

---

To: Wx Subgrantees  
From: Community Programs - Weatherization  
Release Date: September 24th, 2024  
Effective Date: October 1, 2024  
**Subject: Forms and Certifications**

---

**Program Guidance: WAP-2024-10**

## **NEW GUIDANCE**

Effective October 1, 2024, subrecipients will no longer be required to keep paper copies of forms that have been input into or completed within WAPLink. **The Statewide Weatherization Database will serve as the official record of all files therein, meeting the record retention requirements moving forward:**

- 1) All forms, including the client file, will be input into the Statewide Weatherization Database.
  - Exception: if a job is closed in IWAP and not WAPLink for PY24 then the forms do not need to be entered into WAPLink and should follow the old procedure of data input and record retention.
- 2) Subrecipients are expected to complete all forms directly in the Statewide Weatherization Database-WAPLink. However, in situations where that is not possible, subrecipients must either upload the paper form into WAPLink or hand-enter the data from the paper form into WAPLink.
- 3) For jobs that started prior to the transition to WAPLink, subrecipients must follow their previous record retention processes and policy. Subrecipients are not required to upload documentation into WAPLink for jobs closed previously in IWAP.
- 4) Certifications and CEUs for all workers who completed work for a job must be entered into the Statewide Weatherization Database - WAPLink by January 6, 2025. IHCD's expectation is for subrecipients to have entered a) all certifications that were active at the time that the work was completed, and b) all current active certifications for workers. If a certification has expired, there is not a requirement to retroactively input that information unless the CEUs and certifications were active at the time the work was completed. Contractors that serve more than one local service provider are visible to all agencies they work with.
  - *Example: A worker was a certified Energy Auditor and had done the energy audits for jobs in IWAP; however, their certification expired, and they have not audited any new jobs that are in WAPLink. Their expired certification does not need to be input into WAPLink. If this same energy auditor did audit jobs in WAPLink and their certification was active when they completed the audit but has now expired, the expired certification information should be input into WAPLink.*

This guidance supersedes the PY2024 Policy and Procedures Manual.

Please direct all questions regarding this guidance to [ixw@ihcda.in.gov](mailto:ixw@ihcda.in.gov).

