

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

1. Program/Project Identification No. EE0000096	2. Program/Project Title The Weatherization Assistance Program enables low-income families to permanently reduce their energy bills by making their homes more energy efficient. During the last 32 years, the U.S. Department of Energy's (DOE) Weatherization Assistance Program has provided weatherization services to more than 6.2 million low-income families.
3. Name and Address State of Indiana, IHDC 30 Meridian St., Suite 1000 Indianapolis IN 46204-	4. Program/Project Start Date 04/01/2009 5. Completion Date 03/31/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 0.00		\$ 0.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) DOE	(2) GRANTEE ADMINISTRATION	(3) FINANCIAL AUDITS	(4) HEALTH AND SAFETY	
a. Personnel	\$ 0.00	\$ 565,125.00	\$ 0.00	\$ 0.00	\$ 565,125.00
b. Benefits	\$ 0.00	\$ 226,050.00	\$ 0.00	\$ 0.00	\$ 226,050.00
c. Travel	\$ 0.00	\$ 67,700.00	\$ 0.00	\$ 0.00	\$ 67,700.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 6,000.00
f. Contract	\$ 0.00	\$ 666,800.00	\$ 296,650.00	\$ 18,027,174.00	\$ 130,127,323.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 38,448.00	\$ 0.00	\$ 0.00	\$ 855,185.00
i. Total Direct Charges	\$ 0.00	\$ 1,570,123.00	\$ 296,650.00	\$ 18,027,174.00	\$ 131,847,383.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 0.00	\$ 1,570,123.00	\$ 296,650.00	\$ 18,027,174.00	\$ 131,847,383.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) LIABILITY INSURANCE	(2) PROGRAM OPERATIONS	(3) SUBGRANTEE ADMINISTR	(4) GRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 565,125.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 226,050.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 67,700.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00
f. Contract	\$ 478,164.00	\$ 95,220,371.00	\$ 6,158,803.00	\$ 9,279,361.00	\$ 130,127,323.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 816,737.00	\$ 855,185.00
i. Total Direct Charges	\$ 478,164.00	\$ 95,220,371.00	\$ 6,158,803.00	\$ 10,096,098.00	\$ 131,847,383.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 478,164.00	\$ 95,220,371.00	\$ 6,158,803.00	\$ 10,096,098.00	\$ 131,847,383.00
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Comments:

Amount allotted as "other" under T&TA budget category is for statewide conferences for weatherization management and staff.

U.S. Department of Energy
WEATHERIZATION ANNUAL FILE WORKSHEET

Identification: EE0000096

State: IN

Program year: 2010

Budget period: 04/01/2009 - 03/31/2010

II.3 Subgrantees

Grantee	City	Tentative	
		Funding	Units
A.C.T.I.O.N., Inc. of Delaware County	Muncie	1,257,511.00	198
Affordable Housing Corporation of Marion, Inc.	Marion	991,584.00	156
Area IV Agency on Aging and Community Services, Inc.	Lafayette	2,653,066.00	421
Community & Family Services, Inc.	Portland	2,312,477.00	369
Community Action of Northeast Indiana, Inc.	Fort Wayne	5,103,303.00	815
Community Action of Southern Indiana	Jeffersonville	2,331,444.00	368
Community Action Program of Evansville and	Evansville	1,880,000.00	300
Community Action Program, Inc. of Western Indiana	Covington	3,283,884.00	521
Hoosier Energy Electric Coop, Inc.	Bloomington	10,910,111.00	1,737
Hoosier Uplands Economic Development Corporation	Mitchell	1,798,630.00	286
Housing Opportunities of Warsaw, Inc.	Warsaw	1,291,630.00	206
Human Services, Inc.	Columbus	2,787,313.00	444
Indiana Builders Association	Indianapolis	41,482,518.00	6,680
Indiana Housing and Community Development Authority	Indianapolis	3,154,453.00	504
Interlocal Community Action Program, Inc.	New Castle	1,243,784.00	198
JobSource	Anderson	838,183.00	128
Lincoln Hills Development Corporation	Tell City	2,318,563.00	354
Mapleton Fall Creek Development Corporation	Indianapolis	500,000.00	75
Miami County YMCA	Peru	1,594,284.00	252
North Central Community Action Agencies, Inc.	Michigan City	1,138,000.00	179
Northwest Indiana Community Action Program	Crown Point	7,488,737.00	1,199
Ohio Valley Opportunities, Inc.	Madison	1,913,760.00	305
Pace Community Action Agency	Vincennes	2,474,210.00	394
People Working Cooperatively	Cincinnati	3,469,782.00	553
REAL Services, Inc.	South Bend	5,774,763.00	910
South Central Community Action Agency (SCCAP)	Bloomington	2,629,330.00	419
Southeast Neighborhood Development	Indianapolis	653,000.00	98
Southeastern Indiana Economic Opportunity Corporation	Aurora	320,000.00	47
Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc.	Jasper	2,614,584.00	359
Western Indiana Community Action Agency, Inc.	Terre Haute	1,695,522.00	262
Westside Community Development Corporation	Indianapolis	499,900.00	72
Wisconsin Energy Conservation Corporation	Indianapolis	1,597,500.00	253
TOTALS		120,001,826.00	19,062

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000096

State: IN

Program year: 2010

Budget period: 04/01/2009 - 03/31/2010

II.4 WAP Production Schedule

<p>Total Units (excluding reweatherlzed)</p> <p>.....</p> <p>Units by type (excluding reweatherized):</p> <ul style="list-style-type: none"> Owner-occupied single-family site-built Single-family rental site-built Multi-family Owner-occupied mobile home Renter-occupied mobile home Shelter <p>Units by occupancy:</p> <ul style="list-style-type: none"> Elderly Persons with disabilities Native American Children High residential energy user Household with a high energy burden <p>Other unit types:</p> <p>.....</p> <p>LC/NC</p> <ul style="list-style-type: none"> Energy crisis <p>Total persons assisted</p> <ul style="list-style-type: none"> Elderly Persons with disabilities Native American Children
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(08/05)

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Expiration Date: 6-30-08

Identification: EE0000096

State: IN

Program year: 2010

Budget period: 04/01/2009 - 03/31/2010

Average Unit Costs, including Reweathering, Subject to DOE Program Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	0
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B+C)	0
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$95,220,371.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	0
H	Average Program Operations Costs per Unit (F divided by G)	\$0.00
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$0.00

II.5 Energy Savings

Method used to calculate energy savings: WAP algorithm Other (describe below)

Estimated energy savings: (MBtu)

Estimated prior year savings: Actual:

If variance is large, explain:

II.6 Training, Technical Assistance, and Monitoring Activities

Indiana monitors subgrantees on a yearly basis. Every agency has an on-site administrative review conducted by a State Quality Assurance Consultant to determine if proper administrative procedures are followed, and that agencies have adequate financial management control. These visits include perusing files for:

- A. accurateness of documentation;
- B. the final inspection;
- C. fiscal integrity; and
- D. adherence to the priority list.

Indiana will conduct twenty-four (24) of the on-site administrative reviews in 2004.

The monitoring will now include Community Action of Southern Indiana (CASI) now covering Floyd, Clark, and Harrison Counties.

In addition, Quality Assurance Consultants complete a yearly desk review of each subgrantee's proposal packet.

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

Identification: EE0000096

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Twenty-four (24) desk reviews will be completed. These reviews include reviewing the following information:

1. action plan;
2. service delivery system;
3. coordination of program;
4. board members;
5. personnel policies;
6. agreements;
7. certificates;
8. bonding;
9. cost allocation;
10. insurance coverage; and
11. fiscal management.

Indiana will also conduct twenty-four (24) on-site program field reviews of the twenty-four (24) agencies. The on-site program field reviews concentrate on the work being completed in the homes. State Staff will visit homes to review quality of work and work procedures.

Two T&TA visits will also be made to each agency . These visits will be focused on specific issues and concerns found during the administrative visit. One of the two T&TA visits will be to a home in progress, to determine if the measures are being applied correctly and to ensure that the agencies are using diagnostic tools as prescribed by policy.

II.7 DOE-Funded Leveraging Activities

NONE. At this time we do not set aside DOE funds for a leveraging program. However, agencies are leveraging their funds against other programs and utility funds in order to weatherize more homes. Indiana does report units that were weatherized using DOE guidelines and priority measures including homes funded with LIHEAP, state dollars (SWEEP) and utility funds on the Quarterly Production Report. Often the homes that Indiana reports as leveraged units do receive some DOE funding and the supplemental funds allow for more measures to be installed in the home.

II.8 Policy Advisory Council Members (names, groups, agencies)

Indiana Community Action Association	Ed Geradot
Community Action of Southern Indiana /	Mike Henderson
REAL Services, Inc. /	Rich Gadacz
Community & Family Services, Inc. /	Jeff Valind
Community Action Program, Inc. of Western Indiana /	Tom Bolen
PACE Community Action Agency, Inc.	Ernest Brewer

II.9 State Plan Hearings (send notes, minutes, or transcript to the DOE office)

Hearing Date
05/27/2010
05/27/2010

Newspapers that publicized the hearings and the dates that the notice ran.

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(08/05)

WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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II.10 Adjustments to On-File Information

Single Family Audit Waiver approved 11/9/07

Added III.6.3 Monitoring Approach:

The primary purpose of monitoring visits is to assist the agency in providing high quality energy conservation services to low-income people. Monitoring also provides compliance review and information sharing to agencies to ensure that:

- High quality, comprehensive weatherization services are provided consistently throughout the state.
- Healthy, safe, and energy efficient housing improvements are provided to low-income households.
- Program accountability and efficiencies are in effect and verifiable
- Innovative technological advances are promoted.

STANDARDS AND PRACTICES

The following describes the practices of the monitoring staff in reviewing the appropriate documentation to determine local agency compliance. IHCD staff may use alternate procedures to verify compliance when it is necessary or appropriate.

