



Changes Guide for the Weatherization Assistance Program Policy & Procedure Manual *Program Year 2026*



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Considerations for Entire Document:

- Many sections have been renumbered, renamed, merged with other sections, or have been demoted from sections to subsections, etc.
 - o Anything that has been explicitly added or removed will be noted. If you are looking for a section that seems to be missing and it is not noted in this document, it might have just moved somewhere else or lost its header to become part of another larger section
- Many of the terms in the manual have been standardized for clarity.
 - o Examples:
 - “WAP” is now used in all situations where we are talking about the Weatherization Assistance Program, with “Weatherization” being used to talk about the literal act of weatherization
 - WAP Database is now used instead of EIS or WAPLink
 - WAP Professional as a general term encompassing crew members, staff, workers, contractors, etc.
 - And more
- **Policy Updates** will be highlighted for clarity

Section 2: Award

- **P.3 Section 2.2 - Program Year**
 - **Program Year Updated** for DOE Formula awards:
 - July 1 – June 30 when PY2026 begins
- **P.4 Section 2.3 – Amendment**
 - Revision: Removed list of amendment types
- **P.4 Section 2.3 – Request for Qualifications**
 - Moved here from Section 12.6
- **P.4 Section 2.3 – Subrecipient Subcontracts**
 - Moved here from Section 14.1

Section 3: Intake, Eligibility, and Application

- **P.6 Section 3.1 – Eligibility**

- Merged language in introductory paragraphs. No related policy change

- **P.6 Section 3.1 – Categorical Eligibility**

- Merged language from 3.2 as its about eligibility. No related policy change
- Removed “12 month” language
- Removed dual Database language explaining verification between systems.
- Changed “HUD” to “HUD Means-Tested Program” for clarity

- **P.6/7 Section 3.1 – Non-Categorical Eligibility**

- Removed mentioning the Database can calculate the annual income
- Removed note on HUD vouchers and EAP approval letters being not needed if pulled by EIS/WAPLink. This is not part of the process and does not impact Wx-Only applications
- Merged “Weatherization-Only Applicants” section from 3.2 into this section
- **Policy Updated:**
 - Clarified that the minimum requirement for income verification is the responsibility of the client instead of the subrecipient

- **P.7 Section 3.1 – Child Support**

- Removed language for subrecipients to look through bank statement intergovernmental letters to determine payment, as this is not federally required.
- No longer required for Payee to complete the Income Verification Affidavit

- **P.7 Section 3.1 – Zero Income Clients**

- Clarified who has to be listed as a household member under the Zero Income Affidavit

- **P.7 Section 3.2 – Client Prioritization**

- Updated name from “Application Intake & Prioritization” to “Client Prioritization”
- **Policy Updated:**
 - EAP Approved Applications on the EAP Queue do not require additional data to establish priority points

Section 3: Intake, Eligibility, and Application

- Removed “Native American” as an at-risk household, as this is not how DOE defines it
 - Removed headers “At Risk Households” and “Client Priority” and merged their information into 3.2 Client Prioritization section

- **P.8 Section 3.4 – Dwelling Types**
 - Renumerated 3.5 > 3.4 to discuss structures that can be eligible before getting into details of those structures in 3.5

- **P.8 Section 3.5 – Rental Units**
 - Renumerated 3.4 > 3.5 to go into detail of the pertinent structures who have different requirements (shelters and multifamily)
 - Removed paragraph on saying units may not be denied for not being in occupant’s name. This is a non-issue and is not considered a denial issue as described later in the Declined Units subsection

- **P.9 Section 3.6 – Previously Weatherized**
 - Merged all reweatherization language as well as its DOE/LIHEAP subparts in 3.4 to this section.

