnerships with community-based and consumer-based entities
Director of E&U Programs II	Oversees activities for Community Programs staff. Approves allocations, ensures contracts are executed, facilitates partnerships with community-based and consumer-based entities
WAP Manager	Oversees overall operations of WAP. Reviews monitoring and reporting, tracking compliance. Liaises with program and technical partners.
Multifamily Project Lead	Oversees all multifamily operations and projects.
Analyst I	Handles allocations, contracts, reporting, benchmarking, database updates, and policy updates.
Analyst II	Handles allocations, contracts, reporting, benchmarking, database updates, and policy updates.
Analyst III	Handles allocations, contracts, reporting, benchmarking, database updates, and policy updates.

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	\$35.00	84.6100 hours	\$2,961.35
Chief CP & CS Officer	\$80,000.00	14.9910 % FT	\$11,992.80
Director of E&U Programs I	\$70,000.00	36.9897 % FT	\$25,892.79
Director of E&U Programs II	\$70,000.00	36.9897 % FT	\$25,892.79
WAP Manager	\$57,000.00	79.9759 % FT	\$45,586.26
Multifamily Project Lead	\$57,000.00	79.9738 % FT	\$45,585.07
Analyst I	\$55,000.00	79.9738 % FT	\$43,985.59
Analyst II	\$55,000.00	79.9738 % FT	\$43,985.59
Analyst III	\$55,000.00	79.9738 % FT	\$43,985.59

Direct Pay Total \$308,727.45

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 vary per person based on current staffing levels and elected benefits. Based on historical averages, the estimated fringe benefits rate is 35.8% in the State of Indiana, broken down as follows:

Health/Dental/Vision: 17.96%

Retirement: 10.81%

FICA: 5.69%

Short & Long Term Disability: 0.93%

Basic Life Insurance: 0.10%

Deferred Comp: 0.31%

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	\$2,961.35	35.8101 %	\$1,060.46
Chief CP & CS Officer	\$11,992.80	35.8779 %	\$4,302.76
Director of E&U Programs I	\$25,892.79	35.8897 %	\$9,292.84
Director of E&U Programs II	\$25,892.79	35.8897 %	\$9,292.84
WAP Manager	\$45,586.26	35.8942 %	\$16,362.82
Multifamily Project Lead	\$45,585.07	35.8942 %	\$16,362.40
Analyst I	\$43,985.59	35.8939 %	\$15,788.14
Analyst II	\$43,985.59	35.8939 %	\$15,788.14
Analyst III	\$43,985.59	35.8939 %	\$15,788.14
Fringe Benefits Total			\$110,801.18

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
NEUAC Conference	12	\$2,200.00	\$26,400.00
NASCSP Fall Conference	12	\$2,200.00	\$26,400.00
NASCSP Winter Conference	12	\$2,200.00	\$26,400.00
Energy Out West	12	\$2,200.00	\$26,400.00

Office/Site Visit	20	\$500.00	\$10,000.00
INCAA Conference (State Level)	12	\$650.00	\$7,800.00
HPC Conference	12	\$2,200.00	\$26,400.00
Regional Assembly	10	\$4,200.00	\$42,000.00
Travel Total			\$191,800.00

- 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.

Travel costs are based on historical trips of similar nature and solely for WAP DOE, with the Accounting and Executive teams approving funding source assignments to prevent double billing. All costs for travel are solely for the benefit of WAP.

Costs for Regional Assembly, defined as IHCDAs hosted events in a central location of a subrecipient cluster and outside the IHCDAs Office, are based on projected cost of car travel and rental, hotel, per-diem, food, number of people attending assembly, and cost of renting the space to host the assembly.

Costs for conferences are broken down in the below table. "Attend" column for registration is paid as Other Direct Costs. IHCDAs estimates National and State Level conference travel costs assuming all 12 listed personnel will be in attendance for the full duration of the conference, assumed as 5 days.

National Conference

Air Travel: \$650

Airport Parking: \$50

Baggage check: \$100

Rideshare: \$50

Car Rental: \$0

Gas: \$0

Hotel: \$900.00

Breakfast: \$100.00

Lunch: \$150.00

Dinner: \$200.00

Total: \$2,200.00

State Conference

Air Travel: \$0

Parking: \$0

Baggage check: \$0

Rideshare: \$0

Car Rental: \$150

Gas: \$50

Hotel: \$300

Breakfast: \$50

Lunch: \$50

Dinner: \$50

Total: \$650

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>
------------------	------------------	---------------	-------------------	------------------------------

- 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.

General Category	Cost	Justification of Need
Fixtures & Furnishings	\$9,845.00	Used by WAP Personnel
Office Supplies	\$951.00	Used by WAP Personnel
Materials and Supplies Total	\$10,796.00	

- 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.

Supply costs are based on historical costs and solely for WAP DOE and the benefit of WAP. Fixtures & Furnishings is defined as including costs for items such as desks, laptops, monitors, monitor mounts, chairs, 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).

Name of Proposed Sub	Total Cost	Basis of Cost*
Subrecipient Contracts	\$11,569,355.00	Subrecipients performing weatherization activities. Contains \$2,762,883 in Carryover.
Indy Energy Solutions	\$158,650.00	Technical Monitor; agency work review, consulting, conference attendance. Costs listed are solely for WAP DOE and based around existing contracts. Contains Carryover amount of \$79,325 for cost for additional units to be monitored as a result of said Carryover. The contractor may work under separate contracts for separate service needs.
Hutson Homes	\$261,700.00	Program Monitor; Client file review, agency review, consulting, conference attendance. Costs listed are solely for WAP DOE and based around existing contracts. Contains Carryover amount of \$130,850 for cost for additional units to be monitored as a result of said Carryover. The contractor may work under separate contracts for separate service needs.
Charis Inspections	\$53,400.00	Technical Monitor; agency work review, consulting, conference attendance. Costs listed are solely for WAP DOE and based around existing contracts. Contains Carryover amount of \$26,700 for cost for additional units to be monitored as a result of said Carryover. The contractor may work under separate contracts for separate service needs.

INCAA	\$736,180.00	WAP Training Provider; Tier 1 & 2 classes, T&TA, certification testing, field guide. Costs listed are solely for WAP DOE and based on existing contracts. The contractor may work under separate contracts for separate service needs.
EIS	\$180,000.00	WAP Database Provider; Software development, training, module customization, API maintenance. Costs listed are solely for WAP DOE and based on existing contracts. The contractor may work under separate contracts for separate service needs.
Ad Hoc Grantee T&TA	\$82,864.00	T&TA set aside for future contracts, subrecipient request, additional conferences and travel, or workforce development initiatives. Contains \$39,625 in Carryover.
SKJO Services	\$212,400.00	Program Monitor; Client file review, agency review, consulting, conference attendance. Costs listed are solely for WAP DOE and based around existing contracts. Contains Carryover amount of \$106,200 for cost for additional units to be monitored as a result of said Carryover. The contractor may work under separate contracts for separate service needs.
Contracts and Subgrants Total		\$13,254,549.00

*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
HPC Conference	\$15,600.00	Register for conference
Energy Out West	\$15,600.00	Register for conference
NASCSP Membership	\$3,500.00	Annual dues owed to NASCAP to utilize their resources and discounts in attending conferences.
NEUAC Conference	\$15,600.00	Register for conference
NASCSP Winter Conference	\$15,600.00	Register for conference
NASCSP Fall Conference	\$15,600.00	Register for conference
INCAA Conference (State Level)	\$4,800.00	Register for conference
Semi-Annual Managers Meeting	\$10,000.00	In person trainings for WAP Managers and personnel. Topic developed and held by IHCD.
Software & Hardware	\$50,922.00	Used by WAP Personnel
Indiana Office of Technology	\$4,413.00	Used by WAP Personnel
Ad Hoc Grantee Admin	\$61,015.00	Not allocated in staff time and utilized on an as needed basis. Needs may include future contracts, additional travel or conferences, and a holdback to provide subrecipients with additional Program allocations as needed and approved.
Staff Management Training	\$5,000.00	Management, leadership, and organizational training.
Accounting	\$23,085.00	Audits, advice, and software provided to WAP-associated Personnel
Rent	\$40,738.00	Space used by WAP Personnel

Other Direct Costs Total	\$281,473.00
--------------------------	--------------

- 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.

Other Direct costs are based on historical costs and solely for WAP DOE and the benefit of WAP. Costs for conference registration are broken down in the below table under the "Attend" column. The "Travel" column as Travel. IHCDA estimates National and State Level conference registration costs assuming all listed personnel will be in attendance for the full duration of the conference, assumed as 5 days.

National Conference

Registration: \$ 1,300.00 * 12 personnel attending

State Conference

Registration: \$ 400.00 * 12 personnel attending

8. INDIRECT COSTS

- a. 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.
- b. 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:

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

Remarks

Financial Audits

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

Personnel Salaries

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

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHEDA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Area Five Agency on Aging and Community Services, Inc. (Logansport)	\$329,828.00 20
Area IV Agency on Aging and Community Services, Inc. (Lafayette)	\$529,082.00 33
Community Action of Greater Indianapolis, Inc. (Indianapolis)	\$1,642,398.00 100
Community Action of Northeast Indiana, Inc. (Fort Wayne)	\$1,011,525.00 62
Community Action of Southern Indiana (Jeffersonville)	\$410,618.00 25
Community Action Program of Evansville and (Evansville)	\$470,232.00 28
Community Action Program, Inc. of Western Indiana (Covington)	\$366,801.00 22
Hoosier Uplands Economic Development Corporation (Mitchell)	\$325,240.00 20
Interlocal Community Action Program, Inc. (New Castle)	\$978,623.00 60
JobSource (Anderson)	\$575,125.00 35
Lincoln Hills Development Corporation (Tell City)	\$246,584.00 15
North Central Community Action Agency, Inc. (Michigan City)	\$610,833.00 37
Northwest Indiana Community Action Program (Crown Point)	\$755,971.00 46
Ohio Valley Opportunities, Inc. (Madison)	\$501,311.00 30
Pace Community Action Agency (Vincennes)	\$354,429.00 21
REAL Services, Inc. (South Bend)	\$917,147.00 56
South Central Community Action Agency (SCCAP) (Bloomington)	\$501,675.00 31
Southeastern Indiana Economic Opportunity Corporation (Aurora)	\$357,409.00 21
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc. (Jasper)	\$278,509.00 17
Western Indiana Community Action Agency, Inc. (Brazil)	\$406,015.00 25
Total:	\$11,569,355.00 704

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	704

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
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	704
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	704
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	\$6,151,592.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	704
H	Average Program Operations Costs per Unit (F divided by G)	\$8,738.06
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$8,738.06

IV.3 Energy Savings

Method used to calculate savings: ☒ WAP algorithm ☐ Other (describe below)				
		Units	Savings Calculator (MBtus)	Energy Savings
	This Year Estimate	704	29.3	20627
	Prior Year Estimate	536	29.3	15705
	Prior Year Actual	389	29.3	11398
Method used to calculate savings description:				

IV.4 DOE-Funded Leveraging Activities

6.4 Leveraged Funds

Leveraged funds are additional, non-DOE resources used to support or expand Weatherization services. IHCD does not set aside funds for a leveraging program. Subrecipients may leverage funds against unrestricted or other funds in order to weatherize units.