- Production Management** - The local agency will employ enough staff and subcontractors to complete the established production goals. Monitors will review whether the Agency is using certified staff to perform various job functions. The use of subcontractors will also be reviewed to determine compliance with job function certification requirements as outlined in Section 600 of this manual. IHCD will review compliance with the priority protocol for site built or mobile homes.
- Client File Review** - Each agency must verify that clients receiving weatherization services are income eligible and were income eligible during the time in which they received weatherization services. The agency must also document services provided to the client and all costs associated with the completion of those services. Files will be pulled at random from agency records and the Client File Review worksheet will be completed for each file selected. The review will consist of job number, income documentation, application dates, job costs, dwelling type, technical readings from diagnostic tests performed, and the presence of all appropriate forms and signatures.
- Fiscal Review** - As part of the review, IHCD monitors will randomly select files for fiscal testing. During this process, IHCD monitors are checking to ensure contractors are paid in a reasonable period of time, costs were charged to various grants appropriately, and claim submissions have appropriate backup and charges are appropriate.
- Field Inspections** - IHCD staff will also conduct on-site inspections of a sample of dwellings pulled from the file review. The purpose of this monitoring is to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by IHCD. The local agency is responsible for quality control on all completed units and the final inspection completed by certified staff attests to the level of quality, professionalism, and appropriateness of the measures installed. The field inspection will include: base load measures installed, air sealing, insulation, CAZ testing. During the field inspection, IHCD staff will verify that measures performed were effective and appropriate. The consultant will also provide guidance for improving procedures in the delivery of services.
- Training and Technical Assistance (T&TA)** - Agencies will also receive T&TA consultations from the Agency Monitors, which may be an on-site visit. The purpose of T&TA is to provide agencies with assistance in the technical aspects of the weatherization program. Agency Monitors are available for consultation via the phone or email on a daily basis, but agencies may need to schedule on-site visits in advance to accommodate travel time. INCAA training staff is also available to provide T&TA information by phone, email, or on-site visit. It is often advantageous to schedule on-site visits when agency Monitors and INCAA can be at the agency at the same time.

An exit conference will be held at the end of each monitoring visit by the Agency Monitor with agency staff. This

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WEATHERIZATION ANNUAL FILE WORKSHEET (cont)

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conference will verbally summarize findings or recommendations to the agency that were discovered during the review period. The exit conference allows agency staff and the Agency Monitor to discuss informally what will be included in the Weatherization Assistance Program Review.

The monitoring visit will be followed by a written report due agency within thirty days of the exit conference that details any findings of the review. Agencies will have forty-five days to respond in writing to the monitoring report. IHCD A will then have an additional 21 days to respond regarding follow-up documentation or insufficient responses. Failure to respond in writing to the monitoring report during the forty-five day period will result in claims being held by IHCD A until receipt of response.

Prevailing Wage- IHCD A will comply with all guidance issued by DOE regarding payment of prevailing wage for all employees and subcontractors utilized on an ARRA-funded unit. In addition, IHCD A will use monitoring staff to ensure that subgrantees are paying both employees and contractors prevailing wage as determined by the Secretary of Labor.

Added to III.4, Health and Safety Plan Attachment:

Lead Paint Hazards

In response to an on-going review of Lead-Safe Weatherization Policies, IHCD A is spending program year 2009 implementing an EPA approved training curriculum for Lead Renovators. This curriculum and the ability to teach this curriculum will be shared with at least one representative from each subgrantee. The Environmental Management Institute (EMI) is approving for designation as a training agency and as a provider of an approved curriculum. Once that curriculum is approved in the summer of 2009, IHCD A will host train the trainer courses at the EMI facility for at least one staff member from each sub grantee.

II.11 Miscellaneous

Centralized Purchasing With the extraordinary amount of funding available through ARRA, the Governor saw an opportunity to use the State's bulk buying power to gain significant savings on the high-cost and high-volume materials purchased with Home Energy Conservation (HEC) Program dollars. As a result, IHCD A and the Indiana Department of Administration developed relationships with manufacturers of furnaces and fiberglass insulation to provide sub-grantees with access to high quality weatherization materials at substantial cost savings to the HEC Program. Working with Langham Logistics, a third-party logistics coordinator, HEC Program sub-grantees can order products from Trane, Koch Air, and Knauf Insulation and have them delivered to the agency or its contractors as soon as the next day. Sub-grantees are required to purchase all furnaces and fiberglass insulation through the centralized purchasing system.

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STATE PLAN/MASTER FILE WORKSHEET

Identification Number: EE0000096, State: IN, Program Year: 2010

This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

III.1 Eligible Population

III.1.1 General Description

Definition of income used to determine eligibility:

440.22 (a)1 - Households with an income at or below 200 percent of the OMB poverty income guidelines as modified by the American Reinvestment and Recovery Act Section 407.

440.22 (a)(2) and (3) - "Categorically eligible"

A household is eligible under 10 CFR 440.22 (a)(2) - when a family member received cash assistance payments under Title IV or XVI of the Social Security Act during the twelve month period preceding eligibility determination for weatherization assistance; or

A household is eligible under 10CFR (a)(3) - if the household is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981. Indiana's eligibility for LIHEAP is determined at 150% of the OMB poverty income guidelines.

Indiana will also amend eligibility guidelines if a determination is made by DOE to include HUD funded units.

Procedures to determine that units weatherized have eligibility documentation:

440.16(a) Assurance of Documentation of Eligibility

Indiana Housing and Community Development Authority (IHCDA) requires that all sub-grantees maintain client files, documenting eligibility and weatherization procedures, that are made available to IHCDA for program evaluation and monitoring purposes. Files must contain a copy of the application with income documentation provided. Monitoring staff regularly check application dates to ensure that clients received service during the period of eligibility identified as one year after their application.

Furthermore, IHCDA staff is required to review files for completeness of documentation, accuracy of calculations, and compliance with DOE regulations.

To ensure units are in fact eligible for weatherization services, sub-grantees receive written procedures, policy updates, and information ensuring compliance with 10 CFR 440.22 Eligible Dwelling Units.

EXCEPTIONS

EAP Categorically eligible clients need only have a photo-copy of the application from the EAP indicating they are categorically eligible. All units weatherized through ARRA funding will have been pre-approved for Energy Assistance. Indiana is utilizing ARRA funding to weatherize those clients who have qualified for energy assistance during the 2008-2009 Program Year. It is the intention that, by doing this, Indiana will be decreasing the overall need for LIHEAP assistance throughout the state as well as weatherizing the most at-risk households.

An application and eligibility determination are not required for shelters.

Definition of children: Below age 18

Recommend tribal organization(s) be treated as local applicant? No

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000096, State: IN, Program Year: 2010

If YES, Recommendation: If NO, statement that assistance to low-income tribe members and other low-income persons is equal:

Native Americans are served in the general population and will be eligible to receive benefits equivalent to the assistance provided to other low-income persons within the State.

III.1.2 Selection of Areas to Be Served

Selection of sub-grantees to implement the Weatherization Assistance Program is made in accordance with 440.15(a) (e). IHEDA will contract with 30 subgrantees (As outlined in II.11 of the Annual File sub-grantees to cover Indiana's 92 counties. Of the 30 sub-grantees, 19 are community action agencies, one (1), JobSource, is a unit of local government and 10 are other nonprofit organizations.)

ARRA funding was awarded to counties using Heating Degree Days and the number of individuals below 200% of the federal poverty guideline as equal bases.

The RFP issued for ARRA funds can be found by going to <http://www.in.gov/iheda/2523.htm> .

Subgrantee selection criteria included:

1. Clear identification of area and population to be served;
2. Where applicable, quality of past program performance (including DOE spending over the last two complete grant cycles);
3. Ability to staff program;
4. Previous federal and state grant management experience, in weatherization, housing or development programs;
5. A reasonable timeline for training and production;
6. Identification and qualifications of subcontractors;
7. Current capacity to cost allocate joint costs

III.1.3 Priorities

IHEDA requires sub-grantees to develop policies emphasizing the priority points assigned to households. DOE requires that priority be given to elderly and handicapped. In addition, DOE allows States to prioritize households with children, high residential energy users, or households with high energy burden. The State has chosen to add children to the priority list. IHEDA also administers the Low Income Energy Assistance Program, which is the central intake mechanism for the majority of the clients weatherized. As part of the LIHEAP process, each household is assigned a "matrix score" which is based upon the household income, fuel source, household size, and at risk status. IHEDA uses this matrix score to prioritize clients for the Weatherization program. It is assumed that those clients with a higher matrix score have a greater need and thus a greater energy burden. Owner-occupied and renter-occupied dwelling units will have equal priority. Priority standards are as follows:

1. Elderly and disabled
2. Households with children
3. All other eligible dwelling units.
4. Other priority as set by agency

Agencies are monitored for compliance during the annual file review.

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000096, State: IN, Program Year: 2010

III.2 Climatic Conditions

Indiana's climatic data is gathered from the records of the National Oceanic and Atmospheric Administration (NOAA). The weather data is collected from approximately 150 sites in Indiana. An agency-wide average was determined for each of the weatherization sub-grantees in the state and included in the updated allocation formula. The NOAA averages reflect thirty years of data collection.

The formula used to determine heat zones by heating degree days, for each agency, included:

1. using weather data, from 150 sites in Indiana;
2. using normalized data from the past 30 years;
3. data is based on Normal Heating Degree Days (Base65) (HDD65);
4. for those counties which did not have data collection sites, an average was computed using data from adjoining counties;
5. ensuring that agency service areas would be kept in the same zone;
6. a per county average annual heating degree day total for each agency;
7. the average reading was used to divide agencies into the heat zones.

