



Weatherization Guidance March 27, 2020:

Thank you all for your patience and dedication during this time of many uncertainties. After speaking with DOE and reviewing the new memorandum they recently released, please incorporate the following guidance into your program.

- **DOE PY 2019 Closeout Instructions:**

- Indiana is NOT extending the DOE 2019 program year at this time.
- Sub-grantee's unspent DOE funds will be rolled over into DOE PY2020.
- IHCD will work with sub-grantees one-on-one to find a solution if their ACPU is over \$7,000. Please contact us ASAP if you are in this category.
- Please provide IHCD a list of all jobs, including the IWAP application number, that have been moved from the current PY2019 DOE grant to LIHEAP because of the COVID-19 Pandemic.
 - Please see previous guidance on how to move projects into LIHEAP.
- If shell work has been started or completed with no QCI, these jobs must become LIHEAP Capital Intensive jobs, please see previous guidance.
- If mechanical work has been started, but no shell work has been started, and no funds have been billed to the current PY2019 DOE grant, sub-grantees will be allowed to pair this work with the new PY2020 DOE grant.

- **WAP LIHEAP Funds Update**

- Indiana will be distributing \$1,073,088.00 in additional WAP LIHEAP funding to sub-grantees according to the allocation tables in April of 2020
- With this guidance IHCD hereby changes the maximum allowable average cost per unit (ACPU) for LIHEAP Capital Intensive Completions in the current program year to \$12,500.00
 - Total Base Completion average will remain at \$7,000.00
 - Total Mechanical Completion will be raised to \$5,500.00

- **Employee Pay**

- Employees may be paid out of federal grants according to each sub-grantee's leave policies.
 - The ACPU must still be met.
- Sub-grantees may institute an emergency leave policy.
- DOE funds may NOT pay for staff time while not working, outside of each sub-grantee's leave policy.
- DOE funds may NOT pay for contractor time while not working.
- DOE funds CAN pay for staff or contractor time spent on T&TA (may be done remotely)



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- Please request more T&TA funds if needed.
 - Familiarize yourself with the HR requirements under the Families First Act that goes into effect April 1.
- **Contractor Pay During COVID-19 Shutdown**
 - For jobs being moved to LIHEAP or LIHEAP Capital Intensive which have outstanding invoices to contractors
 - 80% of the invoice may be claimed to pay contractors, the remaining 20% may be claimed after an inspection has occurred.
 - In order to make a claim for this reason, a copy of the original invoice must be submitted with the 80% claim as well as the 20% claim after inspection.
- Please keep in touch with the state office as your needs change over time.
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