IV.5 Policy Advisory Council Members

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

Bloomington Commission on Sustainability	Type of organization: Unit of Local Government Contact Name: Alex Jorck Phone: 8123493837 Email: ajorck@gmail.com
Duke Energy	Type of organization: Utility Contact Name: Andy Downey Phone: 8007741226 Email: Andy.Downey@duke-energy.com
Indiana DOH	Type of organization: Unit of State Government Contact Name: Paul Krievins Phone: 3172337197 Email: PKrievins@health.in.gov
	Type of organization: Utility

U.S. Department of Energy
Weatherization Assistance Program (WAP)
WEATHERIZATION ANNUAL FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Indiana Energy Association	Contact Name: Matt Long Phone: 3176324406 Email: MLong@indianaenergy.org
Ivy Tech	Type of organization: Other Contact Name: Joan Ketterman Phone: 3179175902 Email: jketterman4@ivytech.edu
Madison County DCS	Type of organization: Unit of Local Government Contact Name: Jessica Maxwell Phone: 7656490142 Email: Jessica.Maxwell@dcs.IN.gov

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
08/25/2026	Public Hearing Notice was posted to the IHCD's Public Notices page on 8/12/2026

IV.7 Miscellaneous

RFP for New Subrecipient in PY 2026

Area 5 Agency on Aging & Community Services (Area V) was selected through the review and scoring process and was confirmed and ratified by IHCD Board of Directors on August 27, 2026. DOE was formally notified of the staff selection and pending Board review and approval on August 12, 2026. Barring any clarifications from DOE, IHCD anticipates DOE's approval within 30 days of our formal notification and have begun the onboarding process. Current local service providers of the 3 counties shifting to Area V have been notified of the transition of Cass, Miami and Wabash counties to the new service territory. IHCD anticipates Area V to begin offering WAP to Cass, Miami and Wabash counties on October 1, 2026.

PAC Members

The current PAC is made up of the following members, listed with their organization type:

- Bloomington Commission on Sustainability, economic development and environmental health
- Duke Energy, utility services
- Indiana DOH, public health services
- Indiana Energy Association, cost-effective energy advocate
- Ivy Tech, training services
- Madison County DCS, child advocacy and protection

Recipient Business Officer for IHCD:

Ms. Samantha Spergel

Email: sspergel@ihcd.in.gov

Phone: 317-234-7777

Recipient Principal Investigator for IHCD:

Mr. Mark Doud

Email: madoud@ihcd.in.gov

Phone: 317-232-7777

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

Name:	Area Five Agency on Aging and Community Services, Inc.		Contact:	Chuck LaDow	
			UEI:	G21NR37XZGS8	
			DUNS:		
Address:	1801 Smith St		Phone:	(574) 722-44511219	
	Logansport, IN 46947-1576		Fax:	() -	
			Email:	cladow@areafive.com	
Counties served:	WABASH County	Tentative allocation:	\$ 329,828.00	Congressional	CD
	MIAMI County	Planned units:	20	districts served:	IN-04
	CASS County	Type of organization:	Non-profit organization		IN-02
		Source of labor:	Agency and Contractors		

Name:	Area IV Agency on Aging and Community Services, Inc.		Contact:	Ethan Scott	
			UEI:	L8VLTCRHVLM1	
			DUNS:	038238325	
Address:	660 N 36th St		Phone:	(317) 970-7540	
	PO Box 4727		Fax:	() -	
	Lafayette, IN 47905-4474		Email:	escott@areaivagency.org	
Counties served:	WHITE County	Tentative allocation:	\$ 529,082.00	Congressional	CD
	CARROLL County	Planned units:	33	districts served:	IN-04
	TIPPECANOE County	Type of organization:	Local agency		
	CLINTON County	Source of labor:	Contractors		

Name:	Community Action of Greater Indianapolis, Inc.		Contact:	Dominic Coleman	
			UEI:	DGUFLEFN24L1	
			DUNS:	072069727	
Address:	3266 N Meridian St		Phone:	(317) 524-6844	
	Ste 300		Fax:	() -	
	Indianapolis, IN 46208-5859		Email:	dcoleman@cagi-in.org	
Counties served:	HENDRICKS County	Tentative allocation:	\$ 1,642,398.00	Congressional	CD
	MARION County	Planned units:	100	districts served:	IN-05
	BOONE County	Type of organization:	Non-profit organization		IN-07
	HAMILTON County	Source of labor:	Contractors		IN-04

Name:	Community Action of Northeast Indiana, Inc.		Contact:	Brian Braun	
			UEI:	NN8CLFUP21H7	
			DUNS:	051965374	
Address:	227 E Washington St		Phone:	(260) 423-3546	
	PO Box 10570		Fax:	() -	
	Fort Wayne, IN 46802-3137		Email:	brianbraun@mybrightpoint.org	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

Counties served:	ALLEN County WELLS County WHITLEY County STEBEN County LAGRANGE County HUNTINGTON County ADAMS County NOBLE County DEKALB County	Tentative allocation: \$ 1,011,525.00 Planned units: 62 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-02 IN-03
Source of labor: Agency and Contractors				

Name: Community Action of Southern Indiana		Contact:	Jacob Pinion		
		UEI:	GJC6TK3KXV34		
		DUNS:	081015786		
Address:	201 E 15 St	Phone:	(812) 288-6451		
	Jeffersonville, IN 47130-2913	Fax:	() -		
		Email:	jpinion@casi1.org		
Counties served:	HARRISON County	Tentative allocation:	\$ 410,618.00	Congressional	<u>CD</u>
	CLARK County	Planned units:	25	districts served:	IN-09
	FLOYD County	Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name: Community Action Program of Evansville and		Contact:	Candace Gilliam		
		UEI:	T5RWN1BSZ7H5		
		DUNS:	095390852		
Address:	906 Main St Ste 908	Phone:	(812) 492-3923		
	Evansville, IN 47708-1827	Fax:	() -		
		Email:	CGilliam@capeevansville.org		
Counties served:	VANDERBURGH County	Tentative allocation:	\$ 470,232.00	Congressional	CD
	GIBSON County	Planned units:	28	districts served:	IN-08
	POSEY County	Type of organization:	Non-profit organization		
		Source of labor:	Agency and Contractors		

Name:	Community Action Program, Inc. of Western Indiana	Contact:	Terri Poynter
		UEI:	JMG9E9RDQ7E9
		DUNS:	087033304
Address:	418 Washington St PO Box 188 Covington, IN 47932-1257	Phone:	(765) 793-4881
		Fax:	() -
		Email:	tpoynter@capwi.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

Counties served:	FOUNTAIN County BENTON County MONTGOMERY County PARKE County VERMILLION County WARREN County	Tentative allocation: \$ 366,801.00 Planned units: 22 Type of organization: Non-profit organization	Congressional districts served:	CD IN-08 IN-04
Source of labor: Agency and Contractors				

Name:	Hoosier Uplands Economic Development Corporation		Contact:	JR Robling
			UEI:	K54RMGREAFN5
			DUNS:	094469582
Address:	521 W Main St Mitchell, IN 47446-1411		Phone:	(812) 849-4457
			Fax:	() -
			Email:	jrobling@hoosieruplands.org
Counties served:	ORANGE County MARTIN County WASHINGTON County LAWRENCE County	Tentative allocation: \$ 325,240.00 Planned units: 20 Type of organization: Non-profit organization	Congressional districts served:	CD IN-08 IN-09
Source of labor: Contractors				

Name:	Interlocal Community Action Program, Inc.		Contact:	Holly Lee
			UEI:	WJB3MVZM95L3
			DUNS:	040299364
Address:	615 W State Rd 38 PO Box 449 New Castle, IN 47362-4914		Phone:	(765) 529-4403304
			Fax:	() -
			Email:	hlee@icapcaa.org
Counties served:	DELAWARE County HANCOCK County HENRY County FAYETTE County BLACKFORD County RUSH County JAY County WAYNE County RANDOLPH County JOHNSON County SHELBY County	Tentative allocation: \$ 978,623.00 Planned units: 60 Type of organization: Non-profit organization	Congressional districts served:	CD IN-09 IN-06
Source of labor: Agency and Contractors				

Name:	JobSource	Contact:	Brandon Morris
		UEI:	KQJHQ7KA4JQ5
		DUNS:	032289543
Address:	3530 Mounds Rd Anderson, IN 46016-1582	Phone:	(765) 656-92765509
		Fax:	() -
		Email:	Brandon.morris@madisoncounty.in.gov

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

Counties served:	GRANT County HOWARD County TIPTON County MADISON County	Tentative allocation: \$ 575,125.00 Planned units: 35 Type of organization: Unit of local government Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> IN-04 IN-05
------------------	--	---	---------------------------------	-----------------------------

Name:	Lincoln Hills Development Corporation		Contact:	Mike Axton
			UEI:	SMHYAV9HYDF6
			DUNS:	020423448
Address:	302 Main Street PO Box 336 Tell City, IN 47586-2207		Phone:	(800) 467-1435221
			Fax:	() -
			Email:	mikeaxton@lhdc.org
Counties served:	CRAWFORD County SPENCER County PERRY County	Tentative allocation: \$ 246,584.00 Planned units: 15 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> IN-09 IN-08