III.3 Weatherization Work

III.3.1 Type of Work to Be Done

IHCDA will ensure homes weatherized in Indiana receive the highest quality of work to maximize energy savings. The Indiana Weatherization Program has accomplished this by maintaining an excellent staff of state monitors, and a progressive training facility. To ensure that procedures are being properly applied, sub-grantees are receiving specific technical training, along with field visits and enhanced training at the field site. Additionally, IHCDA has purchased up-to-date equipment such as new blower doors, stronger insulation machines, digital gauges, and carbon monoxide detectors. Specific weatherization measures are tailored to each housing type using DOE-approved priority lists for site-built and mobile home units.

Homes being weatherized under the audit first receive extensive testing of combustion appliances to ensure family health and safety. After that work is completed, agency crews or contractors may then complete the weatherization work based on the priority list. Indiana has a priority list for mobile homes, and one for site built homes.

Agency Auditors make a home assessment and work is completed based on what is required to make the home more energy efficient. Typical work completed on site built homes includes:

- +Health and safety testing and measures
- + General heat waste including:
 - + Blower door directed air sealing
- +Water heater system treatment
- + Furnace system tune up
- +Lighting

- + Client education
- + Insulate uninsulated ceilings
- + Insulate ducts outside the thermal boundary
- + Insulate uninsulated sidewalls along the thermal boundary

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000096, State: IN, Program Year: 2010

- + Insulate partially insulated ceilings
- + Insulate box sills
- + Insulate foundation and/or ducts
- + Refrigerator replacement
- + Other necessary repairs (limited to \$500)
- + Minor air sealing

IHCDA allows for replacement of incandescent bulbs with compact fluorescent bulbs. They are replaced in areas where lights are left on for at least three hours a day. The projected 75% savings in electricity will justify the cost of the bulbs.

Incidental repairs will be performed in accordance with DOE guidelines, and prior approval will be required for material costs over \$500.

440.18 (E)(2) Re-weatherization of Dwelling Units Previously Weatherized

Sub-grantees install or otherwise provide weatherization materials to a dwelling unit weatherized previously with grant funds. This is termed re-weatherization. This will allow sub-grantees to complete allowable weatherization activities in accordance with American Recovery and Reinvestment Act to those dwellings that were partially weatherized and previously counted as weatherized prior to September 30, 1994. Re-weatherized homes will be tracked and reported separately. These units will count as completions for the purpose of compliance with the per-home expenditure limit in Section 440.18(b)

III.3.2 Energy Audit Procedures

Indiana's audit has a priority list based upon calculations from the National Energy Audit (NEAT) on models of typical homes in Indiana's Weatherization Assistance Program. The audit calls for blower door testing of each dwelling, with blower door directed and cost effective air sealing as a part of general energy waste prevention measures. A space and water heating system health, safety and efficiency evaluation and treatment are audit requirements effective statewide on January 1, 1995.

<u>Unit Types</u>	<u>Audit Procedures and Dates Most Recently Approved by DOE</u>
Single-family	NEAT based priority list approved 11/9/2007
Multi-family	Handled on a case-by-case basis
Mobile Home	MHEA-based priority list approved 4/27/2006

III.3.3 Final Inspection

440.22 (a)1 - Households with an income at or below 200 percent of the OMB poverty income guidelines as modified by the American Reinvestment and Recovery Act Section 407.

440.22 (a)(2) and (3) - "Categorically eligible"

A household is eligible under 10 CFR 440.22 (a)(2) - when a family member received cash assistance payments under Title IV or XVI of the Social Security Act during the twelve month period preceding eligibility determination for weatherization assistance; or

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A household is eligible under 10CFR (a)(3) - if the household is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981. Indiana's eligibility for LIHEAP is determined at 150% of the OMB poverty income guidelines.

Indiana will also amend eligibility guidelines if a determination is made by DOE to include HUD funded units.

III.3.4 Assessment of Effectiveness

Monitoring results from different sub-grantees are reviewed for both program strengths and weaknesses. All homes weatherized using ARRA funding will be subject to review using the PRISM tool, which will allow Indiana to track the effectiveness of particular agencies, measures, and contractors.

Weatherization Program Monitors (CAA) use a combination of monitoring and Training & Technical Assistance to determine whether agencies are deficient in their procedures. Agencies found deficient are required to remedy all deficiencies and are offered training specific to the agencies' needs.

In addition, IHCDA and agency personnel continuously evaluate the effectiveness of training provided through IHCDA and the training facility. This has been done through a combination of monitoring of agencies, feedback at Managers' meetings, agency surveys, and meetings with the training facility.

III.4 Health and Safety

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Subgrantee Health and Safety

Agencies performing weatherization services will be cognizant of the possible dangers within a home. All agencies performing weatherization services must include in their written weatherization policy and procedure how the agency will address health and safety issues. The energy auditors will identify any hazards present in a home. The energy auditor will determine whether the contaminant poses a health danger to occupants, crews, or contractors. If not, the contaminant may be addressed as necessary minor incidental repairs. If the contaminant does pose a danger, or eliminating the contaminant would cost more than available funding allows, the energy auditor will defer any weatherization measures until such time that the danger is eliminated. The agency will develop a reporting mechanism to ensure that the contaminant is reported to the appropriate agency.

Agency and IHCDA staff that goes into client homes as part of their work responsibilities receives necessary training on health and safety issues that may affect them and the individuals and families that they are serving. Staff will be equipped with appropriate diagnostic tools to determine what conditions may be present and what may pose potential health and safety risks. Costs of training will be charged to state administrative or training and technical assistance line items.

Crew and/or Contractor Health and Safety

Local agencies will comply with all OSHA requirements in any weatherization activity. Detailed specifications regarding worker health and safety are found in OSHA 29 CFR 1926/1910 published by the U.S. Department of Labor. All crews and contractors will utilize personal safety equipment and attend weatherization orientation class offered by Ivy Tech. This course covers how to utilize safety equipment, how to interpret material safety data sheets, and the use of related equipment including, but not limited to ladders, respirators, and diagnostic gauges. In addition, courses for agency staff and contractors are available on an as needed basis covering the topics of CPR and First Aid and Safety Management Programs covering OSHA guidelines and safety equipment.

Costs related to training and equipping local agency staff in order to comply with OSHA standards will be charged to the appropriate DOE program line items. Contractors, employed by local agencies, are expected to comply with OSHA standards and costs associated with compliance should be included in the job cost paid to the contractor.

Client Health and Safety

As homes are weatherized and made tighter, the problems associated with indoor air quality increase. Problems with indoor air pollutants, such as molds, exacerbate. Tightening a home can be especially dangerous if combustion appliances are improperly working or installed. For these reasons, the Indiana Weatherization Program is committed to ensuring the health and safety of all clients whose homes are weatherized. To accomplish this, a health and safety evaluation is required on each home prior to any work being started. The health and safety budget category can be charged to complete the evaluation and costs associated with eliminating energy related health and safety hazards prior to installation of weatherization materials will be paid for with DOE, LIHEAP, and/or SWEEP funds when available.

Weatherization activities will be done in a manner that will not subject staff or clients to health and safety risks. The Indiana Weatherization Field Guide, provided to all agencies, describes detailed instructions that must be followed in conducting health and safety inspections and testing. If funding is not available to remedy the Health and Safety

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conditions of a home, auditors are asked to defer that home until funding will be available.

Potential Hazard Considerations

The Indiana Weatherization Field Guide describes policies and procedures for remediation of potential hazard conditions.

Biologicals

The removal of biologicals, such as mold, vermin, and unsanitary conditions is not generally an allowed activity under the Weatherization Assistance Program. DOE program funds up to \$500 for incidental repairs may be used to correct energy-related conditions to allow effective weatherization work and/or assure the immediate or future health of workers and clients.

Moisture and high indoor humidity can encourage the growth of many biologicals. Local agencies must measure indoor humidity levels and potential sources for excess moisture. Identified problems and sources are documented on the Moisture Assessment Findings form that is signed by the local CAA, client and/or landlord. Solutions and educational talking points are discussed with homeowner and/or occupants to determine roles in creation of problems and/or mitigation. Occupants are given a copy of the Environmental Protection Agency (EPA) brochure, "A Brief Guide to Mold, Moisture, and Your Home" as part of the client education process. Staff will also ensure that the work scope development addresses and mitigates identified moisture related issues and that the appropriate funding source is being charged for such activity.

Effective 4/1/05, all CAAs and other subgrantees are required to include a Client Consent Form with Release of Liability and Waiver of Claims in all client files. This notice explains to the client that the health and safety of the building, the occupants, or the weatherization staff shall not be compromised by any retrofit material, technique, or practice. To ensure health and safety, relevant assessments will be conducted as part of all building analysis and notification to the client that some weatherization measures may create dust or airborne particles, including but not limited to: insulation, mold, or lead. Weatherization measures installed will either alleviate or not promote the growth of new airborne particles.

IHCDA provides sub-grantees with training on moisture, ventilation, and indoor air quality issues. Client education is also used to address occupant's role in moisture problems. If necessary, WAP services may be delayed until the problem can be referred to another agency that can take remedial action (see Deferral Standards).

The Weatherization Assistance Program is not a mold remediation program. The use of DOE funds for removal of mold and other related biological substances is not an allowable weatherization expense. DOE funds should not be used to test, abate, remediate, purchase insurance, or alleviate existing mold conditions identified during the audit, the work performance period, or the quality control inspection.

Combustion Appliances and Combustion Gases

Health and safety activities are defined as activities that eliminate hazards aggravated or caused by the installation of weatherization measures. These activities include all combustion appliances in a home. Combustion appliances and combustion gases, as noted by DOE in Weatherization Program Notice 02-5, "pose the most serious hazard found in homes." Dealing with combustion gases in the home may require changing or repairing the venting on the appliance, or replacement of the cooking stove, water heater, furnace or space heater. Agency personnel receive

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extensive training in the evaluation of combustion appliances as well as air quality hazards. Evaluation forms are required to be on file. Measurement and careful consideration of the air leakage rate of the dwelling unit prior to, and during the course of air sealing, are important steps in this process. Agencies must consider the costs associated with eliminating health and safety hazards, keeping in mind that the primary focus of weatherization activities must remain energy conservation.

