

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

2. Type of Application:

- New
- Continuation
- Revision

If Revision, select appropriate letter(s)

Other (specify):

3. Date Received

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DE-EE0009925

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

a. Legal Name: STATE OF OKLAHOMA

b. Employer/Taxpayer Identification Number (EIN/TIN):
736017987c. UEI:
R7Y8GWQS3WE5

d. Address:

Street 1: 900 N. Stiles

Street 2:

City: OKLAHOMA CITY

County: OKLAHOMA County

State: OK

Province:

Country: U.S.A.

Zip / Postal Code: 731043234

e. Organizational Unit:

Department Name:
Oklahoma Dept of Commerce

Division Name:
Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: First Name: Marshall

Middle Name:

Last Name: Vogts

Suffix:

Title: Director of Community Development

Organizational Affiliation: Oklahoma Department of Commerce

Telephone Number: 4058155370

Fax Number:

Email: marshall.vogts@okcommerce.gov

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002024

Title:

2024 Weatherization Assistance Program (WAP)

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of Oklahoma

15. Descriptive Title of Applicant's Project:

Weatherization Assistance Program for Low Income Persons

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

16. Congressional District Of:

a. Applicant: Oklahoma Congressional District 01

b. Program/Project: OK-Statewide

Attach an additional list of Program/Project Congressional Districts if needed:**17. Proposed Project:**

a. Start Date: 04/01/2024

b. End Date: 03/31/2025

18. Estimated Funding (\$):

a. Federal	3,847,375.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	3,847,375.00

19. Is Application subject to Review By State Under Executive Order 12372 Process?:

- a. This application was made available to the State under the Executive Order 12372 Process for review
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372

20. Is the applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation)

No

21. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to**

 I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency

Authorized Representative:

Prefix: First Name: Marshall

Middle Name:

Last Name: Vogts

Suffix:

Title: Director of Community Development

Telephone Number: 4058155370

Fax Number:

Email: marshall.vogts@okcommerce.gov

Signature of Authorized Representative: Signed Electronically

Date Signed: 04/04/2024

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: STATE OF OKLAHOMA
Award number: EE0009925

Budget period: 04/01/2024 - 03/31/2025

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Director of Energy and Empowerment	Director of the Grant Planning Team. This staff member will work with the SERC funds.
Energy Program Specialists	Lead Energy Programs monitoring for all DOE WAP program, administrative, and fiscal monitoring. This staff member will work with the SERC funds.
Energy Programs Specialist	Lead Energy Programs monitoring for all DOE WAP program, administrative, and fiscal monitoring. This staff member will work with the SERC funds.
Energy Programs Specialist	Lead Energy Programs monitoring for all DOE WAP program, administrative, and fiscal monitoring. This staff member will work with the SERC funds.
Division Director	Responsible for overall management of division. This staff member will work with the SERC funds.
Energy Programs Planner	Responsible for design and planning of the program. This staff member will work with the SERC funds.
Executive Secretary	Performs support services for program activities. This staff member will work with the SERC funds.
Financial Budget Officer	Provides financial oversight of all community development grant budgets. This staff member will work with the SERC funds.
Program Planner (OKGrants)	Provides IT support for subgrantee financial and programmatic database.
Program Rep/Contract Developer	Develops and provide oversight of contract development with subgrantees. This staff member will work with the SERC funds.
Energy Efficiency Quality Assurance Specialist	State QCI- Responsible for Technical Monitoring and assisting with technical policy writing. This staff member will work with the SERC funds.
Energy Programs Coordinator	Performs support services for program activities. This staff member will work with the SERC funds.
Workforce and Diversity Planner	Will work with Weatherization and other grants to develop a workforce plan and implementation for the OK network. This will be vital to ensuring that all new funding source dollars are used.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Director of Energy and Empowerment	\$79,000.00	31.0073 % FT	\$24,495.77
Energy Program Specialists	\$59,000.00	31.0098 % FT	\$18,295.78
Energy Programs Specialist	\$53,000.00	31.0109 % FT	\$16,435.78
Energy Programs Specialist	\$53,000.00	31.0109 % FT	\$16,435.78
Division Director	\$110,000.00	15.0052 % FT	\$16,505.72
Energy Programs Planner	\$62,000.00	70.0093 % FT	\$43,405.77
Executive Secretary	\$51,500.00	5.0112 % FT	\$2,580.77