Name:	North Central Community Action Agency, Inc.		Contact:	Cyndi Davis
			UEI:	CCEYTRDL5CL3
			DUNS:	167507763
Address:	1702 E Michigan Blvd Michigan City, IN 46360-4933		Phone:	(219) 872-0351
			Fax:	() -
			Email:	cdavis@nccomact.org
Counties served:	JASPER County LAPORTE County PULASKI County SCOTT County PORTER County NEWTON County	Tentative allocation: \$ 610,833.00 Planned units: 37 Type of organization: Non-profit organization Source of labor: Agency and Contractors	Congressional districts served:	<u>CD</u> IN-01 IN-04 IN-08 IN-02

Name:	Northwest Indiana Community Action Program		Contact:	Tamra Bienemann
			UEI:	LKFFCWXP1LU2
			DUNS:	941561966
Address:	5240 Fountain Dr Crown Point, IN 46307-1084		Phone:	(219) 794-2061
			Fax:	() -
			Email:	tbienemann@coaction.care
Counties served:	LAKE County	Tentative allocation: \$ 755,971.00 Planned units: 46 Type of organization: Non-profit organization Source of labor: Contractors	Congressional districts served:	<u>CD</u> IN-01

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

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

Tentative allocation: \$ 501,311.00

Planned units: 30

Type of organization: Non-profit organization

Congressional
districts served:

CD
IN-09
IN-06

Source of labor: Contractors

Name: **Pace Community Action Agency**

Contact: Mary Grounds

UEI: LVRLKJ3MPGM8

DUNS: 077862126

Phone: (812) 882-79271209

Fax: () -

Email: mgrounds@pacecaa.org

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

Counties served: SULLIVAN County
GREENE County
DAVIESS County
KNOX County

Tentative allocation: \$ 354,429.00

Planned units: 21

Type of organization: Non-profit organization

Congressional
districts served:

CD
IN-08

Source of labor: Contractors

Name: **REAL Services, Inc.**

Contact: Mary Bradfield

UEI: GUULBJ28J683

DUNS: 088738703

Phone: (574) 284-7188

Fax: () -

Email: mary.bradfield@realservices.org

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

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

Tentative allocation: \$ 917,147.00

Planned units: 56

Type of organization: Non-profit organization

Congressional
districts served:

CD
IN-06
IN-09

Source of labor: Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

Name: South Central Community Action Agency (SCCAP)		Contact: Steve Kramer	
		UEI: C13RVFSKNP45	
		DUNS: 005629444	
Address: 1500 W 15th St		Phone: (812) 339-3447706	
Bloomington, IN 47404-3018		Fax: () -	
		Email: skramer@insccap.org	
Counties served:	BROWN County	Tentative allocation: \$ 501,675.00	Congressional <u>CD</u>
	OWEN County	Planned units: 31	districts served: IN-08
	MONROE County	Type of organization: Non-profit organization	IN-09
	MORGAN County		IN-04
Source of labor: Contractors			
Name: Southeastern Indiana Economic Opportunity Corporation		Contact: Rocky Walton	
		UEI: NNDBW2X9AKD9	
		DUNS: 099026296	
Address: 110 Importing St		Phone: (812) 926-1585240	
PO Box 240		Fax: () -	
Aurora, IN 47001-1434		Email: rwalton@sieoc.org	
Counties served:	RIPLEY County	Tentative allocation: \$ 357,409.00	Congressional <u>CD</u>
	SWITZERLAND County	Planned units: 21	districts served: IN-06
	OHIO County	Type of organization: Non-profit organization	
	FRANKLIN County		
	DEARBORN County		
	UNION County		
Source of labor: Agency and Contractors			
Name: Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.		Contact: Brian Beckman	
		UEI: DWDBNVJFE3C8	
		DUNS: 605105345	
Address: 607 Third Ave		Phone: (812) 482-2233110	
PO Box 729		Fax: () -	
Jasper, IN 47546-3636		Email: brian@tri-cap.net	
Counties served:	WARRICK County	Tentative allocation: \$ 278,509.00	Congressional <u>CD</u>
	PIKE County	Planned units: 17	districts served: IN-08
	DUBOIS County	Type of organization: Non-profit organization	
		Source of labor: Agency and Contractors	

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: IN Grant Number: SE0001822 Program Year: 2026

Name:	Western Indiana Community Action Agency, Inc.		Contact:	Jon Hook	
			UEI:	TABYL92MU463	
			DUNS:	121576292	
Address:	859 W Jackson St, Ste A		Phone:	(812) 446-4000	
	Brazil, IN 47807-4705		Fax:	() -	
			Email:	jhook@wicaa.org	
Counties	PUTNAM County	Tentative allocation:	\$ 406,015.00	Congressional	<u>CD</u>
served:	CLAY County	Planned units:	25	districts served:	IN-08
	VIGO County	Type of organization:	Non-profit organization		IN-04
		Source of labor:	Agency and Contractors		

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHEDA

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 Eligibility

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

- 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.
- Who 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.

Subrecipients must ensure client eligibility before the start of the Energy Audit. The Eligibility Date (also known as Application Approval Date) is when the client is considered eligible for WAP. The Energy Audit must be completed within 12 months of the Eligibility Date. No unit will be weatherized without documentation that the unit is eligible ([10 CFR 440.22](#)).

Subrecipients are obligated to review and determine WAP eligibility status for all applicants. A copy of the approved client application must be included in the client file. If an employee of a subrecipient is applying for assistance through WAP, a note must be included in the client file indicating that the subrecipient's Executive Director has reviewed and approved their application.

Poverty Guidelines are followed as outlined by [WPN 25-3](#).

Categorical Eligibility

Categorically eligible units are defined as households that have been income verified by an approved federal program. Units deemed categorically eligible due to participation in the following programs will have their most recent Eligibility Date transferred into their record in the WAP Database.

- EAP
- HUD Means-Tested Program
- SSI
- TANF
- USDA

If categorically eligible under EAP, the Eligibility Date for the approved federal program must be made available via the [WAP Database](#). If categorically eligible through the other programs, a letter confirming the client is eligible to the particular program is required. Information, such as income verification, does not need to be duplicated. The client file or WAP Database must contain the Application Approval Letter to confirm the validity of income verification.

Non-Categorical Eligibility

Subrecipients must determine eligibility for units that are not categorically eligible through household income. The household must be at or below 200% of the Federal Poverty Level to be considered income eligible for WAP.

An Application Approval Letter must be sent to the client and made available via the [WAP Database](#). Subrecipients must verify household income during the application process, and must include all sources of income from all household members. Subrecipients must use the income calculator in the WAP Database, to calculate **annualized** income. Clients must provide their most recent paystubs issued within 90 days before the WAP Application Date. Acceptable sources of documentation include:

- W-2
- 1099
- Social Security Income
- Alimony/ Spousal Support
- Black Lung Benefits (only if person is the beneficiary of individual who had black lung)
- EITC
- Pension

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHEDA

- Retirement payouts
- Worker's Compensation
- VA Disability Income
- Unemployment
- Self-employment
- Interest/ Dividends

Child Support

Payee

When an applicant receives Child Support from any state program or individual during an applicable tax year, payments are excluded as income.

Payor

When an applicant is paying Child Support, through a state program or to an individual, payments are not deducted from income.

Zero Income Clients

Clients with no income are required to have a notarized Zero Income Affidavit for each household member, ages 18 and over, who claim no income for 90 days prior to the application date. The Zero Income Affidavit must be signed by zero income claimant or person who completes the application on behalf of the claimant and must be made available in the client file. If the signatory is not the zero-income claimant, the signatory must be listed as a household member on the WAP application.

Describe what household eligibility basis will be used in the Program

3.1 Eligibility

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

- 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.
- Who 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.

Subrecipients must ensure client eligibility before the start of the Energy Audit. The Eligibility Date (also known as Application Approval Date) is when the client is considered eligible for WAP. The Energy Audit must be completed within 12 months of the Eligibility Date. No unit will be weatherized without documentation that the unit is eligible ([10 CFR 440.22](#)).

Subrecipients are obligated to review and determine WAP eligibility status for all applicants. A copy of the approved client application must be included in the client file. If an employee of a subrecipient is applying for assistance through WAP, a note must be included in the client file indicating that the subrecipient's Executive Director has reviewed and approved their application.

Poverty Guidelines are followed as outlined by [WPN 25-3](#).

Categorical Eligibility

Categorically eligible units are defined as households that have been income verified by an approved federal program. Units deemed categorically eligible due to participation in the following programs will have their most recent Eligibility Date transferred into their record in the WAP Database.

- EAP
- HUD Means-Tested Program
- SSI
- TANF
- USDA

If categorically eligible under EAP, the Eligibility Date for the approved federal program must be made available via the [WAP Database](#). If categorically eligible

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

through the other programs, a letter confirming the client is eligible to the particular program is required. Information, such as income verification, does not need to be duplicated. The client file or WAP Database must contain the Application Approval Letter to confirm the validity of income verification.

Non-Categorical Eligibility

Subrecipients must determine eligibility for units that are not categorically eligible through household income. The household must be at or below 200% of the Federal Poverty Level to be considered income eligible for WAP.

An Application Approval Letter must be sent to the client and made available via the [WAP Database](#). Subrecipients must verify household income during the application process, and must include all sources of income from all household members. Subrecipients must use the income calculator in the WAP Database, to calculate **annualized** income. Clients must provide their most recent paystubs issued within 90 days before the WAP Application Date. Acceptable sources of documentation include:

- W-2
- 1099
- 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
- Worker's Compensation
- VA Disability Income
- Unemployment
- Self-employment
- Interest/ Dividends

Child Support

Payee

When an applicant receives Child Support from any state program or individual during an applicable tax year, payments are excluded as income.

Payor

When an applicant is paying Child Support, through a state program or to an individual, payments are not deducted from income.

Zero Income Clients

Clients with no income are required to have a notarized Zero Income Affidavit for each household member, ages 18 and over, who claim no income for 90 days prior to the application date. The Zero Income Affidavit must be signed by zero income claimant or person who completes the application on behalf of the claimant and must be made available in the client file. If the signatory is not the zero-income claimant, the signatory must be listed as a household member on the WAP application.

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

3.3 Household Member Requirements

Eligible household members must be United States citizens, US, Nationals, or qualified non-US citizens (aliens) as defined by [8 USC 1641\(b\)](#). Applicants submitting Social Security Cards will not have to submit any other kind of proof of citizenship or qualified alien status. Persons who are not citizens or qualified aliens are considered to be ineligible household members. Ineligible household members living with eligible household members do not disqualify the unit from receiving weatherization.

