

IHCDA Weatherization Claims Requirements

(WL, WX, BIL)

LIHEAP (WL)

Program Tenure: October 1st – September 30th
(CLOSEOUTS MUST BE COMPLETE BY NOVEMBER 15TH)

DOE (WX)

Program Tenure: April 1st – March 31st
(CLOSEOUTS MUST BE COMPLETE BY MAY 15TH)

BIL (BIL-WX)

Program Tenure: March 20th – June 30th
(CLOSEOUTS MUST BE COMPLETE BY AUGUST 15TH)

Updated 11/14/2023 by Roxanne Collins

Claim Submission:

1. Claims should be submitted to IHCDA every thirty (30) days.
2. Each claims ledger should only consist of accrued (incurred/obligated expenses with a programmatic purpose to Weatherization currently being claimed.
3. Claims of \$100,000.00 or more must be broken down to separate claims.
4. Multiple claims can be submitted for each month, but each claim should only be for one month of expenditures.
5. Carryover funds for each line item must be fully expended first.
6. If a claim is denied, the current claim must be corrected and resubmitted for further review for approval. **Never create a new claim to correct a denied claim.**
7. If additional information or documentation is requested during claims review but not received within three business days, the claim will be denied and can be resubmitted once the claim has been made compliant.
8. Within IHCDA Online, the claims reimbursement month should be inserted into the comment section on the “Claim” tab within the submission screen.

Required Claim Contents:

1. **Summary Sheet** – lists current claim request breakdown by expense category
2. **General Ledger** – current claim ledger showing detail of **EACH** expenditure currently being claimed
 - *Direct charges* being claimed must clearly specify the following within the summary general ledger:
 - Expense Category
 - Charge Description or Original Vendor Name
 - Charge Date
 - Charge Amount
 - *Indirect charges claimed within a cost allocation plan* previously established with IHCDA must consist of the following within the summary sheet and/or general ledger:
 - A precise description that specifies the expenditures to be within a cost allocation plan previously established with IHCDA
 - Broken down by expense category
 - Clearly specify the Expense Category, Charge Month/Date, and Charge Amount
3. **Supporting Documentation** – only required supporting documentation should be uploaded as specified:
 - *Payroll* documentation is required for any wages being claimed and must consist of a detailed ledger, pay stubs, or time sheets containing the names, wages, and dates.
 - The original vendor invoice is required for all charges of \$1,000.00 or more.
 - The original vendor invoice is required for Employer paid charges (“Fringe”) of \$1,000.00 or more that are not shown within the payroll documentation.
 - The original vendor invoice is required to verify eligibility for any charge that does **not** provide the original vendor name or charge description (regardless of the dollar amount) within the general ledger **and** is titled as any of the following:
 - Credit card company or bank (Unless the ledger specifies to be a monthly service charge)
 - *Reimbursement* or reimbursement charges titled as a person’s name
 - *Petty cash* or *Cash*
 - *Travel* charges such as fuel or hotel
 - *Mileage* requires mileage reports
 - *Fees*
 - *Miscellaneous*
 - **Job invoices must be on the original vendors company letterhead** and must include a detailed breakdown by material and labor, providing the date the work was performed.
 - Any documentation uploaded to a claim should **NEVER** contain your clients personal identification such as social security number, driver’s license number, etc.

Additional Required Supporting Documentation:

1. Vehicle, Equipment, or Electronic charges individually priced at \$5,000.00 or more for one item requires the following:

****Original vendor invoice**

****Pre-approval letter or email from an authorized IHEDA associate for either one of these transactions must be uploaded to the claim and can be received by emailing:**

Weatherization Inbox: IWx@iheda.IN.gov

2. State Pass-Through Training & Technical Assistance charges:

Enrollment Fees & Travel Costs require the following:

- Enrollment invoice providing the course title, payment date, and attendee name
- Original vendor invoices for all charges
- Mileage report for all mileage reimbursement
- Certificate of completion providing training attended, attendees name, and date of completion

Payroll charges require the following:

- Certificate of completion providing training attended, attendees name, and date of completion
- Payroll documentation providing exact time worked (timecards, ledger, etc.) for that training and attendees' name

IMPORTANT Repayment Guidelines:

Previously claimed charges for jobs reported in IWAP **OR** any individual charge of \$1,000.00 or more cannot be moved by offsetting the charges within a future claim. You must submit one of the following requests to transact those charges:

1. **Adjustment Claim** – If your intent is to move previously claimed charges from one budget category to another budget category within the same award
2. **Repayment Claim** – If your intent is to move previously claimed charges from one award to another award or repaying any charges previously claimed
3. **Return of Funds** – If your intent is to return funds previously claimed without replenishing budget availability (Typically used when the award is closed or as instructed by Monitoring)

Helpful Hints:

1. For additional questions regarding allowability of charges, please visit 2CFR 200.400 to 200.419 for general information of federal funding. Visit 2CFR 200.420 - 200.476 for select items of cost.
2. Please review any guidance released by IHEDA to remain wise of any program and requirement changes.
3. Call or email me for any questions regarding claims requirements. I am here to help you.

Please Note

If I cannot explain your claim, I cannot approve your claim.
Please contact me with any questions you may have regarding claim submission.

Roxanne Collins

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