Financial Budget Officer	\$70,000.00	15.0082 % FT	\$10,505.74
Program Planner (OKGrants)	\$67,000.00	19.0086 % FT	\$12,735.76
Program Rep/Contract Developer	\$61,000.00	20.0095 % FT	\$12,205.80
Energy Efficiency Quality Assurance Specialist	\$60,000.00	70.0096 % FT	\$42,005.76
Energy Programs Coordinator	\$47,000.00	42.0123 % FT	\$19,745.78
Workforce and Diversity Planner	\$55,000.00	20.0105 % FT	\$11,005.78
		Direct Pay Total	\$246,359.99

2. FRINGE BENEFITS

a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.

b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

The Oklahoma Department of Commerce computed fringe rates at an approximate base of 50% of personnel costs in Section 1 above; personnel costs were determined from current salary information. Fringe benefit costs include unemployment insurance, workers' compensation, F.I.C.A., group insurance, deferred savings incentive plan, health insurance, and retirement system costs.

Please see attachments in SF-424 (Fringe Policy) for full explanation of fringe benefits.

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Director of Energy and Empowerment	\$24,495.77	49.4967 %	\$12,124.60
Energy Program Specialists	\$18,295.78	50.0555 %	\$9,158.04
Energy Programs Specialist	\$16,435.78	50.0551 %	\$8,226.95
Energy Programs Specialist	\$16,435.78	50.0550 %	\$8,226.93
Division Director	\$16,505.72	50.0550 %	\$8,261.94
Energy Programs Planner	\$43,405.77	50.0581 %	\$21,728.10
Executive Secretary	\$2,580.77	50.0288 %	\$1,291.13
Financial Budget Officer	\$10,505.74	50.0522 %	\$5,258.35
Program Planner (OKGrants)	\$12,735.76	50.0536 %	\$6,374.71
Program Rep/Contract Developer	\$12,205.80	50.0533 %	\$6,109.41
Energy Efficiency Quality Assurance Specialist	\$42,005.76	50.0580 %	\$21,027.24
Energy Programs Coordinator	\$19,745.78	50.0558 %	\$9,883.91
Workforce and Diversity Planner	\$11,005.78	50.0526 %	\$5,508.68
		Fringe Benefits Total	\$123,179.99

3. TRAVEL

a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Energy Efficiency Quality Assurance Specialist Monitoring Conference Training and Travel - some planned to be virtual and in person.	4	\$500.00	\$2,000.00

ODOC Energy Projects Specialist & Energy Program Planner Conferences and Travel - some travel and training planned to be virtual and in person.	10	\$500.00	\$5,000.00
ODOC Quality Assurance Inspections, In-Progress, and T&TA Provided Onsite by ODOC's Quality Assurance Specialist (will accompany our contracted QA contract)	42	\$75.00	\$3,150.00
ODOC Director of Energy and Empowerment Programs. Conferences and Travel - some travel and training planned to be virtual and in person.	4	\$500.00	\$2,000.00
Mileage and Travel Costs associated with onsite programmatic/administrative/fiscal monitorings and training and technical assistance conducted by ODOC Staff	10	\$100.00	\$1,000.00
		Travel Total	\$13,150.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Costs estimates are based on past trips of a similar nature, considering hotel, travel, allowable per diem, and other costs within the available budget.

All travel costs will be expended and reimbursed in compliance with the State Travel Reimbursement Act (STRA), Title 74 O.S. Section 500.1, et seq.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$10,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

N/A

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$10,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

General Category	Cost	Justification of Need
T/TA Supplies	\$252.00	For other monitoring or T/TA related expenses (paper, office supplies, etc.)
State QCI Monitoring Tools	\$1,748.00	State QCI may need to purchase diagnostic equipment and tools to assist with Quality Assurance and In-Progress Inspections or PPE.
Materials and Supplies Total	\$2,000.00	

- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

Office Supplies associated with monitoring or planner needed supplies and costs associated with maintaining the programmatic, financial, and monitoring database of Subgrantee Recipients.