The health and safety inspection includes the following items:

1. The rated and measured BTU input of each gas furnace;
2. The fuse size and type;
3. An inspection for gas leaks on all gas appliances
4. An inspection for spillage and a reading of the draft of furnaces and water heaters
5. A visual check for flame interference;
6. A test of the setting and operation of the limit control switch
7. An evaluation of the adequacy of combustion air for combustion appliances
8. A check that there are no open return air ducts in the furnace room
9. Carbon monoxide testing of all gas appliances;
10. Check for a properly installed temperature and pressure relief valve on the water heater
11. A measurement and adjustment, if needed, of the water temperature;
12. An inspection, and replacement if necessary, of the furnace filter;
13. A "worst case draft test",
14. Treatment of minor biological hazards in order to insure the health and safety of the Weatherization employees and clients. Examples:
 - a. Mold and mildew
 - b. Unsanitary conditions
 - c. Rotting wood
 - d. Water damage or leaking pipes.

Subgrantees will be allowed to replace water heaters, furnaces or space heaters as a DOE program expense in certain circumstances, and with certain restrictions as follows:

A verifiable condition must exist that allows combustion gases to enter the living environment. Such a condition would include a breach in the heat exchanger that allows the combustion gases to mix with the air in the ductwork.

An improper application of a non-sealed combustion furnace, installed in a mobile home. Mobile homes are required to have furnaces that draw their exhaust make-up air from outside the carriage. The installation of a furnace intended for use in site built homes could cause serious concentrations of combustion gases in the living environment by causing the furnace to back-draft.

The sub-grantee will determine whether repairs can effectively be made on the stove, water heater, or furnace, to enable them to operate safely, rather than require a replacement.

The agency must not continue with weatherization work, particularly air sealing the structure, until the combustion gases have been appropriately vented away from the living area. In the case of a plugged or non-functioning vent on a combustion appliance, appropriate steps would be taken to repair, or replace, the vent.

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Before a furnace is installed in a weatherization dwelling unit, the proper size of the furnace must be determined. Agencies will determine the most effective output size of the replacement furnace using Manual J heat load calculations or other appropriate methods.

As with any unit weatherized, a final inspection must be performed to assure that the unit meets all of the requirements, as stated in CFR 440.16 (g).

IHCDA, in accordance with the provisions of Weatherization Program Notice 02-5, will allow smoke alarms to be purchased and installed as a health and safety abatement measure. Each home weatherized will be required to be equipped with working smoke detectors at the conclusion of the weatherization process. The home will be provided with one smoke detector for each occupied floor. This includes a smoke detector for all finished basements. Since many homes already have smoke detectors, the agency's expense in many cases will be limited to the purchase and installation of batteries.

Fire Hazards

Prior to the commencement of building performance work, a visual inspection of potential fire hazards will be conducted. All building performance retrofit units will have appropriately placed smoke detectors. The identification of fire hazards will include, but not be limited to:

- Fuel/gas leaks; combustibles in the immediate vicinity of combustion appliances
- Unsafe or inadequate venting systems
- Combustion appliances failing to meet code standards/clearances
- Frayed electrical wiring/aluminum wiring
- Overloaded or misused electrical wiring
- Assessment of smoke detector adequacy
- Development of strategy to mitigate identified hazards
- Description of mitigation procedures to be conducted by building performance crew

Electrical Issues

Household electrical systems will be inspected for potential hazards prior to the commencement of building performance retrofit work. While electrical wiring problems are not generally an allowable measure, identification and inspection will include:

- Check for proper sizing of fuses/breakers to wiring size in circuit panel boxes
- Identify any wiring in the circuit panel box that is aluminum except for main service connections
- Inspect panel box for multiple circuits connected to individual breakers or fuses. Inspect for disconnected or loose wiring inside the box
- Ensure that panel/fuse box has a secure cover
- Identify any knob and tube wiring found in the dwelling. Test to see if live. If spliced into conventional circuitry note breakers or fuses controlling the circuit. Building performance retrofits must conform to NEC or local code
- Test all outlets for proper grounding. Identify circuits that contain non-grounding devices
- Inspect for GFI devices in bath, laundry, and pool areas. Test for proper GFI functioning

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- Inspect for frayed wiring, improper splicing, and lack of junction boxes or covers
- Record problems found on a building analysis
- Identify appliances posing electrical shock hazard

To the extent that these problems prevent adequate weatherization, the agency should consider repairing them on a case-by-case basis or, if too costly, deferring the property until the electrical problem is repaired. Any remedial electrical work, including that associated with furnace installations, completed on a dwelling must be conducted by a licensed, bonded, and insured electrician and will comply with all local and state codes.

Space Heaters

Per DOE Guidance WPN 08-4, any vented gas or liquid filled space heater will be treated the same as a furnace in a home as it relates to testing, repair, and replacement. Other than incidental repairs, electric space heaters are not eligible for repair or replacement under DOE guidance. DOE funds may not be used to repair an unvented unit left in the home as either a primary or secondary heat source. DOE funds may be used to either repair the primary heat source in the home if it is either a furnace or boiler system, or they may be used to install an appropriately vented space heater if it is the primary source of heat. Please note that WPN 08-4 goes into greater detail regarding allowability, cost effectiveness, code compliance, client education, and other considerations and should be consulted before any measures related to space heaters are performed.

Building Structure

Building rehabilitation is beyond the scope of the Weatherization Assistance Program. Homes whose structural integrity is in question should be referred to a housing rehabilitation program, such as Owner-Occupied Rehabilitation Program offered by Rural Development, or the local housing authority. Incidental repairs necessary for the effective performance or preservation of weatherization materials is allowed. Weatherization services should not be performed on dwellings where the structural integrity would pose a safety hazard to weatherization workers.

Weatherization services may need to be delayed until the dwelling can be made safe for crews and occupants (see Deferral Standards).

Indoor Air Quality

Asbestos

Asbestos removal is not an allowable activity under the program. Local agencies are provided training on safe work practices and identification of asbestos hazards. As part of the standard health and safety testing, assessment of friable asbestos conditions is identified. Where permitted by code or EPA regulations, less costly measures that fall short of asbestos removal, such as encapsulation, may be used. Removal and replacement of asbestos siding for purposes of wall cavity insulation is permissible if allowed by local and state codes. Crews must take all precautions to ensure that no inhalation of dust takes place. Safety equipment must be worn at all times during the handling of asbestos materials.

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Radon

Radon abatement is not an allowable activity under the program. Where there is a previously identified radon problem in a home, work that could exacerbate the problem is limited. Major radon problems are referred to the appropriate local environmental agency.

Volatile Organic Compounds (VOC)

Remediating VOC problems is not a weatherization responsibility. As part of the health and safety inspection, identification of VOCs in the building is conducted. VOCs are considered when determining air tightness of dwellings and if ventilation is needed.

Lead Paint Hazards

In response to an on-going review of Lead-Safe Weatherization Policies, IHCD is spending program year 2009 implementing an EPA approved training curriculum for Lead Renovators. This curriculum and the ability to teach this curriculum will be shared with at least one representative from each sub grantee. The Environmental Management Institute (EMI) is approving for designation as a training agency and as a provider of an approved curriculum. Once that curriculum is approved in the summer of 2009, IHCD will host train the trainer courses at the EMI facility for at least one staff member from each sub grantee.

IHCD endeavors to ensure the safety of workers, clients, and indoor air quality. The purpose of the review of LSW is to strengthen implementation and quality control of LSW, provide a framework for dust sampling and laboratory review for homes built prior to 1979 with children 6 or under, and complies with any requests for pre and post sampling for a control group of homes.

Indiana has implemented a policy regarding lead based paint procedures on homes being weatherized. This policy includes providing clients with the pamphlet "Renovate Right - Important Lead Hazard Information for Families, Child Care Providers and Schools". In addition agency building technicians are trained on how to work in a safe lead environment to ensure adherence to EPA, OSHA Rule 29 CFR 1926 as well as to HUD's Lead Paint Hazard Control, 24 CFR 35 (Part 35). All agencies performing weatherization services are encouraged to obtain Pollution Occurrence Insurance, but are not required to maintain such a policy.

New employees are trained on safe work practices within the first twelve months of employment to protect employees from the hazards of lead during weatherization work, to limit worker exposure to airborne lead during weatherization, and to ensure that employers such as CAA's communicate the hazards of all hazardous chemicals in the workplace by

1. Labeling all containers of hazardous chemicals,
2. Having a written hazard communication program
3. Providing material safety data sheets, including on lead
4. Training workers on safe chemical practices during normal and emergency actions.

What must agencies do?

1. Provide the Lead Paint form to all clients and landlords.

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2. Use XRF machine (if available) or lead check test to determine levels of lead in work areas as well as in individual components that might be disturbed when completing weatherization work.
3. After assessment, do not disturb areas where lead based paint is known or assumed to exist.
4. Protect occupants' belongings from contamination.
5. Prevent unauthorized entry to work site until work is completed.
6. Cover surfaces below work area to contain dust and debris and prevent release of leaded dust.
7. Use suitable work practices to prevent the creation, spread, inhalation, and ingestion of lead dust.
8. Conduct interim controls to reduce the production of lead dust or perform necessary weatherization work.
9. Arrange for clearance testing when necessary.
10. Properly manage and dispose of contaminated protective clothing and other debris.
11. Wash hands and face; be aware of personal hygiene when leaving the workplace.
12. Use of these safe work practices on all weatherization projects.
13. When working in areas known to contain lead, develop Action levels to permissible exposure limit.
14. Upon implementation of the EPA's LRRPP rule in 2010, agencies who work within a lead contaminated home must use EPA-developed cleaning verification cards.