V.1.2 Approach to Determining Building Eligibility

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Procedures to determine that units weatherized have eligibility documentation

3.4 Dwelling Types

Subrecipients may weatherize the following owned or rented structures known as Dwelling Types:

- Single-Family/Site Built
- Mobile Homes/Manufactured Housing
- Shelters
- Multifamily Buildings

All Dwelling Types must have a permanent address where the unit is set in order to be eligible for the WAP. If the property has a land contract, 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.

Shelters

A shelter is considered a building whose principal purpose is to house individuals on a **temporary** basis, who may or may not be related to one another, and who are not living in nursing homes, prisons or other similar institutional care facilities. An application and eligibility determination are not required for shelters. Each completion should be counted as "data unavailable" when reporting income categories and demographics to the WAP Database. Units in a shelter may be counted in the following ways:

- Each 800 square feet of living space within the shelter may be counted as a unit
- Each floor of the shelter may be counted as a unit

An individual file must be kept for the shelter project. This file must contain:

- Shelter's mission statement
- Dwelling Type
- Recommended Measures and Energy Audit Data Reports
- All other applicable documents

Multifamily Buildings

A Multifamily building is considered any residential building containing two or more units ([WPN 22-12](#)). The different types of Multifamily building are as follows:

- **2-4 unit:** residential buildings with fewer than 5 units
- **Low-rise:** residential buildings with 5-24 units that are 3 stories or fewer
- **Large:** residential buildings with 25+ units or are more than 3 stories

To be weatherized, the below percentage of units in certain Multifamily buildings must either meet eligibility requirements or become eligible within 180 days of the Eligibility Date, as per [10 CFR 440.22\(b\)](#):

- 50% of units in a 2-4 unit Multifamily
- 66% of units in a Low-Rise or large Multifamily

See the following for policy on Multifamily buildings

- Low-Rise Multifamily Manual

Describe Reweathering compliance

3.6 Previously Weatherized Units

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

If a unit was previously weatherized under a federal program, the unit may not be eligible for WAP for a specific period of time after the Quality Control (QC) Inspection Pass Date. Units that have been previously weatherized may receive non-weatherization assistance and services under other Federal programs or non-Federal sources.

If there are no documented, verbal, visual, or physical evidence of previous weatherization services, the subrecipient may proceed with weatherization services on the unit. If the subrecipient suspects, or has evidence that the unit may have received weatherization previously, 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.

Once a unit elapses the specific time period after the QC Inspection Pass Date, it may receive reweatherization services. The two reweatherization types are the following:

- Formula DOE/IJA-funded reweatherization
- LIHEAP-funded reweatherization

Formula DOE/IJA-Funded Reweatherization

No units may receive any Formula DOE/IJA-Funded reweatherization services for **15 years** after the QC Inspection Pass Date of the previous weatherization. The following actions must be taken on each unit prior to weatherization activities to ensure that unit that have received weatherization activities are not reweatherized:

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

LIHEAP-Funded Reweatherization

No units may receive any LIHEAP-Funded reweatherization services for **5 years** after the QC Inspection Pass Date of the previous weatherization. The following actions must be taken on each unit prior to weatherization activities to ensure that unit that have received weatherization activities are not reweatherized:

- Each client's address must be checked in the WAP Database for previous weatherization within 5 years.
- Each client must be asked whether their unit has been weatherized within 5 years.
- A visual assessment of each unit must be performed by an energy auditor to identify if previous weatherization measures have been performed.

Describe what structures are eligible for weatherization

3.4 Dwelling Types

Subrecipients may weatherize the following owned or rented structures known as Dwelling Types:

- Single-Family/Site Built
- Mobile Homes/Manufactured Housing
- Shelters
- Multifamily Buildings

All Dwelling Types must have a permanent address where the unit is set in order to be eligible for the WAP. If the property has a land contract, 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.

Shelters

A shelter is considered a building whose principal purpose is to house individuals on a **temporary** basis, who may or may not be related to one another, and who are not living in nursing homes, prisons or other similar institutional care facilities. An application and eligibility determination are not required for shelters. Each completion should be counted as "data unavailable" when reporting income categories and demographics to the WAP Database. Units in a shelter may be counted in the following ways:

- Each 800 square feet of living space within the shelter may be counted as a unit

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- Each floor of the shelter may be counted as a unit

An individual file must be kept for the shelter project. This file must contain:

- Shelter's mission statement
- Dwelling Type
- Recommended Measures and Energy Audit Data Reports
- All other applicable documents

Multifamily Buildings

A Multifamily building is considered any residential building containing two or more units ([WPN 22-12](#)). The different types of Multifamily building are as follows:

- **2-4 unit:** residential buildings with fewer than 5 units
- **Low-rise:** residential buildings with 5-24 units that are 3 stories or fewer
- **Large:** residential buildings with 25+ units or are more than 3 stories

To be weatherized, the below percentage of units in certain Multifamily buildings must either meet eligibility requirements or become eligible within 180 days of the Eligibility Date, as per [10 CFR 440.22\(b\)](#):

- 50% of units in a 2-4 unit Multifamily
- 66% of units in a Low-Rise or large Multifamily

See the following for policy on Multifamily buildings

- Low-Rise Multifamily Manual

4.9 Historic Preservation Review

(GUIDANCE: See WAP-2026-03)

Per the signed Programmatic Agreement between IHCD and the State Historic Preservation Office (SHPO), subrecipients are responsible for Section 106 of the National Historic Preservation Act (NHPA). Subrecipient must refer any units that may be covered under the NHPA to IHCD, and IHCD will submit these units to SHPO for review. Subrecipients must document the Historic Preservation status of all units. Upon completion of the Energy Audit, and before weatherization work begins, the subrecipient must compare measures planned on units **older than 45 years old** with the exempt measures list in the Programmatic Agreement Appendix A between IHCD and SHPO. Mobile and manufactured units are exempt from SHPO Review. If a project is exempt from SHPO, the subgrantee must check the "Exempt" box in LITT. No other paper work is required.

If the unit has planned measures that are not exempted, the subrecipient must submit the SHPO Review Request Form to IHCD for Section 106 Review. Subrecipients must use due diligence to provide documentation of the existing historical information of the property. A copy of the [State Historic Architectural and Archaeological Research Database \(SHAARD\)](#) register of the property is required in the review request submission, if available. The register may also be found through the [Indiana Historic Buildings, Bridges, and Cemeteries \(IHBBC\)](#) map. In the event a register cannot be found for the property, subrecipients must provide a screenshot of the property from the IHBBC map.

No weatherization work may begin in a unit until a determination of approval has been made. Per the Programmatic Agreement, if SHPO fails to comment within 30 days of IHCD's submitted review request date, IHCD may approve the unit to proceed and assume SHPO's concurrence. All documentation and forms verifying the determination must be maintained in the client file for 3 years after unit completion.

Describe how Rental Units/Multifamily Buildings will be addressed

3.4 Dwelling Types

Subrecipients may weatherize the following owned or rented structures known as Dwelling Types:

- Single-Family/Site Built

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- Mobile Homes/Manufactured Housing
- Shelters
- Multifamily Buildings

All Dwelling Types must have a permanent address where the unit is set in order to be eligible for the WAP. If the property has a land contract, 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.

Shelters

A shelter is considered a building whose principal purpose is to house individuals on a **temporary** basis, who may or may not be related to one another, and who are not living in nursing homes, prisons or other similar institutional care facilities. An application and eligibility determination are not required for shelters. Each completion should be counted as "data unavailable" when reporting income categories and demographics to the WAP Database. Units in a shelter may be counted in the following ways:

- Each 800 square feet of living space within the shelter may be counted as a unit
- Each floor of the shelter may be counted as a unit

An individual file must be kept for the shelter project. This file must contain:

- Shelter's mission statement
- Dwelling Type
- Recommended Measures and Energy Audit Data Reports
- All other applicable documents

Multifamily Buildings

A Multifamily building is considered any residential building containing two or more units ([WPN 22-12](#)). The different types of Multifamily building are as follows:

- **2-4 unit:** residential buildings with fewer than 5 units
- **Low-rise:** residential buildings with 5-24 units that are 3 stories or fewer
- **Large:** residential buildings with 25+ units or are more than 3 stories

To be weatherized, the below percentage of units in certain Multifamily buildings must either meet eligibility requirements or become eligible within 180 days of the Eligibility Date, as per [10 CFR 440.22\(b\)](#):

- 50% of units in a 2-4 unit Multifamily
- 66% of units in a Low-Rise or large Multifamily

See the following for policy on Multifamily buildings

- Low-Rise Multifamily Manual

3.5 Rental Units

Rental units are eligible for WAP per [10 CFR 440.22](#). 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 a Landlord Agreement, landlord contribution policy, and monthly rental amount documentation in place before weatherization activities may be performed. The Landlord Agreement must include the following:

- Monthly rental amount for the applicable unit
- Written permission from owner or their legal managing agent
- Unit will not be subject to a rent increase due to weatherization for 12 months after completion
- Unit will not be put up for sale or sold 12 months after completion
- No undue or excessive enhancements to the value of the unit
- Benefits of the services accrue primarily to the tenant residing in the unit, per [WPN 22-13](#)
- Landlord contributions will be expended in accordance the agreement between the landlord and the WAP Database's Landlord Agreement Form

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Landlord contribution policy must include the following: **(GUIDANCE: See WAP-2026-01)**

- Landlord contribution is not to be counted as program income
- Must be applied to the unit being weatherized

Monthly rental documentation may be fulfilled in the following ways

- Amount included in the Landlord Agreement
- A recent cancelled check made payable to the landlord

Subrecipients are required to develop a written tenant appeals process for breach of landlord agreement to the weatherized units. The process must include methods for the following:

- Tenants filing complaints
- Landlord response to the complaints
- Landlord demonstration of actions related to matters outside of weatherization work

Subrecipients are not required to place liens on rental property that has been weatherized, but must ensure protection of the low-income unit 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

See Readiness Plan attached to SF-424

4.2 Declined Units

Subrecipients may determine that a unit is unsuitable for WAP at any time during the process of weatherization. At the stage of determination, the subrecipient must inform the client the decision to decline services, and all declinations must be entered through the WAP Database. A Pre-Auditor, Energy Auditor, HVAC Professional, Crew Leader, and QCI have the authority to recommend declination to the Program Manager, who will make the final decision to decline. There are two ways to decline a unit:

- **Deferral:** Unit has issues that can be remediated
- **Denial:** Unit has issues that cannot be remediated

A unit must either be deferred or denied when the decision to decline services has been finalized. The client must be provided written notification of the deferral or denial within 10 business days of the decline date, in compliance with [WPN 22-7](#). A copy of the written decline notification must be in the client file, uploaded to WAP Database. The notification must be comprised of the following:

- Deferral Letter **or** Denial Letter
- Moisture & Home Assessment Form
- Photographs of the decline issues
- Actions and timeline required by client to receive WAP
- Applicable client education for decline issues
- Appeals process for client to follow should they wish to pursue

WAP may not be denied based on the utilities not being in the occupant's name. Utilities under the name of an individual besides the homeowner does not replace the energy burden placed on the applicant. In the case of rental-occupied units, agreements with the landlord are needed to guarantee the accrual of benefits from the WAP are transferred to the tenant.

