
To: Wx Subgrantees
From: Community Programs
Release Date: June 18th, 2024
Effective Date: April 1st, 2024
Subject: Revised Allowable T&TA Expenses

Program Guidance: WAP-2024-06

Background

The State of Indiana's Weatherization Assistance Program (WAP) is expanding the allowable expenses for the Training & Technical Assistance line item to allow for lodging and meal expenses associated with travel expenses for training. The following guidance supersedes section 7.10 "Training Stipend" in the 2024 Weatherization Policy & Procedures Manual and revises Appendix B-1 WAP DOE Budget definitions. All expenses must be reasonable.

NEW GUIDANCE

Policy and Procedures Manual Section: 7.10 Training Stipend

Training and Technical Assistance funds may be used by subgrantees for expenses related to weatherization training, including:

- Class Fees
- Material Fees
- Written / Field Testing
- CEU Events
- Salary / Wage / Time reimbursement
- Travel Expenses (including meals and lodging)

For travel expenses, the costs must be reasonable, as outlined by [2 CFR 200.404](#). When submitting claims for reimbursements, itemized receipts will be needed to ensure only allowable expenses are being claimed.

Appendix B-1: 6. Training & Technical Assistance

These funds may only be used to cover expenses related to approved weatherization trainings to include: Class fees, Material fees, Written/ field testing, CEU events, Wage/ time reimbursement, Travel expenses (including meals and lodging).

Please direct all questions regarding this guidance to Ethan Scott at iwx@ihcda.in.gov.