Agencies will adhere to the following guidelines when determining the need for lead safe work practices:

- 1) Ask if a resident of the home has been identified as being lead poisoned while living in the home. If the answer is yes, proceed with the inspection but coordinate with the local health department before disturbing any paint.
- 2) Presume that lead-based paint is present unless one of the following conditions applies:
 - a) The residence was built after 1977; or
 - b) The owner or occupant provides the analyst with a copy of an inspection report signed by a lead inspector or risk assessor licensed by IDEM that indicates no lead-based paint is present;
- 3) If lead-based paint is present or presumed to be present, assess whether the paint is seriously deteriorated (i.e. that a workman's presence just walking around the residence is enough to stir up lead-based paint laden dust residues). The XRF should be used to determine the amount of lead in the dust using a dust wipe sample; and
- 4) If the lead-based paint is seriously deteriorated, defer all weatherization work, document your decision, and recommend that children in the home get a blood lead test. Contact the local health department for guidance.

Sub grantees shall use the following lead-safe work practices whenever known or presumed lead-based paint is disturbed. Please note that additional work practices are required when the work is covered by the HUD rule (see Section I for more information). In all cases where lead-based paint is disturbed, an OSHA Compliance Plan for Indiana Weatherization Projects consistent with Appendix C must be prepared and signed. The Building Technician Crew Leader is responsible for ensuring that these work practices are followed:

- 1) General: When any lead-based paint is disturbed:
 - a) Tell the occupants to stay out of the work area
 - b) Ensure that workers can wash their hands and face when leaving work area
 - c) Ensure that workers do not smoke, eat, drink, chew tobacco or gum, or apply cosmetics in the work area
 - d) If desired wear a respirator or dust mask;
 - e) Obtain a Ground-Fault Circuit Interrupter (GFCI) if electrical equipment will be used
- 2) Do not use any of the following methods to remove the paint:
 - a) Open-flame burning or torching;

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- b) Machine sanding or grinding without high-efficiency particulate air (HEPA) local exhaust control
- c) Abrasive blasting without HEPA local exhaust control;
- d) Heat guns at temperatures above 1100°F or charring the paint
- e) Dry sanding or dry scraping except:
 - (i) In conjunction with heat guns (low temperature)
 - (ii) Within 1.0 ft of electrical outlets; or
 - (iii) When treating defective paint spots totaling no more than:
 - (iv) 2 sq. ft. in any one interior room or space or 10% of a small component; or
 - (v) 20 sq. ft. on exterior surfaces; and
 - (vi) Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous chemical under OSHA as applicable to the work.
- f) Lightly spray the paint with water before disturbing it and try keep it wet and use wet sanding/scraping methods whenever disturbing the paint;
- g) If equipment is going to be reused, wash it thoroughly before leaving residence
- h) Dispose of all lead-based paint, debris, coveralls, and plastic covering in regular trash; and
- i) Dispose of all water contaminated with lead-based paint in a sanitary sewer system.

3) Minor Paint Disturbances: When less than 2 square feet per room or 10% of an interior component of lead-based paint is disturbed inside or less than 20 square feet of lead-based paint is disturbed outside:

- a) Follow general requirements described in item 1) above
- b) Tape a plastic bag or sheeting on the horizontal surface below the paint to collect paint chips and any dust that may be formed; and
- c) After work is done, wipe the surface with a baby wipe or towel.

4) Exterior Paint Disturbances: To be used when more than 20 square feet of exterior lead-based paint is disturbed. Generally, removing siding from a wall is presumed to disturb more than 20 square feet of lead-based paint unless it is known beforehand that deteriorated lead-based paint and lead dust is not behind the siding.

- a) Follow general requirements described in item 1) above
- b) String barrier tape saying "WARNING" or "DANGER" or "DO NOT ENTER" at least five feet beyond area where lead-based paint will be disturbed
- c) Post OSHA warning signs near the exterior work so it can be easily read from 20 feet away from the edge of the exterior worksite.
- d) Ensure that everyone who enters the work area wears plastic coveralls, shoe covers, and hair covering and removes them when leaving the work area;
- e) Seal any windows, doors, dryer exhausts or other openings in the work area
- f) Remove or cover any equipment in the work area with plastic sheeting
- g) Place six-mil thick plastic sheeting on wall below the paint to be disturbed and on the eight feet from the wall in a manner that it captures the water (15 feet if disturbed paint is on the second floor);
- h) Place a 2" x 4" board or similar device along the outer edges of the plastic to capture water
- i) Wash off any siding that is removed
- j) Repair any deteriorated paint and fix cause of deterioration
- k) Remove plastic, clean up any debris, and dispose in trash so that no deteriorated paint and visible paint remains.

5) Interior Areas:

- a) Follow general requirements described in item 1) above

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- b) Ensure that the occupant has received the EPA Pamphlet Protect Your Family From Lead In Your Home
- c) Post OSHA warning signs at the main and secondary entryways to the building.
- d) Ensure that everyone who enters the work area wears plastic coveralls, shoe covers, and hair covering and removes them when leaving the work area;
- e) Remove throw rugs and other furniture that can be removed.
- f) Cover remaining furniture and horizontal surfaces with plastic sheeting extending the sheeting on the floor up the wall about 18";
- g) Seal any air supply or return into the work area
- h) Repair any deteriorated paint and fix cause of deterioration
- i) Remove plastic, clean-up any debris and dispose in trash so that no deteriorated paint and visible paint remains;
- j) Wipe walls and horizontal surfaces to remove dust
- k) Arrange to have dust wipe samples taken and assayed using the NITON XRF by an IDEM-licensed risk assessor or inspector before residents reenter the work area and ensure that:
 - i) Dust levels have not increased from the pre-work levels; and
 - ii) Where possible, EPA dust clearance standards of 40: g/ft² on the floor and 250: g/ft² on the window sill is met for the room where the interior paint is disturbed;
 - iii) Report summarizing the results signed by the risk assessor or inspector are given to the owner and occupant; and
 - iv) Owner is told that the report must be provided to future owners and occupants.

How will compliance be monitored?

- During technical monitoring, inspectors will be checking the files for evidence of lead testing on any EPA-applicable home either via lead check swabs or XRF printouts.
- Technical monitors will also be checking for photographs of lead-safe work practices and invoices for safety materials on any home which tested positive for lead.
- Program monitors will be checking to ensure that signature were obtained by the client on the release of liability indicating that they received the "Renovate Right" brochure and had a chance to ask questions.
- During a review of program management conducted by the Program Administrator, agencies will be asked to identify who on their staff is certified as a Lead Renovator.
- Technical monitors sit down with the client to attempt to determine if the client received the brochure, and if applicable, was notified of the lead in their home.
- Technical monitors will check contractor and auditor inventories to determine if items such as caution tape, HEPA Vacuums, Tyvek suits, sandpaper, water bottles, and plastic sheeting are kept in stock on weatherization vehicles.

What if an agency is found to be out of compliance?

Any agency found to be out of compliance will be subject to the following:

- If an agency failed to test a lead-positive home after work had been performed, the agency will be required to return to that home, re-clean the affected areas and retest the area. If appropriate lead levels are not reached after the first cleaning they will continue cleaning and testing until acceptable levels are achieved.
- If an agency failed to identify a home as lead-positive and proceeded to perform weatherization measures on that home disturbing greater than de minimus levels, the agency will be subject to repaying all job-related costs or

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conducting lead abatement on that home at their own cost.

- If an agency is found to have not properly documented the lead testing done on a particular home, they will be asked to return and retest any home not appropriately tested.
- If an agency is found to have not obtained proper client sign off, or if the client has not been notified of the lead risks in their home, the agency will be asked to return to properly educate the homeowner before the finding is dismissed.
- If an agency is found to have not ensured that auditors and contractors have proper safety supplies available, this will result in a finding, and the agency must ensure that all contractors and auditors have appropriate supplies before the finding is dismissed.
- If an agency is found to have multiple severe violations as they relate to lead-safe work practices, and lead identification, they will be placed on a Quality Improvement Plan and their funding will be removed if the issues noted are not resolved within 120 days.
- If, after April 10, 2010 an agency is found to have performed work on a lead positive unit without the appropriate verification of a Lead Renovator, additional claims for funds will be denied until an individual is certified and IHADA is notified.

Training will be provided to all Weatherization personnel as part of the certification process.

In cases where agencies must work in homes are considered to be in danger of lead based paint contamination, agencies will complete as many of the measures as possible to ensure energy savings without disturbing the existing paint in the home. Those homes that are found to be contaminated must be referred to HUD or other appropriate agencies for abatement or control of the lead paint hazard prior to performing weatherization work that disturbs the paint.

Agencies will evaluate the Indoor Air Quality of all homes before any weatherization measures may be performed. Air quality issues include the presence or suspected presence of asbestos, radon gas, formaldehyde and other volatile compounds. The presence or suspected presence must be reported to the county health department for evaluation. If the above contaminants are confirmed, weatherization services will be deferred until such time as the hazard has been abated.

Agencies will ensure that electrical system does not pose a danger to the residents and or the weatherization crew. Agency energy auditors will identify potential electrical hazards that exist in a home. Minor problems may be corrected as other necessary incidental minor repairs. Live knob and tube wiring will not be covered by insulation. Major problems requiring extensive labor and material costs will be deferred until such time as the problem has been abated.

Indiana will not refuse weatherization services to any client. The state will defer weatherization services to clients whose home where an identified health and safety issue exists until such hazards are eliminated. Hazards include but are not limited to the following:

1. Homes with known environmentally causes health issues such as lead poisoning
2. Homes with existing structural problems that are beyond the scope of weatherization services that render the structure unsafe
3. Homes with sanitary problems that poses a danger to weatherization crews or contractors

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4. Homes with excessive moisture problems.
5. Homes where the client is uncooperative, threatening towards weatherization staff or contractors
6. Homes with pre-existing conditions that endangers the health or safety of weatherization crews or contractors.