The costs associated with a declined unit are allowable expenses for Formula DOE, ILJA, and LIHEAP jobs. Subrecipients must document on the invoice all charges for the declined unit and must not count the unit as a completion. These costs must be reported to the WAP Database. IHCD reserves the right to request repayment of funds received for deferral or denial expenses. Historic Preservation is not a cause for declining a unit.

Deferral

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

A unit that is deferred has issues that are outside the scope of the WAP but can be remediated using DRMs and deferral remediation funding. All weatherization activities must be postponed until the deferral issues have been remedied by the client or subrecipient. Deferral reasons include, but are not limited to, the following issues and underlying conditions within the unit:

- Roof Repair
 - Mold/Moisture
 - Sewage
 - Pest Infestation
 - Structurally Unsound
 - Prohibits Weatherization
- Wall Repair
 - Mold/Moisture
 - Sewage
 - Pest Infestation
 - Structurally Unsound
 - Prohibits Weatherization
- Ceiling Repair
 - Mold/Moisture
 - Sewage
 - Pest Infestation
 - Structurally Unsound
 - Prohibits Weatherization
- Floor Repair
 - Mold/Moisture
 - Sewage
 - Pest Infestation
 - Structurally Unsound
 - Prohibits Weatherization
- Foundation/Subspace Repair
 - Mold/Moisture
 - Sewage
 - Pest Infestation
 - Structurally Unsound
 - Prohibits Weatherization
- Exterior Drainage Repair
 - Mold/Moisture
 - Sewage
- Plumbing Repair
 - Mold/Moisture
 - Sewage
 - Pest Infestation
- Electrical Repair
 - Prohibits Weatherization
 - Safety Hazard
- Repair Beyond WAP
 - Mold/Moisture
 - Sewage
 - Suspected Asbestos Containing Materials
 - Lead Paint
 - Pest Infestation
 - Clutter Restricting Access to Necessary Areas

Subrecipients are expected to pursue funding resources to reduce the occurrence of deferrals, including established referral communication with other funding sources. If remediation funds are utilized, a Deferral Remediation Interim Inspection on the unit must be performed to ensure all deferral issues have been addressed and the unit is weatherization ready. Deferral remediation funds **cannot** be used to perform the following:

- Help maintain the average cost per unit of the traditional Weatherization grants.
- As a “buy down” to enhance other measures.
- As a substitute for traditional weatherization mechanical expenses.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- As an emergency “no heat” program.

Denial

A unit that is denied has issues that are outside the scope of the WAP, and cannot be remediated using DRMs and deferral remediation funding. Denial reasons include, but are not limited to, the following issues and underlying conditions within the unit:

- Ineligible Application
- Ineligible Dwelling Type
- Required Weatherization Activities are Impossible
- Potential Negative Health Impact
- Potential Client Activity Violations
- Client No Longer Residing in Unit
- Client No Longer Interested in Weatherization
- Client No Longer Responding
- Client is Deceased
- Client Refusal of Weatherization Activities
- Landlord Refusal of Weatherization Activities
- Unit was Previously Weatherized
- Unit is Multifamily
- Unit Remodeling Prohibits Weatherization
- Unit for Sale or Foreclosed
- Unit Condemned
- Savings Investment Ratio Below 1
- Activities Would Violate Code Compliance

In the event a denial issue is resolved, subrecipients may proceed with weatherization activities on the unit. Clients are required to resubmit their WAP application and demonstrate that the previous denial issues have been resolved in order to be considered for weatherization.

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.

3.2 Client Prioritization

In accordance with [10 CFR 440.16](#), IHCD prioritizes five at risk household categories:

- **Elderly:** Person who is 60 years of age or older
- **Disabled:** Person who is handicapped as defined in Section 7(6) of the Rehabilitation Act, Section 1614(a)(3) or Section 224(d)(1) of the Social Security Act, Section 102(7) of the Developmental Disabilities Services and Facilities Construction Act, or receiving benefits under USC Title 38 Chapter 11 or 15
- **Children:** Person under the age of 18
- **High Energy Use:** Low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State
- **High Energy Burden:** Low-income household whose residential energy burden (residential expenditures divided by the annual income of the household) exceeds the median level of energy burden for all low-income households in the State

The WAP Database provides an automatic household risk score based on information entered by the subrecipient. Priority must be given to units with the highest household risk score insofar as contacting clients on the waitlist to schedule services. Units with the same household risk score will be prioritized on a first come first serve basis. Prioritization requirements apply to DOE Readiness.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

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

IHCD services all 92 counties of Indiana through 19 subrecipients (20 after RFP ratification and DOE approval) who perform weatherization activities. These subrecipients must meet the following criteria for selection:

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

2.3 Subaward Contracts & Forms

Grant Agreement

Agreements are the initial contract between IHCD and the subrecipient; this includes all legal, production, and expenditure requirements of the subrecipient. The Executive Director (or designee) of the subrecipient and IHCD must sign the to formally execute the contract. WAP Managers and fiscal staff must use the Agreement to build their Program Year budgets. Any budget categories that do not have a pre-determined dollar amount may be budgeted at the subrecipients discretion.

Amendment

Amendments update clauses of the original contract. This may include updates to funding amounts, budget category terms, policy or legal terms, and performance period lengths. The Executive Director (or designee) of the agency and IHCD must sign the Amendment contract for it to go into effect. WAP Managers and fiscal staff must use the Amendment to update their Program Year budgets and obligations.

Budget Form & Annual Production Plan

Upon signing of the Agreement contract, or an Amendment contract that impacts funding, WAP Managers and fiscal staff will complete and submit a Budget Form to IHCD. In the event the Budget Form is for Formula DOE or IJA, the Annual Production Plan is also required as an attachment to the Budget Form submission. The Budget Form and Annual Production Plan must be signed by the subrecipient Executive Director (or designee) and WAP Manager for funding to be available on the claims system, IHCDOnline.

The Budget Form and Annual Production Plan will be used by the WAP Manager to plan spending and production benchmarks for the performance period. Subrecipients are responsible for limiting expenses to the amounts allowed in the budget categories. Claims may not be submitted until the Budget Form and Annual Production Plan has been approved by IHCD. The Budget Form & Production Plan Package can be found among State Forms in the [WAP Database](#). Subrecipients must submit all budget forms to ivx@ihcd.in.gov. In no instance will a subrecipient be permitted to exceed the total award amount for the Performance Period.

Budget Modification

In the event a subrecipient needs to adjust budget category or unit amounts, a Budget Modification must be approved by IHCD. Subrecipients must submit all Budget Modifications to ivx@ihcd.in.gov. The Annual Production Plan is required as an attachment to all Formula DOE and IJA Budget Modifications. The subrecipient Executive Director (or designee) and WAP Manager must sign all budget modifications before they can take effect.

Request for Qualifications

IHCD may post a Request for Qualifications (RFQ) to identify eligible organizations to provide services within a specified service area. IHCD will assess existing adjacent subrecipients to support service areas during the RFQ process. An RFQ may be posted for the following non-exhaustive reasons:

- Service area is currently lacking a subrecipient
- Service area's needs are not being met by its subrecipient

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- Service area has been voluntarily forfeited by a subrecipient
- Service area has been removed from a subrecipient

Prospective subrecipients must be a public or nonprofit entity (such as a Community Action Agency) in order to qualify to perform weatherization activities.

V.3 Priorities

3.2 Client Prioritization

In accordance with [10 CFR 440.16](#), IHCD prioritizes five at risk household categories:

- **Elderly:** Person who is 60 years of age or older
- **Disabled:** Person who is handicapped as defined in Section 7(6) of the Rehabilitation Act, Section 1614(a)(3) or Section 224(d)(1) of the Social Security Act, Section 102(7) of the Developmental Disabilities Services and Facilities Construction Act, or receiving benefits under USC Title 38 Chapter 11 or 15
- **Children:** Person under the age of 18
- **High Energy Use:** Low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State
- **High Energy Burden:** Low-income household whose residential energy burden (residential expenditures divided by the annual income of the household) exceeds the median level of energy burden for all low-income households in the State

The WAP Database provides an automatic household risk score based on information entered by the subrecipient. Priority must be given to units with the highest household risk score insofar as contacting clients on the waitlist to schedule services. Units with the same household risk score will be prioritized on a first come first serve basis. Prioritization requirements apply to DOE Readiness.

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.4 Climatic Conditions

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

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

Indiana Heating and Cooling Degree Days

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

Source: NOAA, 2025

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

IHCD delivers policies and procedures to regulate all WAP Activities through the following materials:

- Policy & Procedure Manual
- Low-Rise Multifamily Manual
- Health & Safety Plan
- T&TA Plan
- Field Guide

In the event a policy or procedure must be updated within the Program Year, IHCD releases Program Guidances to update the appropriate material. IHCD utilizes monitoring, training, and onsite T&TA to ensure subrecipients have received and reviewed all up to date materials. IHCD annually updates all materials to ensure they align with the most current federal policy. All regulatory materials published by IHCD are made available on the [WAP Website](#).

The current SWS-Aligned Field Guide was approved by the DOE in July 2026.