Section 4: Program Management

- **P.11 Section 4 – Program Management**
 - Renumerated Section 6 > Section 4
- **P.11 Section 4.1 – Activities**
 - Moved from Service Provisions > Program Management
 - Merged all language related to the work of the weatherization process from Pre-Audit to QCI put here unless specific line-item discussion
 - Revised language in this section to be activity-based instead of role-based
 - Energy Auditor > Energy Audit
 - Updated to specify that an EA or use of PL must be done on all units.
Originally said EA must be used for all units
- **P.11 Section 4.1 – Priority List**
 - Moved this from Section 5 > 4.1
- **P.12 Section 4.1 – Weatherization Work**
 - Moved this from Section 6.1 > 4.1
 - Changed “H&S” to “HSM” when referring to the Health and Safety Measures to differentiate from the budget category “H&S”
- **P.13 Section 4.1 – Interim Inspection**
 - Updated definitions of different types of interim inspections and removed mentions of specific ECMs when possible
- **P.13 Section 4.1 – Quality Control Inspection**
 - Merged QCI language in introductory paragraphs, specific QCI type language made to subparts
 - Moved paragraph from 12.3
 - “Subrecipients are only permitted to conduct further work on a unit after the QCI pass date when a rework is determined by IHCD... ”
 - **Policy Updated:**
 - Removed disallowing Crew Leader from seeking guidance from the QCI on work
 - Added clarification that No one who performed work may inspect for payment

Section 4: Program Management

- Added language “QCI’s must never pass work based on assurances that deficiencies will be corrected on a later date”
- Added language “Federal funds are disallowed from being spent on a unit after the QC Inspection Pass Date”
- **P.14 Section 4.1 – Nonstandard QCI**
 - Name change from “When EA is QCI” to “Nonstandard QCI”
- **P.14 Section 4.1 – Client Refusal to Sign**
 - **Policy Updated:**
 - Subrecipients now only need to upload the correct QCI form and provide IHCDCA with the information of the refusal to sign in order to seek approval to count as a completion.
- **P.14 Section 4.2 – Declined Units**
 - Renumerated from Section 4.3 > 4.2
 - Name change from “Deferral” to “Declined Units”
 - Added definitions of what is a deferral vs a denial
 - **Policy Updated:**
 - Removed “meaningful photos of the issue causing deferral/denial” as a requirement
 - Language Adjusted:
 - “Potential Illegal Activities” and “Client is Threatening” and “Client is Uncooperative” combined into “Potential Client Activity Violations”
 - Added language:
 - “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”
- **P.15 Section 4.2 – Deferral**
 - List of deferral issues changed to separate out from denial issues
- **P.16 Section 4.2 – Denial**
 - Updated list of denial issues to separate out from deferral issues
 - Moved denial reasons from H&S Plan to this section

Section 4: Program Management

- **P.16 Section 4.3 – Rework**

- Renumerated 4.6 > 4.3
- **Policy Updated:** Federal funds are disallowed from being spent on a unit for rework

- **P.16 Section 4.4 – Warranty**

- Made own section from “Rework”

- **P.17 Section 4.5 – Fuel Switching**

- Renumerated 4.2 > 4.6

- **P.17 Section 4.5– DOE Funded Fuel Switching**

- Revised to make LIHEAP fuel switching only require IHCDCA approval

- **P.17 Section 4.6 – Client File**

- Included client file forms in the P&P manual

Section 5: Service Provisions

- **P.19 Section 5 – Service Provisions**
 - Renumerated to Section 5
- **P.19 Section 5.1 – Work & Cost Requirements**
 - Moved from “Program Management” to “Service Provisions” and renumerated from 6.4 > 5.1
 - Language changed to only federal award as that is only what applies to the costs in this section
- **P.19 Section 5.2 – Program Income**
 - Renumerated 6.3 > 5.2
 - Renamed to “Program Income” and removed language pertaining to “reinvestments”.
- **P.19 Section 5.3 – Conflict of Interest**
 - Language changed from QCI specific to subrecipient specific. Any type of conflict of interest is not allowed.
 - Moved “Conflict of Interest” location from When EA is QCI > Service Provisions
- **P.20 Section 5.4 – Document Retention**
 - Renumerated 6.7 > 5.4
 - Retention language adjusted to follow requirements in 2 CFR 200.334
- **P.20 Section 5.5 – Background Checks**
 - Renumerated 6.8 > 5.5
 - **Policy Updated:**
 - Updated background check language to align with the federal requirements.
- **P.20 Section 5.6 – Historic Preservation Review**
 - Renumerated from 6.5 > 5.6
 - Renamed from “Historic & Environmental Reviews” as there is only this single review.
 - Language revised to reduce redundancy in this section

