

2023 IHCD 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 06/07/2023 by Roxanne Collins

Claim Submission:

1. Claims should be submitted to IHCD every thirty (30) days.
2. Claims of \$100,000.00 or more must be broken down to separate claims or additional review for approval is required and could delay reimbursement.
3. Multiple claims can be submitted for each month, but each claim should only be for one month of expenditures.
4. Carryover funds for each line item must be fully expended first.
5. If a claim is denied, you must correct that claim and resubmit for further review for approval. Never create a new claim in place of a denied claim.

Required Claim Contents:

1. Claim Receipt
2. General Ledger of charges being claimed
3. Job Expense Report from IWAP for the time frame of the claim
4. Supporting Documentation 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.
 - Charges that are part of an allocation plan previously established with IHCD must be noted as so within the ledger or supporting documentation is required following all guidelines for required supporting documentation.
 - 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*

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

- 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.

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 received by emailing:
Weatherization Inbox: IWx@ihcda.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
 - 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 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 job 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 without replenishing budget availability (Typically used when the award is closed or as instructed by Monitoring)

****Please Note: A corrected Job Expense Report from IWAP must be uploaded to any of these claim types.**

Important Allowability Facts:

1. Paid time off or cost allocated charges of any kind may not be claimed within State Pass-Through Training & Technical Assistance.
2. Office supplies and other admin charges may not be claimed within State Pass-Through Training & Technical Assistance.
3. Office supplies may not be claimed within the Supplies line item. The Supplies line item is for items with a unit cost less than \$5,000.00 such as blower doors, draft gauges, and combustion analyzers.
4. Office equipment (ex. Printers, furniture, etc.) may not be claimed with the Equipment line item. The Equipment line item is for equipment with a unit cost of \$5,000.00 or more such as vehicles and require written preapproval by the IHCD Weatherization Program Manager.
5. Only accrued (incurred/obligated) charges with a programmatic purpose to Weatherization are allowable.

Helpful Hints:

1. Only provide charges in your ledger that you are currently claiming.
2. Any documentation uploaded to a claim should **NEVER** contain your clients personal identification such as social security number, driver's license number, etc.
3. Only supply the required supporting documentation.
4. It is acceptable to create multiple uploads to each claim and provides organization for review.
5. If a claim totals \$100,000.00 or more, it is completely acceptable to submit one claim for one budget category and a separate claim for another budget category to prevent any delay.
6. Please review any guidance released by IHCD to remain wise of any program and requirement changes.
7. 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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