Refrigerants

Refrigeration appliances that are replaced must be disposed of according to the environmental standards in the Clean Air Act (1990), Section 608, as amended by Final Rule, 40 CFR82, May 14, 1993. The local agency, appliance vendor, de-manufacturing center, or other entity recovering the refrigerant must possess an EPA-approved section 608 type I license or an approved universal certification.

Existing Occupant Health Problems

Before beginning work on a home, local agencies will take into consideration, the health concerns of each occupant, condition of dwelling, and possible effects the work performed will have on the health or medical condition of the occupants. Sub grantees will establish procedures to identify preexisting health conditions and address problems before they occur. Agency staff and contractors will protect clients from the hazards of airborne particles and fumes during weatherization work. Containment strategies and client relocation plans will comply with the lead paint policy when an existing occupant health problem is identified. (See Lead Paint Policy for work area containment requirements and client relocation standards.)

Code Compliance Issues

In accordance with the 2006 Indiana Policy and Procedures Manual, Section 311, all weatherization service providers and their crews and subcontractors are required to weatherize homes in compliance with relevant local building, plumbing, and electric codes. These local codes are to be considered during both the audit protocol and the service delivery to the home. As part of routine monitoring, Indiana State staff review customer files and note when local code compliance activities were recorded.

Deferral Standards

Some weatherization activities must be deferred due to problems that are beyond the scope of weatherization. Deferrals may take place during any phase of the weatherization process, including but not limited to: during or after the energy audit, the work performance phase, or immediately following the identification of a health and safety risk to the occupants or to crew and contractors. Postponement of work is advisable until problems can be resolved and/or alternative sources of assistance are identified. Existing conditions under which a dwelling unit can be deferred until certain corrective actions occur include, but may not be limited to, the following:

- Elevated carbon monoxide levels where abatement is not possible using WAP funds
- Existing moisture problems that cannot be resolved under the health and safety limits.
- House with sewage or other sanitary problems that not only endangers the customers but the workers who will perform the weatherization work.
- Occupant's health condition
- Building structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and these conditions cannot be resolved in a cost effective manner
- Customer is uncooperative, abusive, or threatening to crew, subcontractors, auditors, inspectors, or others who must work on or visit the house
- Extent and condition of lead-based paint in the house would potentially create further health and safety hazards

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STATE PLAN/MASTER FILE WORKSHEET (continued)

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·Any existing condition that could endanger the health and/or safety of the work crew or subcontractor and cannot be safely abated within the scope of WAP

All agencies will pursue alternative funding to reduce the occurrence of deferral. Agencies should establish lines of communication with other funding sources so that referrals can occur in an efficient manner. The following is a list of potential funding sources to help remedy situations in a home:

- U.S. Department of Housing and Urban Development (HUD) - HOME Program
- HUD - Community Development Block Grant
- U.S. Department of Health and Human Services - Community Services Block Grant
- U.S. Department of Agriculture - Rural Economic Community Development
- State-funded housing and rehabilitation programs
- Low-income program funds provided by local utilities
- City-funded housing and rehabilitation programs
- Donations or financial participation from landlords
- Donations from local churches or community groups

Any client who has received a deferral by a local agency must be allowed to pursue an appeal. The appeal will follow the established procedure set forth in the Section 103 of the "Weatherization Assistance Program Policy and Procedures Manual", which states:

When a CAA determines that a household is ineligible or deferred pending remedial action, the agency must provide a written denial or deferral to the client. Within ten working days of the application an ineligible or deferred household must be notified of the reason(s) for the denial or deferral and advised of their right to appeal the decision to the next level. CAAs must retain in the household file a copy of the denial/deferral letter with the appeal procedure that was sent to the client.

IHCDA recommends that the "**Applicant Notification**" form for EAP denials be the basis of any form created by the CAAs to notify weatherization clients of their denial/deferral for services.

The right to appeal information provided to any denied household must contain the following three processes:

Local review involves the written policy of each sub grantee for handling client complaints or appeals of program decisions. The final step in the local process should involve a written determination by the agency Executive Director.

State review occurs when a denied/deferred weatherization applicant is not satisfied with the local agency determination. The applicant appeal must be made in writing within thirty days of the local denial/deferral, to the Indiana Housing and Community Development Authority Supervisor and a Community Development Administrator. All pertinent material to the case will be requested from the sub grantee by IHCDA in order to make a determination.

III.5 Rental Procedures

For a one year period of time after weatherization work the rent will not increase unless those increases are not related to weatherization work performed, 440.22(b) (3)(ii).

Landlord contributions shall be expended in accordance with the agreement between the landlord and the weatherization agency, 440.22(d) .

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Agencies which require landlord contributions must use a net system when charging DOE. EXAMPLE: the cost of work is \$100,000, the landlord contributes 50% or \$50,000, DOE may be charged for only the remaining \$50,000.

Landlord contributions not required in order to complete a unit, and provided without stipulation as to the use of the money, must be counted as leveraging and used to enhance the Weatherization Program.

440.22(b)(3)(iii) Landlord Dispute Resolution

Sub-grantees are required to develop an appeals process to be used in dealing with rental units. The process should be available to resolve disputes over the raising of rent following the weatherization process. However, an appeal procedure is available for all household applicants denied services (Attachment I Appeals Procedure).

440.22(b)(3)(iv) Undue Enhancement

The primary purpose of Indiana's Weatherization Assistance Program is to lower "the total residential energy expenditures" of low-income persons. Sub-grantees are to ensure that no undue enhancement shall occur to the value of the dwelling units. Undue enhancement is defined as any improvement to the property that goes beyond the scope of energy conservation work.

440.22 (c) - Liens

IHCDA will not require that sub-grantees seek to place liens on rental property weatherized. However, in order to ensure the protection of the low-income persons, whom the weatherization services are intended to benefit, from improper eviction or the sale of property, the sub-grantees must become aware of the legal protection available to the low-income, and be prepared to make appropriate referrals when necessary.

440.22(f) Weatherizing Shelters

IHCDA allows local agencies to weatherize shelters. The agencies are given the option of counting each 800 square feet of the shelter as a dwelling unit, or of counting each floor of the shelter as a dwelling unit.

III.6 Program Management

III.6.1 Overview

The Indiana Weatherization Program is administered by the Indiana Housing and Community Development Authority (IHCDA). IHCDA is a quasi-governmental agency that administers numerous programs including the Low-Income Housing Tax Credit program, First-Time Home Buyer Assistance, Community Development Block Grant, HOME Investment Partnership funds, Emergency Shelter Grant, Low-Income Household Energy Assistance Program, and Community Service Block Grant, among others. IHCDA is located within the Family of Business of the Indiana Lieutenant Governor's Office.

31 sub-grantees administer the Weatherization Assistance Program. 20 grantees are Community Action Agencies, one (1), Job Source, is a unit of local government, and 10 are non-profit organizations.

III.6.2 Administrative Expenditure Limits

IHCDA allows up to 10% of total expenditures for administrative purposes for WAP sub-grantees whose award is less than \$350,000. Should the Grantee's award increase above the \$350,000 limit during the grant period, for those

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Identification Number: EE0000096, State: IN, Program Year: 2010

funds up to the \$350,000, grantee may use no more than 10% of the Grantee's total expenditures for administrative purposes.

Sub-grantees whose initial award is \$350,000 or more will be allowed to expend no more than 5% of total expenditures for administrative purposes.

In addition agencies who have not met their training/certification requirements will be limited to 5% of total expenditures for the Program Year.

III.6.3 Monitoring Approach

Quality program services and sound financial management by sub-grantees are monitored by the Agency Monitors on a continuing basis. Currently, IHCD has one full-time monitor responsible for all programmatic, fiscal, and technical monitoring of the program. With the ARRA funds, IHCD will be contracting with a qualified audit group to monitor at least ten percent of all homes weatherized. IHCD will also hire two full-time technical monitors, on contract, to inspect a minimum of ten percent of the units inspected by the audit group. Also, with the addition of a contract management specialist, Indiana will be setting spending benchmarks associated with ARRA funding. Local agencies that do not meet the contractually obligated benchmarks will be at risk for having their funding removed and reallocated.

The primary purpose of monitoring visits is to assist the agency in providing high quality energy conservation services to low-income people. Monitoring also provides compliance review and information sharing to agencies to ensure that:

- High quality, comprehensive weatherization services are provided consistently throughout the state.
- Healthy, safe, and energy efficient housing improvements are provided to low-income households.
- Program accountability and efficiencies are in effect and verifiable
- Innovative technological advances are promoted.

STANDARDS AND PRACTICES

The following describes the practices of the monitoring staff in reviewing the appropriate documentation to determine local agency compliance. IHCD staff may use alternate procedures to verify compliance when it is necessary or appropriate.

· **Production Management** - The local agency will employ enough staff and subcontractors to complete the established production goals. Monitors will review whether the Agency is using certified staff to perform various job functions. The use of subcontractors will also be reviewed to determine compliance with job function certification requirements as outlined in Section 600 of this manual. IHCD will review compliance with the priority protocol for site built or mobile homes.

· **Client File Review** - Each agency must verify that clients receiving weatherization services are income eligible and were income eligible during the time in which they received weatherization services. The agency must also document services provided to the client and all costs associated with the completion of those services. Files will be pulled at random from agency records and the Client File Review worksheet will be completed for each file selected. The review will consist of job number, income documentation, application dates, job costs, dwelling type, technical readings from diagnostic tests performed, and the presence of all appropriate forms and signatures.

· **Fiscal Review** - As part of the review, IHCD monitors will randomly select files for fiscal testing. During this process, IHCD monitors are checking to ensure contractors are paid in a reasonable period of time, costs were

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charged to various grants appropriately, and claim submissions have appropriate backup and charges are appropriate.