Per the procedure set forth in [WPN 23-6](#) the following materials/audit variances have been approved for use in WAP in addition to those allowed by 10 CFR 440 Appendix A:

Table 3 - Special Materials/Audit Variance Approvals	
Item	Approval Date
Refrigerators	1/7/2020
Heat Pump Water Heaters	1/7/2020
Spray Foam Insulation	8/18/2018
Light Emitting Diode (LED) Lighting	4/6/2017

Per requirements in [WPN 22-4](#), IHCD added the following language to their subrecipient contracts:

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

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

Field guide types approval dates

Single-Family: 7/22/2026
Manufactured Housing: 7/22/2026
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Audit Name: NEAT
Approval Date: 12/7/2021

Audit Procedure: Manufactured Housing
Audit Name: MHEA
Approval Date: 12/7/2021

Audit Procedure: Multi-Family
Audit Name: TREAT
Approval Date: 12/17/2025

Comments

2026 Energy Audit Procedures are being revised and made ready for resubmission by prior to the expiration of 12/7/2026 for DOE review and approval.

Pre-Audit Walkthrough

An assessment of the applicant's unit to ensure it is in good condition to participate in the program. This may include determining the habitability and the ability to perform work on the unit. A deferral or denial may be recommended to the WAP Manager based on the Pre-Audit.

Energy Audit

An evaluation of the ECM and HSM needs of a unit, including the conducting of field measurements and diagnostic testing. The EA produces a Work Order based upon the information gathered to direct the work and performed measures for units to be weatherized. Energy Audits must be conducted according to the DOE-approved Energy Audit tool for the associated dwelling type.

Subrecipients must use the approved Energy Audit tool for the associated housing type to calculate the savings-to-investment ratio. Energy Audits must result in a cumulative SIR equal to or greater than 1 for the unit to be eligible to weatherization. The unit must be completed at least 12 months after the Energy Audit has been completed.

Priority List

The Energy Auditor may utilize a Priority List (PL) in place of conducting the Energy Audit for the associated Dwelling Type. If the Energy Auditor determines the need for ECMs not included in the PL, or if the unit does not meet the requirements of the PL, a site-specific Energy Audit is required. A unit using Formula DOE/IJA funds must perform all ECMs and HSMs called for in the PL. A PL may be used in the following Dwelling Types, as outlined in [WPN 22-8](#):

- Single-Family/Site Built
- Mobile Home/Manufactured Housing
- Low-Rise Multifamily

A mandatory measure may only be skipped if it is physically impossible to perform. Optional measures may only be performed if all other applicable mandatory measures are performed. Any mandatory measure determined to be not applicable must have photographic evidence documented in the client file for reason of exclusion. Activities and costs for these measures will be reviewed during monitoring.

V.5.3 Final Inspection

Interim Inspection

Inspection to evaluate and determine standards are met in a certain stage of weatherization activities before moving on to the next stage. Must be performed by an independent Energy Auditor, QC Inspector (QCI), or Retrofit Mechanical Installer. Must include applicable notes in the appropriate forms if the Inspection passes or fails. There are four types of Interim Inspection:

- Health & Safety Interim Inspection

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- LIHEAP Support Bridging Interim Inspection
- Deferral Remediation Interim Inspection
- Invoice Payout Interim Inspection

In the event a bridged unit later fails the QC Inspection, any measures that were a part of the Interim Inspection passed portion of the job must be addressed using non-federal agency funds.

Health & Safety Interim Inspection

Interim Inspection to ensure unit is ready for installation of ECMs. Required when the unit is using gas appliances or has health and safety hazards that will be exacerbated by installation of ECMs. May be used in place of a LIHEAP Support Bridging Interim Inspection only if the LIHEAP Support was utilized to eliminate health and safety hazards.

LIHEAP Support Bridging Interim Inspection

Interim Inspection to ensure applicable ECMs, HSMs, and IRMs under a bridged LIHEAP Support unit were properly performed. Required only for the bridged LIHEAP Support portion of the unit to be counted as a completion during LIHEAP closeout. A Health & Safety Interim Inspection may be used in place of a LIHEAP Support Bridging Interim Inspection only if the LIHEAP Support was utilized to eliminate health and safety hazards.

Deferral Remediation Interim Inspection

Interim Inspection to ensure all deferral issues were remediated before moving on to any ECMs, HSMs, or IRMs. Required for all units remediating deferral issues.

Invoice Payout Interim Inspection

Interim Inspection to ensure all weatherization activities were properly performed before any invoices may be paid out. Required only when the invoice will be paid before the QC Inspection has taken place. No one who performed work may inspect for payment.

QC Inspection

Inspection to evaluate all work performed and confirm it was completed to all applicable work and workmanship standards for all performed measures. All weatherization work must be verified by a QCI in order for the unit to be considered complete. Subrecipients are required to ensure that each weatherization completion receives an appropriate and properly executed QC Inspection. The following processes must be followed for all QC Inspections, as per [WPN 22-4](#):

- Must clearly define separate duties between Energy Auditor and QCI with no crossover of responsibilities and tasks
- QCI must not be involved in the decision-making process of work performed in the unit
- Additional work or rework must be brought to the attention of the WAP Manager or Energy Auditor and not handled by the QCI

QCIs must never pass work based on assurances that deficiencies will be corrected on a later date. Incorrectly processed QCIs may result in the associated completion being considered unallowable, and the subrecipient will be considered out of compliance. All compliance issues found with QCIs are subject to IHCD review and may result in remedial training, suspension, or permanent disbarment from WAP.

Subrecipients are only permitted to conduct further work on a unit after the QC Inspection Pass Date when a rework is determined by IHCD. If a unit has received work between this period, an additional unit will be selected for monitoring review and claimed costs will be required to be returned. Federal funds are disallowed from being spent on a unit after the QC Inspection Pass Date.

Standard QCI

A Standard QCI is an individual who has not had involvement in the prior work of the unit they are inspecting; the role and scope is further defined under WPN 22-4. This QCI role does not require IHCD approval. IHCD will monitor 5% of unit completions for subrecipients who have this type of QCI.

Nonstandard QCI

A nonstandard QCI is an individual who has had involvement in the prior work of the unit they are inspecting; roles may include WAP Managers and Energy Auditors. Subrecipients must request IHCD approval to use this type of QCI annually. IHCD will monitor 10% of unit completions for subrecipients who have this type of QCI.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Additional documentation may be required by IHCD if necessary, including the independent status of the QCI and any involvement of the QCI in the Energy Audit process.

Failed QC Inspection

If a QCI 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 final determination. The neutral QCI:

- Must not be an employee of the subrecipient
- May be an employee of another subrecipient
- May be an employee of a subcontractor not associated with the subrecipient

V.6 Weatherization Analysis of Effectiveness

IHCD is currently contracted with a group from Indiana University to conduct realized energy savings by each subrecipient. IHCD performs risk assessments on each subrecipient in alignment with [2 CFR 200](#) in order to improve areas of weakness.

IHCD conducts one-on-one calls with each subrecipient—currently 19, with one more joining in 2026—at least six times per year. Subrecipients on a QIP receive monthly check-ins. These conversations address key issues such as WAP production, grant compliance, and funding needs. Workforce challenges have consistently surfaced across all subrecipients, prompting a network-wide survey to identify training and staffing gaps. Based on the survey results, IHCD is developing a Workforce Development Initiative to expand staff training and long-term workforce support using existing T&TA resources and potential state workforce programs. By directing more T&TA funding to subrecipients with clear training and development plans, Indiana's WAP network will be positioned to increase production, improve workmanship, and ultimately deliver the highest level of weatherization effectiveness.

Section 8: Reporting

Subrecipients will use the [WAP Database](#) to report all aspects and data pertaining to unit production for all awards in their Performance Period. Subrecipients must report to the WAP Database within **15 days** of receiving the contractor invoice. Data to be reported and tracked in the WAP Database include.

Reports are made available for subrecipients to generate on any time frame deemed necessary. It is recommended subrecipients pull reports on monthly basis to check in on job and completion information, and inform IHCD of any errors or discrepancies found at iwx@ihcd.in.gov. Subrecipients must contact iwx@ihcd.in.gov in order to unlock a closed job to make changes.

8.1 Required Data Collection

Subrecipients are responsible for collecting and maintaining all data pertaining to unit, client, and weatherization activities.

Unit Data

The following unit-specific data must be reported, as applicable, to the WAP Database:

- Housing Type
 - Rent
 - Utilities Billed Separately
 - Utilities in Rental Fee
 - Own
- Dwelling Type
 - Single Family
 - 2-4 unit
 - Mobile Home
 - Multifamily
 - Shelter
- Primary Heating Fuel
 - Natural Gas
 - Fuel Oil

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- Electricity
 - Propane/LPG
 - Kerosene
 - Wood
 - Other Fuel
 - No Heating System
- Mailing Information
 - Address
 - City
 - State
 - County
 - ZIP Code
- Year Built
- Deferrals Issues, when applicable
 - Stage Deferred
 - Pre-Audit Walkthrough
 - Energy Audit
 - Weatherization Work
 - Interim Inspection
 - QC Inspection
 - Listing of individual Deferral Issues & Categories (see Section 4.2)
- Denial Issues, when applicable
 - Stage Denied
 - Pre-Audit Walkthrough
 - Energy Audit
 - Weatherization Work
 - Interim Inspection
 - QC Inspection
 - Listing of individual Denial Issues (see Section 4.2)
- Reweathering, when applicable
- Individual count of Low-Rise or Large Multifamily Buildings, when applicable
- Window Replacements (EPA Lead-Based Paint Hazard), when applicable

Client Data

The following unit-specific data must be reported, as applicable, to the WAP Database:

- Priority Type
 - Elderly
 - Disabled
 - Children
 - High Residential Energy User
 - High Energy Burden
- Poverty Level
 - Under 75%
 - 75% - 100%
 - 101% - 125%
 - 126% - 150%
 - Over 150%
- Race
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or Pacific Islander
 - White
 - Multi-Race
- Ethnicity
 - Hispanic, Latino, or Spanish Origins
 - Not Hispanic, Latino, or Spanish Origins

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

WAP Data

The following WAP data must be reported, as applicable, to the WAP Database:

