

To: WAP Subgrantees
From: Community Programs
Release Date: July 21, 2025
Effective Date: July 21, 2025
Subject: Heat Pump SWS QA Process

Program Guidance: WAP-2025-05

Background

To provide a clear outline of the Program's requirements regarding heat pumps IHCD is providing this guidance to keep the installation of heat pumps in the Weatherization Assistance Program in compliance.

NEW GUIDANCE

Effective November 16, 2023, Subgrantees must follow the described steps for Quality Assurance (QA) from the point of an energy audit below to ensure 15.2 SEER 2 heat pumps are installed:

- 1) The Energy Auditor or other designated staff member must explain the specifications needed on newly installed heat pump systems in the Program to the HVAC professional installing per the SWS in the links below:
 - a. [Current criteria](#)
 - b. [Full Energy Star Qualification](#)
- 2) Energy Auditors or the designated staff member must collect the AHRI certificate for the product installed from the HVAC professional.
- 3) Energy auditors or the designee must send the AHRI certificate once it meets SWS standards to the Weatherization Manager to maintain record before the invoice is submitted.

It is the responsibility of the Weatherization Manager to assure all equipment installed and processes conducted follow the SWS, Policy and Procedure Manual, and supporting guidance from DOE and IHCD. This guidance will remain in effect and incorporate future specifications and needs from the SWS on heat pumps unless otherwise stated. Please direct all questions regarding this guidance to Kenny McIntyre at iwx@ihcda.in.gov.

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