·**Field Inspections** - IHCD staff will also conduct on-site inspections of a sample of dwellings pulled from the file review. The purpose of this monitoring is to ensure that weatherization services are provided in a professional and workmanlike manner in compliance with all standards, regulations and policies set forth by IHCD. The local agency is responsible for quality control on all completed units and the final inspection completed by certified staff attests to the level of quality, professionalism, and appropriateness of the measures installed. The field inspection will include: base load measures installed, air sealing, insulation, CAZ testing. During the field inspection, IHCD staff will verify that measures performed were effective and appropriate. The consultant will also provide guidance for improving procedures in the delivery of services.

·**Training and Technical Assistance (T&TA)** - Agencies will also receive T&TA consultations from the Agency Monitors, which may be an on-site visit. The purpose of T&TA is to provide agencies with assistance in the technical aspects of the weatherization program. Agency Monitors are available for consultation via the phone or email on a daily basis, but agencies may need to schedule on-site visits in advance to accommodate travel time. INCAA training staff is also available to provide T&TA information by phone, email, or on-site visit. It is often advantageous to schedule on-site visits when agency Monitors and INCAA can be at the agency at the same time.

An exit conference will be held at the end of each monitoring visit by the Agency Monitor with agency staff. This conference will verbally summarize findings or recommendations to the agency that were discovered during the review period. The exit conference allows agency staff and the Agency Monitor to discuss informally what will be included in the Weatherization Assistance Program Review.

The monitoring visit will be followed by a written report due agency within thirty days of the exit conference that details any findings of the review. Agencies will have forty-five days to respond in writing to the monitoring report. IHCD will then have an additional 21 days to respond regarding follow-up documentation or insufficient responses. Failure to respond in writing to the monitoring report during the forty-five day period will result in claims being held by IHCD until receipt of response.

Prevailing Wage- IHCD will comply with all guidance issued by DOE regarding payment of prevailing wage for all employees and subcontractors utilized on an ARRA-funded unit. In addition, IHCD will use monitoring staff to ensure that sub grantees are paying both employees and contractors prevailing wage as determined by the Secretary of Labor.

Administrative Review is completed in conjunction with the CSBG monitoring, A-133 Audits, and program reviews.

Agencies receive at least one program review a year in addition to the field work/home inspections. Agencies also receive T&TA visits based on the request of the local agency. IHCD may also require additional T&TA visits by Agency monitors based on local agency performance.

Under our existing monitoring structure each agency receives at least two visits per year, one for file and fiscal review and another for technical review. Under the plan to use contracted monitors, each agency will receive at least three visits:

- 1.Fiscal and File Monitoring from Contracted Agency (10% of completed units)
- 2.Technical Monitoring from Contracted Agency (10% of completed units)
- 3.Fiscal, File, and Technical Monitoring from IHCD Personnel (1% of total units, 10% of units reviewed by Contracted Agencies)

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STATE PLAN/MASTER FILE WORKSHEET (continued)

Identification Number: EE0000096, State: IN, Program Year: 2010

If any agency is found to be out of compliance, Indiana will follow our prescribed procedures for resolving monitoring issues, including and up to placing an agency on a Quality Improvement Plan which dictates more frequent monitoring.

III.6.4 Training and Technical Assistance Approach

Through regularly scheduled monitoring reviews, IHCDA staff and contractors have an opportunity to assess the weaknesses and needs of the individual weatherization sub-grantees in the areas of administration, program, and financial operations. This affords the monitors an opportunity to evaluate effectiveness of the agency's operation and need for additional training.

On-going training is available through IHCDA Monitors, INCAA, and other providers. The IHCDA staff receives the same training as the sub-grantees. This common frame of reference enables them to verify the appropriateness of measures prescribed, performed, and the quality of the workmanship. In addition, as problems are identified, the consultants can provide training immediately, or schedule it for a later date. If problems should occur which the program consultant is unequipped to handle, INCAA trainers are available to provide the necessary training.

With the leadership of IHCDA and the Indiana Community Action Association (INCAA), training in monitoring local sub-grantees is provided to new IHCDA staff. Additionally, training and technical assistance is provided to sub-grantees by the CAA Monitors as specific needs or difficulties are identified. In those cases where problems are identified which cannot be resolved within the scope of regular training, monitoring, and technical assistance, IHCDA will institute the following steps in an attempt to resolve the problems(s):

1. Discussion of the problems.
2. Outlining corrective action through the development of training plans and on-site instructions.
3. Implementation of these activities will be accomplished through a joint effort with the sub-grantee program manager and an IHCDA Community Development Administrator.
4. IHCDA will establish target dates to bring sub-grantee performance into compliance.
5. IHCDA will provide on-going State and local staff involvement.

IHCDA will hire a third party firm(s) to provide file/financial monitoring and technical monitoring services on 10% of all Home Energy Conservation program contracts. In addition, IHCDA staff will randomly review at least 10% of the work completed by the third-party monitor. While the monitoring firm will not be responsible for provide training and technical assistance, findings from their contract reviews will help determine the scope and content of T&TA that is needed by and to be provided to network members. IHCDA is prepared to expand T&TA services as necessary and appropriate to ensure the Home Energy Conservation Program is performing above federal standards.

III.6.5 Energy Crisis Plan

The State of Indiana has increased the eligibility for LIHEAP Energy Assistance to 150%; IWAP assistance eligibility has been increased to 200%. Energy Crisis Plans will be directed by the Governor's Office in coordination with the LIHEAP program and IWAP.

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Name:	A.C.T.I.O.N., Inc. of Delaware County	Contact:	Gary Friend
Address:	401 North High Street P.O. Box 268 Muncie, IN 47306-0268	Phone:	(765) 289-2313
		Fax:	(765) 289-1192
		Email:	
Counties served:	DELAWARE County	Tentative allocation:	\$ 1,257,511.00
		Planned units:	198
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> IN-06
Name:	Affordable Housing Corporation of Marion, Inc.	Contact:	Jacquelyn Dodyk
Address:	812 South Washington Street Marion, IN 46953	Phone:	(765) 662-1574
		Fax:	(765) 662-1578
		Email:	
Counties served:	GRANT County	Tentative allocation:	\$ 991,584.00
		Planned units:	156
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> IN-05
Name:	Area IV Agency on Aging and Community Services, Inc.	Contact:	Donna Collier
Address:	660 North 36th Street P.O. Box 4727 Lafayette, IN 47903-1577	Phone:	(765) 447-7683
		Fax:	() -
		Email:	
Counties served:	CLINTON County TIPPECANOE County	Tentative allocation:	\$ 2,653,066.00
		Planned units:	421
		Type of organization:	Local agency
		Congressional districts served:	<u>CD</u> IN-04
Name:	Community & Family Services, Inc.	Contact:	Jeff Valind
Address:	521 South Wayne Street P.O. Box 1087 Portland, IN 47371	Phone:	(260) 726-4228
		Fax:	() -
		Email:	
Counties served:	RANDOLPH County JAY County	Tentative allocation:	\$ 2,312,477.00
		Planned units:	369
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> IN-06
Name:	Community Action of Northeast Indiana, Inc.	Contact:	Steve Hoffman
Address:	227 East Washington Blvd. P.O. Box 10570 Fort Wayne, IN 46853	Phone:	(219) 423-3546
		Fax:	() -
		Email:	
Counties served:	STEUBEN County LAGRANGE County ALLEN County WHITLEY County NOBLE County DEKALB County	Tentative allocation:	\$ 5,103,303.00
		Planned units:	815
		Type of organization:	
		Congressional districts served:	<u>CD</u> IN-06 IN-03

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Name:	Community Action of Southern Indiana	Contact:	Mike Henderson
Address:	1613 East 8th Street Jeffersonville, IN 47130	Phone:	(812) 288-6451
		Fax:	() -
		Email:	
Counties served:	CLARK County FLOYD County	Tentative allocation:	\$ 2,331,444.00
		Planned units:	368
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> IN-09

Name:	Community Action Program of Evansville and	Contact:	Alice Weathers
Address:	27 Pasco Avenue Evansville, IN 47713	Phone:	(812) 425-4241
		Fax:	() -
		Email:	
Counties served:	VANDERBURGH County	Tentative allocation:	\$ 1,880,000.00
		Planned units:	300
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> IN-08

Name:	Community Action Program, Inc. of Western Indiana	Contact:	Tom Bolen
Address:	418 Washington Street P.O. Box 188 Covington, IN 47932	Phone:	(765) 793-4881
		Fax:	() -
		Email:	
Counties served:	MONTGOMERY County WARREN County VERMILLION County PARKE County FOUNTAIN County BENTON County	Tentative allocation:	\$ 3,283,884.00
		Planned units:	521
		Type of organization:	Non-profit organization
		Congressional districts served:	<u>CD</u> IN-04 IN-08 IN-01

Name:	Hoosier Energy Electric Coop, Inc.	Contact:	Thomas Van Paris
Address:	7398 State Road 37 Bloomington, IN 47404	Phone:	(812) 876-0249
		Fax:	(812) 876-5030
		Email:	

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Counties served:	DEARBORN County DECATUR County JACKSON County FRANKLIN County CLARK County HARRISON County RIPLEY County WASHINGTON County KNOX County FAYETTE County MARTIN County SHELBY County JOHNSON County DAVIESS County FLOYD County MORGAN County GREENE County HENRY County OHIO County ORANGE County SULLIVAN County BARTHOLOMEW County LAWRENCE County	Tentative allocation: \$ 10,910,111.00 Planned units: 1,737 Type of organization: Non-profit organization	Congressional districts served:	CD IN-08 IN-04 IN-09 IN-06
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Name: Hoosier Uplands Economic Development Corporation	Contact: Ed Malott			
Address: 521 West Main Street P.O. Box 1087 Mitchell, IN 47371	Phone: (812) 849-4457 Fax: () - Email:			
Counties served:	ORANGE County LAWRENCE County MARTIN County WASHINGTON County	Tentative allocation: \$ 1,798,630.00 Planned units: 286 Type of organization: Non-profit organization	Congressional districts served:	CD IN-09 IN-04 IN-08

