



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

ihcda   
Indiana Housing & Community Development Authority

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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.

- 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.

- 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
 - 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

Section 3: Intake, Eligibility, and Application

- **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
- **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
- **P.14 Section 4.1 – Nonstandard QCI**
 - Name change from “When EA is QCI” to “Nonstandard QCI”

Section 4: Program Management

- **P.14 Section 4.1 – Client Refusal to Sign**
 - o **Policy Updated:**
 - Subrecipients now only need to upload the correct QCI form and provide IHEDA 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**
 - o Renumerated from Section 4.3 > 4.2
 - o Name change from “Deferral” to “Declined Units”
 - o Added definitions of what is a deferral vs a denial
 - o **Policy Updated:**
 - Removed “meaningful photos of the issue causing deferral/denial” as a requirement
- **P.15 Section 4.2 – Deferral**
 - o List of deferral issues changed to separate out from denial issues
- **P.16 Section 4.2 – Denial**
 - o Updated list of denial issues to separate out from deferral issues
 - o Moved denial reasons from H&S Plan to this section
- **P.16 Section 4.4 – Rework**
 - o Renumerated 4.6 > 4.4
- **P.16 Section 4.5 – Warranty**
 - o Made own section from “Rework”
- **P.17 Section 4.6 – Fuel Switching**
 - o Renumerated 4.2 > 4.6
- **P.17 Section 4.6 – DOE Funded Fuel Switching**
 - o Revised to make LIHEAP fuel switching only require IHEDA approval

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.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)

Section 6: Funding

- 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

- **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
 - o Renumerated Section 9 > Section 8
- P. 31 Section 8.1 – Required Reporting
 - o Renumerated 9.1 > 8.1
 - o Condensed to include only pertinent information for policy
- P.31 Section 8.2 – Benchmarking & Scheduling
 - o Renumerated 9.2 > 8.2
- P.31 Section 8.2 – Monthly Benchmarking
 - o **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
 - o Quarters are now for scheduling purposes to compare against the monthly benchmarks when measuring subrecipient performance
- P.32 Section 8.3 – Unit Counting
 - o Turned this into its own subsection
- P.32 Section 8.4 – Unit Provisional Closeout
 - o Language updated to define what a provisional closeout is from the outset
 - o **Policy Updated:**
 - Only 1 verified attempt to schedule work required instead of 3 attempts
- P.33 Section 8.5 – Award Closeout
 - o Closeout section is now a subsection under Section 8: Reporting instead of being its own section
- P.33 Section 8.4 – Reconciliation
 - o New policy introduced for “Reconciliation”, when a report must be made for a program year but the performance period continues

Section 8: Reporting

- 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
 - o Renumerated Section 12 > Section 9
- P.35 Section 9.1 – Monitoring Process
 - o Merged some subsections into one subsection
 - o Renumerated 12.1 > 9.1
- P.35 Section 9.1 – Subrecipient Response
 - o **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
 - o **Policy Updated:**
 - Interim Inspection included in what the technical monitors review

Section 10: Corrective Action

- P.38 Section 10 – Corrective Action
 - o Made its own section. This section was previously located in the monitoring section
- P.38 Section 10.1 – Revised Allocation
 - o **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
 - o **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
 - o **Policy Updated:**
 - **New policy written out for subrecipient suspension and probation**

Section 11: Property Items

- P.40 Section 11 – Property Items
 - o Renamed “Inventory” > “Property Items”

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