- Date Information
 - Intake Date
 - Eligibility Date
 - Energy Audit Date
 - Deferral Date, when applicable
 - Deferral Remediation Complete Date, when applicable
 - Denial Date, when applicable
 - Interim Inspector Pass Date, when applicable
 - QC Inspection Pass Date
- Weatherization Activity Information
 - Energy Audit
 - Weatherization Work
 - ECMs
 - HSMs
 - IRMs
 - DRMs, when applicable
 - Interim Inspection
 - QC Inspection
- Production Information
 - Fund Source
 - Budget Category
 - Cost Category
 - Labor
 - Material
 - Overhead

Davis-Bacon and Contract Work Hours and Safety Standards Act (CWHSSA) Data

The following Davis Bacon and CWHSSA data must be collected and maintained in the subrecipient internal records, as applicable, for all Low-Rise and Large Multifamily units utilizing IIJA funding:

- Multifamily units subject to Davis-Bacon
- Funds spent on multifamily units subject to Davis-Bacon
- Number of contractors against whom wage complaints were received as related to Davis-Bacon and CWHSSA
- Number of investigations completed
- Number of contractors found in violation of Davis-Bacon and/or CWHSSA
- Total dollar amount of wage restitution due
 - Under Davis-Bacon
 - Under CWHSSA (overtime violations)
- Total dollar amount of back wages paid
 - Under Davis-Bacon back wages paid:
 - Under CWHSSA
- Total number of employees due wage restitution under Davis-Bacon and/or CWHSSA
- Total dollar amount spent toward damages assessed under the CWHSSA

8.2 Benchmarking & Annual Production Plan

At the start of the Formula DOE Program Year, IHCD will set out a minimum production benchmark for each subrecipient to be completed on a monthly basis, called the Monthly Benchmark. The Monthly Benchmark is based on annual Formula DOE Base unit completions as described in the State Plan and a formula-driven percentage bump.

Subrecipients must develop an Annual Production Plan to meet their monthly benchmark under the following terms:

- The Monthly Benchmark amount must be planned, on average, for every month listed

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- The Annual Production Plan must be attached to every Formula DOE and IIJA Budget Form submitted to IHCD for approval. A Formula DOE or IIJA Budget Form submitted to IHCD will be approved only if it has the Annual Production Plan attached.
- Formula DOE Awards must be spent first and have Monthly Benchmarks planned likewise
- In the event Formula DOE Awards are unavailable, the IIJA Award will be spent and Monthly Benchmarks planned likewise
- Monthly Benchmarks must never be split between Formula DOE and IIJA, except under the following circumstances:
 - Formula DOE Award is in its last month of production, and the Subrecipient would not meet its Monthly Benchmark otherwise
 - Another term or Federal requirement takes precedence (e.g. reconciling an award ACPU, reconciling an award Admin % cap)

8.3 Unit Counting

Completed Units

Completed units are determined when the unit passes QC Inspection (or Interim Inspection when bridging). A completion is counted for any budget category that the unit received weatherization work from. If a unit were to receive LIHEAP Support and Formula DOE Base, it would count as a completion for both budget categories. A job can be completed on the one portion of the scope of work while working on completing the other portion. Subrecipients will always report the number of completed units for the Performance Period in their Closeout and Reconciliation.

Bridging Units

Only in limited braiding scenarios may a unit count towards a certain type of completion without a QC Inspection, called bridging. Bridging a unit is only possible under these scenarios:

- LIHEAP Support Bridging
- Formula DOE Readiness Bridging

LIHEAP Support Bridging

A job that braids LIHEAP Support with Formula DOE/IIJA may continue work on the unit into the next LIHEAP Performance Period under the following conditions:

- All LIHEAP Support work must be Interim Inspection Passed to be considered completed by the last day of the LIHEAP Performance Period
- All work on the unit at start of the concurrent LIHEAP Performance Period must result in a Formula DOE/IIJA Base completion
- The weatherization work must be completed and the whole unit QC Inspection Passed on the last day of the Formula DOE/IIJA Performance Period

Formula DOE Readiness Bridging

A job that braids Formula DOE Readiness with Formula DOE/IIJA Base may continue work on the unit into the next Formula DOE Performance Period under the following conditions:

- All Formula DOE Readiness work must be Interim Inspection Passed to be considered completed by the last day of the Formula DOE Performance Period.
- All work on or after the start of the concurrent Formula DOE Performance Period must result in a Formula DOE/IIJA Base completion
- The weatherization work must be completed and the whole unit QC Inspection Passed at the end of Quarter 1 of the concurrent Formula DOE Performance Period

Bridging Formula DOE Readiness across Grant Cycles must result in an IIJA Base completion.

8.4 Unit Provisional Closeout

A unit that cannot be entered to receive further weatherization activities, but had expenses incurred, may claim expenses with approval by IHCD. The Provisional Closeout does not allow for the unit to be counted as a completion, and funding claimed will go against the ACPU and percentage cap limits. IHCD will respond in writing to approve or deny the request for a Provisional Closeout. Until written approval from IHCD is received, final claims cannot be submitted for the particular unit.

In order to receive a Provisional Closeout, the following must be met and documented in the client file:

- Documentation clearly stating the reason the unit could not be completed

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

- Detail specific circumstances related to the issue and why access to the unit has been denied
- At least 1 attempt to schedule work, verified with a certified letter that includes the following:
 - Documentation of missed scheduled appointments by the client and/or the client refusal to allow entry to complete work or perform an Interim or QC Inspection.
 - Language stating the client will have a minimum of 7 business days to contact the subrecipient to allow for entry to complete work or perform an Interim or QC Inspection.
 - Stated consequences of not responding within the 7-day period, whereby the client releases all WAP Professionals, including the State of Indiana, IHCD, and all subrecipients and contractors
 - All warranty and liability associated with materials installed and work performed will be forfeited
 - All liability for losses, damages, costs, personal injury, death, or other claims because or in relation to the installation, location, or malfunction of measures is the client's responsibility to address
 - Detail client's right to appeal consequence in writing to IHCD within 10 business days of receipt of the certified letter. A letter or email must be sent to IHCD, where the State Review level of appeals will be undertaken

In cases of deferral or denial, include documents required in Section 4.2.

8.5 Award Closeout

Closeout Process & Schedule

At the end of each Performance Period of an award, the subrecipient must perform a closeout to IHCD. The Closeout Period lasts 45 days after which the subrecipient must complete all reporting in the WAP Database and claims in the Claims System that are present in the Closeout Report. Subrecipients may request a 15-day extension to be granted at IHCD's discretion. Subrecipients who request an extension to IHCD past Day 30 may be considered late, depending on the nature of the extension request.

The closeout process takes on the following schedule at the end of the Performance Period:

- **Day 0:** Program Year ends. IHCD emails Closeout Forms
- **Day 1:** Closeout Period begins
- **Day 30:** Subrecipients must submit an update via email to iwx@ihcd.in.gov of their progress in lieu of the closeout report, including extension requests when applicable
- **Day 45:** Non-extension subrecipients final Closeout Report due
- **Day 60:** Extension subrecipients final Closeout Report due

After Day 60, subrecipients may have active WAP awards temporarily closed and claims processing paused until their Closeout is complete.

Reconciliation

A Reconciliation occurs when the Performance Period exceeds the Program Year, but information for the Program Year must be reported to Grantors. The Reconciliation follows the same requirements and documentation as a Closeout, but the award remains open for a subrecipient to continue to work under, report on, and make claims against. Subrecipients will report all Program Year information for the Reconciliation and will report all Performance Period information for the closeout. If a Performance Period lasts 18 months, the first 12 months will be reconciled, and then the whole 18 months will be closed out at the end of the grant.

Under Reconciliation, subrecipients may reconcile with overages in their ACPU and percentage caps. These overages must be addressed by the time the award closes out at the end of the Performance Period in order to avoid a return of funds.

Closeout Report

Subrecipients must complete and submit a Closeout Report to IHCD for each funding source at the end of their respective Performance Periods. It is the responsibility of the subrecipient WAP Manager to ensure that all forms and reports are accurate and correct before submitting the Closeout Report to IHCD. All Closeout Reports should be submitted to iwx@ihcd.in.gov for processing.

The following documentation make up the **Formula DOE/IJA Closeout Report**:

- Closeout Form
- Performance Report
- Job Expense Report
- Last Claims Receipt

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

The following documentation make up the **LIHEAP Closeout Report**:

- Closeout Form
- Job Expense Report
- Last Claims Receipt

Closeout Reports must accurately reflect the total funding claimed and total units completed within the specified Performance Period. Any errors or issues found in the Closeout Report, WAP Database, or Claims System must be reported to IHCD and resolved by the end of the Closeout Period.

IHCD will **reject** Closeout Reports for the following (but not limited to) reasons:

- One of the required documents is not present in the Closeout Report
- Closeout Form Grant Section and IHCDOnline Claims do not match
- Closeout Form Production Section and WAP Database Reports do not match
- Subrecipient is over on an expenditure limit (percentage cap or ACPU)
- Closeout Form lacks signatures from WAP Manager, ED, or designees
- Repayments are reported as Return of Funds, and vice versa

Subrecipient must correct all errors to be counted as complete in the submission of the Closeout Report.

8.6 WAP Database Security & Privileges

All subrecipients must have **at least one** designated staff who has administrative privileges over the WAP Database and can readily access all information. Subrecipients are responsible for assigning the staff member or contractor privileges and security definitions in accordance with their needs within the system. Any staff member or contractor who is no longer employed by the subrecipient must have their access to all IHCD databases revoked and account set to inactive. Deletion is not permitted, as the system must retain the record for reporting purposes

V.7 Health and Safety

See WAP Health & Safety Plan

V.8 Program Management

V.8.1 Overview and Organization

See WAP Organizational Chart

V.8.2 Administrative Expenditure Limits

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

Administration

Fiscal, executive, and other supportive operation staff engaged in program administration. The maximum allowable percentage of Administration expenditures is 10% of Total Award amount.

V.8.3 Monitoring Activities

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Section 9: Monitoring

9.1 Monitoring Process

Monitoring follows the Formula DOE/IIJA Program Year, July 1 – June 30, for its annual compliance review of the unit. The subrecipient must comply with the annual policy that the unit's Energy Audit start date was under. Monitors review following for units that undergo weatherization:

- Quality weatherization activities are provided consistently throughout the state
- Necessary measures are provided to clients
- Program accountability and efficiencies are in effect and verifiable
- Appropriate use of all funding sources
- Federal, State, and IHCD standards and regulations are followed

The Monitoring process is conducted as follows:

- Monitoring Notice and Scheduling
- Monitoring Report
- Subrecipient Response
- Monitoring Closeout

The percentage of units that undergo monitoring is determined by if the subrecipient used a standard or nonstandard QCI. IHCD will select units within the specified review percentage of monitored files that utilized the Readiness budget category.

