

Section 600: Training

613: Training Stipend for Weatherization Staff and Contractors

Subgrantees will be allotted a \$1,000 base award with an additional \$500 for every county serviced by the Subgrantee per grant cycle for the purpose of providing Training and Technical Assistance for subgrantee staff and contractors interested in performing weatherization work for the Subgrantee. These funds may be used to cover only those expenses related to weatherization training, including:

- Class Fees
- Material Fees
- Travel Expenses (excluding meals)
- Lodging
- Written / Field Testing
- CEU Events

Contractors must demonstrate their commitment to providing weatherization services for the Subgrantee by having an active contract with the subgrantee before being considered for the stipend. Requests for stipends to reimburse contractors without an active contract must be reviewed by IHCD.

Subgrantees that use a stipend for contractors and staff must provide training documentation to IHCD upon submitting claims for the stipend. Training records must contain clear documentation and verification that the required and appropriate training was attended and completed. Examples of this documentation include copies of training certificates, sign-in sheets, and BPI student portal information.

Examples of allowable courses are listed on INCAA's website, as well as those outlined in policy manual sections 602 and 604. Contact IHCD for questions and guidance on classes not listed prior to attending if the stipend will be used. Other associated costs related to training not listed above must first be approved by IHCD. Requests for additional funds must be submitted to IHCD for review.