

Ralph M. Perrey, Executive Director



MEMORANDUM: Wx 24-03

TO: Weatherization Program Subgrantees
FROM: Felisha Nichols, Weatherization Program Manager *FN*
DATE: February 12, 2025
SUBJECT: WAP Manual Update – 14.9 Submission of Invoices

Purpose: This Memo is to provide updates to the Weatherization Assistance Program Manual chapter 14 section 9 regarding the submission of invoices.

Guidance: Chapter 14, sections 14.9.1 and 14.9.2 have been updated, section 14.9.3 has been added; the text in red indicates new language.

14.9.1 Frequency

The WAP is a cost reimbursement program and subgrantees are reimbursed monthly upon submission of the required invoicing documents. All invoices must be submitted within 30 days from the end of the month in which the expense was incurred. An invoice is not considered to have been submitted in its entirety unless it is accompanied by documentation to support the expenditure(s).

- All invoices must be submitted using THDA’s Electronic File Transfer (EFT) Server.
- No paper or email submissions will be accepted.
- Each invoice must be one PDF document.
- Email WAP@thda.org to notify THDA staff of new invoice upload. In return, THDA staff will notify the agency that the documentation has been received. If no notification is received by the subgrantee 4 days after submission, please contact THDA staff.
- Name the files according to the following: Agency name, Program, month of costs, Funding Year.
For example: UETHDA WAP March 2025

Late invoice submissions must be accompanied by a memo signed by the agency’s Executive Director detailing the reason for the late submission and actions being taken to prevent future late submissions.

14.9.2 Documentation

Invoices are to be submitted on the THDA provided **Invoice Workbook provided at the beginning of each Program Year. This template is available upon request.** All invoices must be accompanied by documentation that supports all expenditures on the invoice, **including a General Ledger summarizing expenditures under each budget category.** Each completed job to be invoiced must be closed on the WAP Database, with the job included on the monthly invoice in which the job was completed. The following is to be submitted for every job included on the monthly invoice for reimbursements. Each job should be included on the invoice submitted for the month in which it is completed and closed in the database.

Please be sure to include the job number (**WAPez Site ID**) on each of the documents provided.

Contracted Audits

1. Job Number
2. Type of audit conducted (energy, initial QCI, subsequent QCIs)
3. Name of contracted auditor
4. Amount Paid for audit, and date paid Completed WAP Jobs
5. NEAT/MHEA energy audit recommended measures for both the original work order and the re-run audit to reflect actual work at actual cost.
6. Copy of contractor's final, detailed invoice
7. Copy of the Bidder's Work Order
8. Documentation of any change order requests, to include date requested, what is included in the change order, reason for request, NEAT/MHEA support of the change order dollar amount and how established, and staff name of who approved the change order.
9. QCI report that details each item included on the work order, and the status of the inspection. If any items did not pass inspection, please submit both the original form and evidence that it was re-inspected and subsequently passed. This should also include pre- and post-audit blower door/pressure pan/CO readings. If the post-audit target was not met, provide an explanation of same.
10. Photographic documentation of all pre- and post-audit measures.
11. The pay request documentation must clearly state the funding source for each measure.

Administrative and Staffing costs

1. Staff Time Sheets
2. Travel expense – purpose and documentation to support invoice
3. Office expenses
4. Supplies
5. Cost allocation

Training and Technical Assistance

1. Training obtained – title and purpose
2. Who provided the training
3. Who attended the training (name and job title)
4. Receipt for expenses being submitted for reimbursement
5. For staff travel associated with a specific job, please provide the job number, the date of the travel, total mileage, and expenses.

Note: Travel for staff related to program operation activities will be charged to the Program Operations line item.

All invoices will be reviewed for accuracy prior to payment being made. Any discrepancy must be resolved before payment is made.

14.9.3 Invoice Paperwork Reduction Process (IPRP)

In an effort to streamline processes and provide timely reimbursements of invoices, THDA will permit Subgrantees to participate in the Invoice Paperwork Reduction Process (“IPRP”) for the administration of the Weatherization Assistance Program (“WAP”). Participation is optional and Subgrantees must be in good standing with THDA programs and the existing invoicing procedures.

Required Documentation for WAP Invoices under IPRP:

1. Invoice Payment Request Form (Invoice Workbook)
2. General Ledger (GL) or Summary of Expenditures
3. Job Cost Summary form (template available upon request)
4. T&TA details, if applicable

All invoices submitted under IPRP are required to have information and supporting documents listed in 14.9.2 Documentation readily available. Items should be uploaded to WAPez as applicable. IPRP participation does not alleviate agency responsibility to maintain backup documentation.

THDA Weatherization staff reserve the right to follow up with any questions related to the invoice support, disbursements and/or request additional documentation, as deemed necessary.