

2022 IHCD Weatherization Claims Requirements

(WL, WX, and ARPA-WA)

Updated 05/25/2021 by Roxanne Collins

LIHEAP (WL) and ARPA (ARPA-WA)
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)

Required Claim Contents:

1. Claim Receipt – Created at time of submission
2. Budget Summary – Lists current claim request breakdown by budget category
3. General Ledger – Breakdown of ONLY current expenses/items currently being claimed for reimbursement by budget category
4. Supporting Documentation – Requirements provided below

Required Supporting Documentation:

1. Payroll documentation is required for any wages being claimed and must consist of detailed ledger, journal entry descriptions, pay stubs, or time sheets containing the names, wages, and dates
2. The original vendor invoice is required for all charges of \$1,000.00 or more
3. The original vendor invoice is required for Employer charges of \$1,000.00 or more that are not shown within the payroll documentation
4. The original vendor invoice is required for any charge that does **not** provide the original vendor name (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 charges
 - *Mileage* charges require mileage reports
 - *Legal*
 - *Fees*
 - *Advertisement*
 - *Miscellaneous*
 - Multiple charges of the same name with the same charge amount (It is important to verify these charges are not duplicated in error)

NOTE: If the charge is less than \$1,000.00 and the original vendor name is listed within the ledgers line item, the vendor invoice is NOT required.

5. **Invoices must be on the original vendors company letterhead** and must include a detailed breakdown by material and labor and providing the date the work was performed. **Your Organizations internal invoice is not allowable**
6. Copy of Job Expense report from IWAP for the time frame of the claim

Additional Required Supporting Documentation:

1. Vehicle, Equipment, or Electronic charges of \$5,000.00 or more for one item requires the following:
 - Original vendor invoice
 - Pre-approval letter or email from an authorized IHCD associate can be retrieved at:
Weatherization Inbox: IWx@ihcda.IN.gov
2. State Pass-Through Training & Technical Assistance charges:
 - Enrollment Fees & Travel Costs require the following:*
 - Certificate of completion providing training attended, attendees name, and date of completion
 - Original vendor invoices for all charges
 - Mileage report for all mileage reimbursement
 - Payroll charges require the following:*
 - Certificate of completion providing training attended, attendees name, and date of completion
 - Payroll documentation providing exact time worked for that training and attendees' name

IMPORTANT:

Previously claimed charges cannot be moved or returned by deducting the charges within a different claim. You must submit one of the following to make your corrections of those previously claimed charges:

1. **Adjustment Claim** – Moving previously claimed charges from one budget category to another budget category within the same award
2. **Repayment Claim** – Moving previously claimed charges from one award to another award or repaying any charges previously claimed
3. **Return of Funds** – Returning funds previously claimed in error without replenishing budget availability (Typically used by when instructed by Monitoring or at the end of the award year to make corrections)

Please be mindful of the following to prevent confusion and any delay of reimbursement:

1. ARPA (ARPA-021) funds must be spent in full first, **then** you may claim from the LIHEAP (WL-022) Award
2. Charges that are part of an allocation plan previously established with IHCD must be detailed as so
3. Charges that are **NOT** part of an allocation plan previously established with IHCD must be listed individually within the ledger following all guidelines for required supporting documentation
4. Only provide charges in your ledger that you are currently claiming
5. Only supply the required supporting documentation
6. Large number of negative charges
7. Claims of \$100,000.00 or more require additional review which can delay your reimbursement

Helpful Hints:

1. It is acceptable to create multiple uploads to each claim and provides organization for review such as:
Example of uploading documents of each budget category by document type:
 - 1st Upload – Budget Summary and General Ledger
 - 2nd Upload – Vendor invoices
 - 3rd Upload – PayrollExample of uploading documents by budget category:
 - 1st Upload – Admin (ledger of charges, payroll, and vendor invoices)
 - 2nd Upload – Base (ledger of charges payroll, and vendor invoices)
2. If a claim totals \$100,000.00 or more, it is completely acceptable to submit one claim for one budget category and a second claim for another budget category
3. Please review any guidance released by IHCD to remain wise of any program and requirement changes
4. 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.

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