Name: Housing Opportunities of Warsaw, Inc.	Contact: Pamela Kennedy			
Address: 827 South Union Street Suite 230 Warsaw, IN 46580	Phone: (574) 269-7641 Fax: (574) 269-3389 Email:			
Counties served:	KOSCIUSKO County	Tentative allocation: \$ 1,291,630.00 Planned units: 206 Type of organization: Non-profit organization	Congressional districts served:	CD IN-03

Name: Human Services, Inc.	Contact: Debra DeBord
Address: 1585 North Indianapolis Road P.O. Box 588 Columbus, IN 47202	Phone: (812) 372-8407 Fax: () - Email:

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Counties served:	BARTHOLOMEW County JOHNSON County SHELBY County	Tentative allocation: \$ 2,787,313.00 Planned units: 444 Type of organization:	Congressional districts served:	CD IN-09 IN-04 IN-05 IN-06
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Name: **Indiana Builders Association**
Address: 101 West Ohio, Suite 1111
Indianapolis, IN 46204

Contact: Rick Wajda
Phone: (317) 917-1100
Fax: (317) 917-0335
Email:

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Counties served:	JASPER County LAGRANGE County STARKE County TIPPECANOE County DELAWARE County VIGO County NEWTON County LAKE County MORGAN County LAPORTE County BLACKFORD County CLINTON County CARROLL County PUTNAM County WABASH County MADISON County STEUBEN County MARION County DECATUR County WHITLEY County BOONE County DEKALB County POSEY County TIPTON County FULTON County HUNTINGTON County ADAMS County NOBLE County WELLS County GRANT County RUSH County WHITE County PORTER County VANDERBURGH County HAMILTON County JACKSON County HANCOCK County HOWARD County MARSHALL County HENDRICKS County PULASKI County	Tentative allocation: \$ 41,482,518.00 Planned units: 6,680 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-Statewide
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Name:	Indiana Housing and Community Development Authority	Contact:	Paul Krievins
Address:	30 South Meridian Street Suite 1000 Indianapolis, IN 46204	Phone:	(317) 233-5372
		Fax:	(317) 232-7778
		Email:	

Counties served:	Tentative allocation: \$ 3,154,453.00 Planned units: 504 Type of organization:	Congressional districts served:	<u>CD</u> IN-Statewide
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**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Name:	Interlocal Community Action Program, Inc.	Contact:	Kevin Polivick
Address:	615 State Road 38 West P.O. Box 449 New Castle, IN 47362-0449	Phone:	(765) 529-4403
		Fax:	() -
		Email:	
Counties served:	RUSH County HENRY County HANCOCK County	Tentative allocation:	\$ 1,243,784.00
		Planned units:	198
	Type of organization:	Congressional districts served:	CD IN-05 IN-06
Name:	JobSource	Contact:	Cindy Donnelly
Address:	222 East 10th Street, Suite C P.O. Box 149 Anderson, IN 46360	Phone:	(765) 641-6517
		Fax:	() -
		Email:	
Counties served:	MADISON County	Tentative allocation:	\$ 838,183.00
		Planned units:	128
	Type of organization:	Congressional districts served:	CD IN-06
Name:	Lincoln Hills Development Corporation	Contact:	Larry Kleeman
Address:	302 Main Street P.O. Box 336 Tell City, IN 47586-0336	Phone:	(812) 547-3435
		Fax:	() -
		Email:	
Counties served:	PERRY County CRAWFORD County SPENCER County	Tentative allocation:	\$ 2,318,563.00
		Planned units:	354
	Type of organization:	Congressional districts served:	CD IN-09
Name:	Mapleton Fall Creek Development Corporation	Contact:	Nate Lichti
Address:	130 East 30th Street Indianapolis, IN 46205	Phone:	(317) 923-5514
		Fax:	(317) 923-2139
		Email:	
Counties served:	MARION County	Tentative allocation:	\$ 500,000.00
		Planned units:	75
	Type of organization:	Congressional districts served:	CD IN-07
Name:	Miami County YMCA	Contact:	Richard Fullmer
Address:	34 East Sixth Street Peru, IN 46970	Phone:	(765) 472-1979
		Fax:	(765) 472-6025
		Email:	
Counties served:	CASS County MIAMI County WABASH County	Tentative allocation:	\$ 1,594,284.00
		Planned units:	252
	Type of organization:	Congressional districts served:	CD IN-02 IN-05
Name:	North Central Community Action Agencies, Inc.	Contact:	Cynthia Davis
Address:	301 East 8th Street Michigan City, IN 46360	Phone:	(219) 872-0351
		Fax:	() -
		Email:	

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Counties served:	STARKE County LAPORTE County PULASKI County	Tentative allocation: \$ 1,138,000.00 Planned units: 179 Type of organization:	Congressional districts served:	<u>CD</u> IN-02
Name:	Northwest Indiana Community Action Program	Contact:	Jane Hopkins	
Address:	5240 Fountain Drive Crown Point, IN 46307	Phone:	(219) 794-1829	
		Fax:	()-	
		Email:		
Counties served:	LAKE County PORTER County	Tentative allocation: \$ 7,488,737.00 Planned units: 1,199 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-01 IN-02
Name:	Ohio Valley Opportunities, Inc.	Contact:	Barbara Marion	
Address:	711 Green Road, MSH Ward 4 P.O. Box 1159 Madison, IN 47250-1159	Phone:	(812) 265-5858	
		Fax:	()-	
		Email:		
Counties served:	JENNINGS County JEFFERSON County SCOTT County	Tentative allocation: \$ 1,913,760.00 Planned units: 305 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-09
Name:	Pace Community Action Agency	Contact:	Ernest Brewer	
Address:	525 N. 4th Street P.O. Box 687 Vincennes, IN 47591	Phone:	(812) 882-7927	
		Fax:	()-	
		Email:		
Counties served:	KNOX County DAVISS County	Tentative allocation: \$ 2,474,210.00 Planned units: 394 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-08
Name:	People Working Cooperatively	Contact:	Staci O'Leary	
Address:	4612 Paddock Road Cincinnati, IN 45529	Phone:	(513) 351-7921	
		Fax:	(513) 351-2734	
		Email:		
Counties served:	OHIO County UNION County DEARBORN County FRANKLIN County SWITZERLAND County WAYNE County	Tentative allocation: \$ 3,469,782.00 Planned units: 553 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-09 IN-06
Name:	REAL Services, Inc.	Contact:	Rich Gadacz	
Address:	1151 South Michigan Street P.O. Box 1835 South Bend, IN 46634-1835	Phone:	(574) 284-7111	
		Fax:	()-	
		Email:		

**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

State: IN Grant Number: EE0000096 Program Year: 2010

Counties served: ST. JOSEPH County ELKHART County	Tentative allocation: \$ 5,774,763.00 Planned units: 910 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-03 IN-02
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Name: South Central Community Action Agency (SCCAP) Address: 1500 West 15th Street Bloomington, IN 47404	Contact: Chris Myers Phone: (812) 339-3447 Fax: () - Email:	Counties served: MONROE County OWEN County BROWN County	Tentative allocation: \$ 2,629,330.00 Planned units: 419 Type of organization:	Congressional districts served:	<u>CD</u> IN-08 IN-09 IN-04
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Name: Southeast Neighborhood Development Address: 1030 Orange Street Indianapolis, IN 46203	Contact: Maggie Drummond Phone: (317) 634-5079 Fax: (317) 637-3137 Email:	Counties served: MARION County	Tentative allocation: \$ 653,000.00 Planned units: 98 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-07
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Name: Southeastern Indiana Economic Opportunity Corporation Address: 110 Importing Street P.O. Box 240 Aurora, IN 47001-0240	Contact: Rocky Walton Phone: (812)926-1585 Fax: () - Email:	Counties served: RIPLEY County DEARBORN County SWITZERLAND County OHIO County FRANKLIN County	Tentative allocation: \$ 320,000.00 Planned units: 47 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-09 IN-06
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Name: Tri-CAP (Dubois-Pike-Warrick) Economic Opp. Comm. Inc. Address: 607 Third Avenue P.O. Box 729 Jasper, IN 47547	Contact: Scott Burgess Phone: (812) 482-2233 Fax: () - Email:	Counties served: DUBOIS County GIBSON County GREENE County PIKE County WARRICK County	Tentative allocation: \$ 2,614,584.00 Planned units: 359 Type of organization:	Congressional districts served:	<u>CD</u> IN-08 IN-09
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Name: Western Indiana Community Action Agency, Inc. Address: 705 South 5th Street P.O. Box 9585 Terre Haute, IN 47807	Contact: Randy Dunfee Phone: (812) 446-4000 Fax: () - Email:	Counties served:	Tentative allocation:	Congressional districts served:	CD
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**WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION**

Expiration Date: 6-30-08

State: IN Grant Number: EE0000096 Program Year: 2010

Counties served:	CLAY County VIGO County	Tentative allocation: \$ 1,695,522.00 Planned units: 262 Type of organization:	Congressional districts served:	<u>CD</u> IN-08
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Name:	Westside Community Development Corporation	Contact:	Mark Stokes
Address:	2232 Michigan Street Indianapolis, IN 46222	Phone:	(317) 684-0611
		Fax:	(317) 684-0696
		Email:	

Counties served:	MARION County	Tentative allocation: \$ 499,900.00 Planned units: 72 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-07
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Name:	Wisconsin Energy Conservation Corporation	Contact:	Kim Talley
Address:	1923 West 18th Street Indianapolis, IN 46202	Phone:	(317) 636-2154
		Fax:	(317) 636-2190
		Email:	

Counties served:	MARION County	Tentative allocation: \$ 1,597,500.00 Planned units: 253 Type of organization: Non-profit organization	Congressional districts served:	<u>CD</u> IN-07
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