Section 5: Service Provisions

- Language revised to allow flexibility to subrecipient in approval (from both being required to SHAARD required and if not available IHBBC required). This fulfills the requirements in the Programmatic Agreement
- **P.21 Section 5.8 – Required Subrecipient Information**
 - Renumerated 6.6 > 5.9
 - Renamed from “Required Forms” as this is information needed by the subrecipient to operate
- **P.21 Section 5.9 – Buy American Preference (BAP)**
 - New subsection on the “Buy American Preference” policy

Section 6: Funding

- **P.22 Section 6 – Funding**
 - Renumerated section 7 > Section 6
- **P.22 Section 6.1 – Cost Categories**
 - Renumerated 6.2 > 6.1
- **P.22 Section 6.1 – Labor Cost**
 - Fringe benefits and client education listed under “Labor Costs”
- **P.22 Section 6.1 – Material Cost**
 - Consumable supplies listed under “Material Costs”
- **P.22 Section 6.1 – Overhead Cost**
 - Renamed from “Non-Labor Program Support”
- **P.22 Section 6.1 – Declined Unit Cost**
 - Renamed from “Deferral Costs”
- **P.22 Section 6.2 – Funding Sources**
 - Renumerated from 7.1 > 6.2
 - Language revised to say that expenditures provided under weatherization cannot exceed the established ACPU and percentage cap limits
- **P.25 Section 6.2 – Base Operations**
 - **Policy Updated:**
 - “At least one ECM must be installed and must pass QC Inspection in order for a unit to be considered complete”
 - “Energy Audit and Inspection costs must either be paid out of Base or paid out of their individual line items, not both at the same time.”
- **P.26 Section 6.2 – Health & Safety**
 - **Policy Updated**
 - “At least one HSM must be eliminated and must pass QC Inspection in order for a unit to be considered complete.”
- **P.26 Section 6.2 – Readiness**
 - Removed dollar value amount requirement for a job to be marked completed, now only requires one DRM be remediated

Section 6: Funding

- Subrecipients must notify IHCDA if the approved amount for their quote to exceed the \$12,500 cap changes
- **P.26 Section 6.3 – Rebates**
 - Renumerated 7.2 > 6.3
- **P.26 Section 6.4 – Leveraged Funds**
 - Renumerated 7.3 > 6.4
- **P. 26 Section 6.5 – Braiding Funds**
 - Renumerated 7.4 > 6.5
 - Condensed paragraph language of disallowed combinations to instead include only allowable combinations.
- **P. 27 Section 6.6 – Fund Requests**
 - Renumerated 7.4 > 6.6 (erroneously had two 7.4's)
- **P.27 Section 6.6 – Award Open Request**
 - **Policy Updated:**
 - New policy regarding opening awards for LIHEAP. LIHEAP is the only award that will have two awards running at the same time (WL-025 and WL-026 for example). To ensure old funding is spent first, policy was implemented last year but not written out formally until now

Section 7: Claims

- **P.28 Section 7 – Claims**

- Renumerated from Section 8 > Section 7
- Included Accounting Department in needed approvals

- **P.28 Section 7.1 – Claim Procedures**

- Renumerated 8.1 > 7.1
- Included language stating that a subrecipient may be paid for work passed by an interim inspection
- **Policy Update:**
 - WAP Professionals must be listed under the specific job they worked under