State QCI will need some diagnostic tools and OSHA safety items for technical monitoring and training. All state and federal procurement requirements will be followed. Any tools will be used for both WAP and LIHEAP homes.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

Name of Proposed Sub	Total Cost	Basis of Cost*
Subgrantees Listed in Annual File	\$4,995,510.00	*Includes all funds allocated to: Subgrantee Admin; Vehicles; Subgrantee T/TA; Program Operations; Health and Safety; Liability Insurance; and Financial Audit. In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750K in total Federal Funding annually may receive Financial Audit funding. In Oklahoma, all six Subgrantees receive more than \$750K in total Federal Funding. *Readiness funds were provided to DOE for the preparation of homes that have been previously deferred to make now able to receive weatherization services. \$365,256.00 of 2024 allocation +\$528,530.00 of prior year estimated carryover = \$893,786.00 budgeted *Awarded Competitive SERC funds - these funds will be passed through to WAP subgrantees
NASCSP Membership Fees	\$3,000.00	*Budgeted based on weatherization NASCSP fees. This does not include CSBG.
Third Party Printing Company (TBD)	\$10,000.00	*These funds are set aside for possible printing costs- marketing, and additional client education, field guides, and energy audit manuals. This will include the printing of an updated Operations Manual.
Reserved for T/TA for Subgrantees	\$437,374.00	ODOC distributes funds to agencies for their T/TA. ODOC gives a base amount of \$5,000 per agency (\$30,000 total) and distributes throughout the contract year. This will include training for the procured WAPLink and multi-family processes.
Office of Management and Enterprise Services- OKGrants	\$46,919.00	*OKGrants management system is used by the Subgrantee in managing the WAP grant. This includes programmatic, financial, and quality assurance monitoring. The amount budgeted reflects a portion of the annual costs of the online system. These costs have significantly increased since the previous year.
Third Party Training Contractor	\$119,911.00	ODOC releases an RFP to support and supplement the OK Training Center, OKACAA. Due to BIL funding, the OK Network will need additional funding.
CHP Energy Solutions	\$200,000.00	*CHP has been awarded a competitive bid to conduct Quality Assurance Inspections for Oklahoma and to provide T/TA to ODOC's Energy staff. It is renewable for up to 2 additional years. Our contract with CHP includes the development of multi-family policies and procedures.

NASCSP T/TA	\$10,000.00	*NASCSP assists ODOC in many different trainings to the OK Network. This includes QCI, understanding burnout, Energy Auditor procedures, etc.
WAPLink	\$75,000.00	*ODOC has procured a database for the network to use to gather more data to fill the needs of DOE. This will be an annual fee for database upkeep.
Contracts and Subgrants Total	\$5,897,714.00	

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

a. Please provide a General Description, Cost and Justification of Need.

General Description	Cost	Justification of Need
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b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

N/A

8. INDIRECT COSTS

a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.

The US Department of Labor approved the indirect cost rate of:

35.68% through 6/30/2024

28% through 6/30/2025

The most current indirect cost rate agreement has been uploaded to the attachments of SF 424.

ODOC does support weatherization staff with state administration and LIHEAP funding, in addition to DOE funds. ODOC does allow LIHEAP and DOE funds to be used in the same house, but the funds are kept as two distinct funding sources, and rules regarding each funding source remain separate. ODOC does not have non-federal weatherization funds and we do not use DOE funds to conduct leveraging activities.

b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: Stacie Willis

Phone Number: 4058155302

Indirect costs calculations:

Indirect Cost Account	Direct Total	Indirect Rate	Total Indirect
SERC Salary	\$23,437.00	28.0000 %	\$6,562.36
Grantee T & TA	\$151,102.50	28.0000 %	\$42,308.70
Grantee Admin	\$195,000.00	28.0000 %	\$54,600.00
		Indirect Costs Total	\$103,471.06