Monitoring Notice & Scheduling

Monitors will notify subrecipients of monitoring 30 days prior to the entrance meeting date. The monitors and subrecipients will schedule an entrance meeting, monitoring visit, and exit meeting. The exit meeting will be held within 30 days of the monitoring visit. IHCD approval is required for any exit meetings that will exceed the 30-day period.

Monitoring Report

The Monitoring Report will be submitted to the subrecipient for signature within 30 days of monitoring visit completion. The report will identify the following items:

- Issue severity
 - **Finding:** critical in nature and require rework by the subrecipient
 - **Concern:** low intensity in nature and may require rework by the subrecipient
 - **Best Practice:** recommendations for work that do not require rework by the subrecipient
- T&TA recommendations
- Funding utilized on the unit
- Energy Audit software review

Issue severity is based upon conditions in the unit at the time of monitoring. Additional T&TA will be scheduled to target findings and concerns for all individuals involved. IHCD may increase the amount of monitored units depending on issue frequency and issue severity.

Monitoring Closeout

Subrecipients will have 30 days to complete required action items detailed in the monitoring report and submit a signed response form. Failure to complete required action items may result in claims being delayed in payment approval. Rework conducted by the subrecipient as directed by IHCD is considered an acknowledgement of the issue. Issues that cause a rework must remain on the Monitoring Report.

The monitor will have 30 days upon receipt of the response form to review documentation, clarify questions, request additional information, and sign the response form. The response form will be submitted to IHCD for signature to close out the monitoring session.

Subrecipient Appeal

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

An appeal for any item on the report must be submitted to IHCD within 10 days of the monitoring report being received. Upon receipt of the appeal, IHCD will have 30 days to request additional documentation from the monitor and subrecipient and make a formal decision:

- **Upheld:** subrecipient must sign form complete required items
- **Rescinded:** subrecipient will receive a revised report and must only complete required items not rescinded in the appeal

9.2 Program Monitoring

Program Monitoring will review the following for each unit:

- Program Administration
- Energy Audit software
- Procurement
- Training and Certification
- Fiscal
- Client File
- Contracts and Approvals

Program Administration

Review of agency policies as they apply to priority, wait list maintenance, rentals, client determination, and services in accordance with policy.

Energy Audit Software

Review of inputs in DOE-Approved tool to ensure price lists are up to date, measures are categorized correctly, and Energy Audits are reconciled when additional costs or measures are added after the initial Energy Audit.

Procurement

Review of contractor selection and evaluation, price lists, and written standards.

Training and Certification

Review of WAP Professionals for appropriate training and certifications to perform weatherization activities. All certifications for active WAP Professionals must be maintained by the subrecipient, and may be entered into the WAP Database.

Fiscal

Review of payment processing and the following practices:

- Budget categories utilized correctly and with allowable braiding
- Proper tracking of Program Income
- Contractors paid within 45 days
- Back-up documentation provided with claims when appropriate

Subrecipient financial audits will be monitored annually.

Client File

Review the unit processing and the following practices:

- Forms used correctly
- Information is accurate and complete
- Work processes
- Eligibility verification
- Appropriate documentation and allowability of declined units
- Verification of Energy Audit's cumulative SIR is equal to or greater than 1

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCA

Contracts

Review of IHCA contracts and approvals and subrecipient's subcontracts. Subcontractors will be reviewed for compliance with local licensing standards.

9.3 Technical Monitoring

Technical Monitoring will review the following for each unit:

- Energy Audit detail
- Weatherization Work
- Inspection

The Technical Monitoring Data Collection Form must be provided. An alternate unit will be chosen for review when the client is unavailable.

Energy Audit Detail

Review of initial and final Energy Audit detail, compliance with technical standards, and accuracy of diagnostic testing. Subrecipients must provide Energy Audit cost inputs and actuals with justification where there are deviations from the initial input.

Weatherization Work

Review of quality of work and necessity of all performed measures. Subrecipients must provide justification for all invoiced materials and labor hours charged, and verification of bids.

Inspection

Review of Interim and QC Inspections for compliance in passing or failing a unit, dates of Interim or QC Inspection Passed, correct and accurate Inspector signatures, client signatures, and appropriate procedures in accordance with requirements in [10 CFR 440.16\(g\)](#).

V.8.4 Training and Technical Assistance Approach and Activities

See WAP T&TA Plan

Section 12: Workforce

IHCA utilizes monitoring to keep track of network workforce numbers and WAP Professional certifications necessary to perform weatherization. Additional T&TA funding is available to subrecipients for recruitment efforts, onboarding, and training of WAP Professionals.

(GUIDANCE: See WAP-2026-004)

12.1 Certification

Subrecipients must track all WAP Professional certifications with the following information:

- Individual name
- Hire date
- Certifications held
- Expiration date of certifications
- Record of Continuous Education Units (CEUs)
- Attendance at Competency Maintenance Refresher (CMR)

IHCA follows [WPN 22-7](#), informed by EPA's Lead Renovation, Repair, and Painting Program (RRP). All WAP Professionals must receive and follow RRP training when working in pre-1978 units to perform measures in a lead-safe manner, unless testing confirms work area to be lead free.

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHCD

Workforce Credentials

WAP Professionals may be BPI or DOE-equivalent certified by any IREC-accredited WAP Training Provider. IHCD recognizes the following credentials attained through certification:

- Energy Auditor
- Quality Control Inspector
- Crew Leader
- Retrofit Shell Installer
- Retrofit Mechanical Installer

A certified Crew Leader is required to be present at the unit at all times during weatherization work. If a Retrofit Shell Installer is not a certified Crew Leader, they must be supervised by an Energy Auditor, Crew Leader, QCI or the IREC-accredited WAP Training Provider. Retrofit Installers must complete Moisture Assessment, Introduction to Weatherization, and DSTO training. Before performing any field work independently, full certification must be completed within 12 months.

Uncertified workers must be supervised by a WAP Professional. All weatherization work performed by an uncertified worker must receive a DSTO conducted by a Retrofit Mechanical Installer, Energy Auditor, or QCI. Retrofit Mechanical Helpers must never enter a unit without the Retrofit Mechanical Installer.

12.2 Training

Existing subrecipients and contractors have 12 months to train, test, and attain certifications for new staff working under them. IHCD will fund the first testing for certification. Subrecipients must receive IHCD approval to receive additional funds to support further in the event the first test is a failure. WAP Professionals with a qualifying license must pass an initial test out for Retrofit Mechanical Installer if they do not wish to go the path of certification. If the test results in a failure, certification is required. Onsite T&TA will be provided to Retrofit Mechanical Installers who pass license test out and do not have certification.

Subrecipients are responsible for ensuring all WAP Professionals meet training requirements and properly track training documentation. IHCD reviews the training documentation and tracking during monitoring to ensure compliance. If IHCD finds a person who is working or has worked on a unit without required certifications or supervision, the following steps may be taken:

- Issue a written finding with a timeline for resolution of the non-compliance issues.
- Require re-works or re-inspections at the subrecipient/contractor expense.
- Require repayment of all funds claimed for the affected weatherization work.
- Hold the subrecipients WAP financial claims until all issues are properly addressed.
- Temporarily suspend the noncompliant person from performing work in WAP

CEUs

All professionals must be certified by a WAP Training Provider that mandates at least 8 CEUs annually for recertification. Record of CEUs must be tracked by the subrecipient for all WAP Professionals and maintained by the certifying body. Subrecipient must coordinate with the certifying body to ensure CEU requirements are met. A valid, current certification must be provided during monitoring as verifying documentation. Subrecipients must be prepared to provide training documentation whenever it is requested by IHCD.

12.3 Subcontractors

Subrecipients may use utilize subcontracts through either bidding each weatherization job individually or developing a price list for contractors following [2 CFR 200.318](#) and [2 CFR 200.319](#). Subrecipients must establish written selection procedures and detail whether their process for procuring subcontractors is one of the following:

- Year-round
- Once per year
- Multiple times per year

12.4 Specialty Contractors

Any contractor performing weatherization work outside the standard weatherization measures is considered a specialty contractor. Specialty contractors who complete work units which results in changes to exhaust systems, ventilation systems or the tightening of the unit are required to complete a Daily Safety Test

U.S. Department of Energy
Weatherization Assistance Program (WAP)
STATE PLAN / MASTER FILE WORKSHEET
Grant Number: SE0001822, **State:** IN, **Program Year:** 2026
Recipient: State of Indiana, IHEDA

Out (DSTO) training from a WAP Training Provider and are required to complete an DSTO Form on the day the work is performed. A representative from the subrecipient may also complete the DSTO Form at the end of each specialty contractor workday when applicable. All specialty contractors must carry valid liability insurance before performing any work. IHEDA recommends all specialty contractors be placed under a contract with subrecipients before starting work.

Percent of overall trainings

Comprehensive Trainings:	10.0
Specific Trainings:	90.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	10.0
Percent of budget allocated to Crew/Installer trainings:	70.0
Percent of budget allocated to Management/Financial trainings:	20.0

V.9 Energy Crisis and Disaster Plan

4.8 Energy Crisis & Disaster Response

As outlined by [WPN 26-1](#), Subrecipients may utilize HSMs and/or IRMs for elimination of hazards or incidental repairs to respond an energy crisis or disaster. The use of these measures for this type of relief response must only be conducted as deemed necessary and appropriate for weatherization to continue on an eligible unit. The relief response plan allows for the following:

- Ability to perform reweatherization regardless of the date
- Securing and protecting materials, supplies, and equipment
- Protection of local agency WAP files and records

Subrecipients may not utilize federal WAP funds to conduct community relief work. No regulations are waived for WAP Activities in response to an energy crisis or disaster, including:

- ACPU or percentage cap limits
- Allowable use of budget categories
- Requirements surrounding proper implementation of Weatherization Work
- Following allowable expenditures outlined in [10 CFR 440.18](#)

IHEDA approval is required before Subrecipients may proceed with any energy crisis or disaster relief response activities.