- **P.29 Section 7.2 – Claim Types**

- Renumerated 8.2 > 7.2
- Simplified definitions

- **P. 30 Section 7.3 – Advance Funding**

- Renumerated 8.3 > 7.3

Section 8: Reporting

- P.31 Section 8 - Reporting
 - Renumerated Section 9 > Section 8
- P. 31 Section 8.1 – Required Reporting
 - Renumerated 9.1 > 8.1
 - Condensed to include only pertinent information for policy
 - Added Davis-Bacon Compliance section
- P.31 Section 8.2 – Benchmarking & Scheduling
 - Renumerated 9.2 > 8.2
- P.31 Section 8.2 – Monthly Benchmarking
 - **Policy Updated:**
 - New benchmarking policy updated to be based on monthly performance expectations drawn from the annual DOE allocations
- P.32 Section 8.2 – Quarterly Scheduling
 - Quarters are now for scheduling purposes to compare against the monthly benchmarks when measuring subrecipient performance
- P.32 Section 8.3 – Unit Counting
 - Turned this into its own subsection
- P.32 Section 8.4 – Unit Provisional Closeout
 - Language updated to define what a provisional closeout is from the outset
 - **Policy Updated:**
 - Only 1 verified attempt to schedule work required instead of 3 attempts
- P.33 Section 8.5 – Award Closeout
 - Closeout section is now a subsection under Section 8: Reporting instead of being its own section
 - Added language:
 - “After Day 60, subrecipients may have active WAP awards temporarily closed and claims processing paused until their Closeout is complete.”

Section 8: Reporting

- P.33 Section 8.4 – Reconciliation
 - New policy introduced for “Reconciliation”, when a report must be made for a program year but the performance period continues
- P.34 Section 8.5 – Closeout Report
 - Language condensed to only necessary policy
 - Policy Updated for DOE/IIJA Closeout Report:
 - Quarterly Report renamed Performance Report
 - “Last Claims Receipt” now included in the report
 - “Approvals” taken out, this is checked in monitoring
 - Policy Updated for LIHEAP Closeout Report:
 - “Quarterly Report” no longer required
 - “Federal Household Report” is now required to be submitted
 - “Last Claims Receipt” is now included in the report
 - “Approvals” taken out, this is checked in monitoring

Section 9: Monitoring

- P.35 Section 9 – Monitoring
 - Renumerated Section 12 > Section 9
- P.35 Section 9.1 – Monitoring Process
 - Merged some subsections into one subsection
 - Renumerated 12.1 > 9.1
 - Added clarification that findings and concerns will not be removed from the monitoring report once fixed
- P.35 Section 9.1 – Subrecipient Response
 - **Policy Updated:**
 - Combined informal and formal appeal into one appeal process
 - Changed to 30 days for IHCDA to make a decision from 10 days
- P.37 Section 9.3 – Inspection
 - **Policy Updated:**
 - Interim Inspection included in what the technical monitors review

Section 10: Corrective Action

- P.38 Section 10 – Corrective Action
 - Made its own section. This section was previously located in the monitoring section
- P.38 Section 10.1 – Revised Allocation
 - **Policy Updated:**
 - Subsection for “Revised Allocation” introduced to discuss and organize the three types of fund reductions as allocations
- P.38 Section 10.1 – Deallocation
 - **Policy Updated:**
 - Deallocation language introduced for total reduction of funds for an award. Policy existed, but never formally written out.
- P.39 Section 10.3 – Program Suspension & Probation
 - **Policy Updated:**
 - New policy written out for subrecipient suspension and probation

Section 11: Property Items

- **P.40 Section 11 – Property Items**

- Renamed “Inventory” > “Property Items”

- **P.47 Section 11.3 – Equipment Disposition**

- Added language:
 - “Funds accrued through disposition of equipment worth \$10,000 or more must be returned to IHCD under the original award the equipment was purchased under. Funds accrued through disposition of equipment worth less than \$10,000 must be itemized as program income and spent before continuing to spend on Federal award funding”

Section 12: Workforce

- **P.48 Section 12.1 – Workforce Credentials**

- Added language:
 - “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.”

- **P.49 Section 12.2 – Training**

- **Revision:**
 - “Existing subrecipients and contractors have 12 months to train, test, and attain certifications for new staff working under them”

- **P.49 Section 12.2 – CEUs**

- **Adjusted language:**
 - 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