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009925		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OKLAHOMA 900 N. Stiles OKLAHOMA CITY, OK 731043234		4. Program/Project Start Date 04/01/2024	5. Completion Date 03/31/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 2,538,500.00		\$ 3,847,375.00		\$ 6,385,875.00
2.						
3.						
4.						
5. TOTAL		\$ 2,538,500.00	\$ 0.00	\$ 3,847,375.00	\$ 0.00	\$ 6,385,875.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATI ON	(2) SUBGRANTEE ADMINISTRATI ON	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 130,000.00	\$ 0.00	\$ 100,735.00	\$ 0.00	\$ 246,360.00
b. Fringe Benefits	\$ 65,000.00	\$ 0.00	\$ 50,368.00	\$ 0.00	\$ 123,180.00
c. Travel	\$ 0.00	\$ 0.00	\$ 13,150.00	\$ 0.00	\$ 13,150.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 46,919.00	\$ 421,233.00	\$ 885,286.00	\$ 30,000.00	\$ 5,897,714.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 241,919.00	\$ 421,233.00	\$ 1,051,539.00	\$ 30,000.00	\$ 6,282,404.00
j. Indirect Costs	\$ 54,600.00	\$ 0.00	\$ 42,308.00	\$ 0.00	\$ 103,471.00
k. Totals	\$ 296,519.00	\$ 421,233.00	\$ 1,093,847.00	\$ 30,000.00	\$ 6,385,875.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009925		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OKLAHOMA 900 N. Stiles OKLAHOMA CITY, OK 731043234		4. Program/Project Start Date 04/01/2024	5. Completion Date 03/31/2025

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 2,538,500.00	\$ 0.00	\$ 3,847,375.00	\$ 0.00	\$ 6,385,875.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	Grant Program, Function or Activity					Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) LIABILITY INSURANCE	(4) FINANCIAL AUDITS		
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 246,360.00	
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 123,180.00	
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,150.00	
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	
f. Contract	\$ 2,588,984.00	\$ 466,017.00	\$ 17,489.00	\$ 14,500.00	\$ 5,897,714.00	
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
i. Total Direct Charges	\$ 2,588,984.00	\$ 466,017.00	\$ 17,489.00	\$ 14,500.00	\$ 6,282,404.00	
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 103,471.00	
k. Totals	\$ 2,588,984.00	\$ 466,017.00	\$ 17,489.00	\$ 14,500.00	\$ 6,385,875.00	
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009925		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OKLAHOMA 900 N. Stiles OKLAHOMA CITY, OK 731043234		4. Program/Project Start Date 04/01/2024	5. Completion Date 03/31/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 2,538,500.00	\$ 0.00	\$ 3,847,375.00	\$ 0.00	\$ 6,385,875.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2) Weatherization Readiness	(3) SERC Grantee Administration	(4) SERC Subgrantee Administration	
a. Personnel	\$ 0.00	\$ 0.00	\$ 15,625.00	\$ 0.00	\$ 246,360.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 7,812.00	\$ 0.00	\$ 123,180.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,150.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 0.00	\$ 893,786.00	\$ 0.00	\$ 43,500.00	\$ 5,897,714.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
i. Total Direct Charges	\$ 0.00	\$ 893,786.00	\$ 23,437.00	\$ 43,500.00	\$ 6,282,404.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 6,563.00	\$ 0.00	\$ 103,471.00
k. Totals	\$ 0.00	\$ 893,786.00	\$ 30,000.00	\$ 43,500.00	\$ 6,385,875.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0009925		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address STATE OF OKLAHOMA 900 N. Stiles OKLAHOMA CITY, OK 731043234		4. Program/Project Start Date 04/01/2024	5. Completion Date 03/31/2025

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 2,538,500.00	\$ 0.00	\$ 3,847,375.00	\$ 0.00	\$ 6,385,875.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) SERC Health and Safety	(2) SERC Program Operations	(3)	(4)	
a. Personnel	\$ 0.00	\$ 0.00			\$ 246,360.00
b. Fringe Benefits	\$ 0.00	\$ 0.00			\$ 123,180.00
c. Travel	\$ 0.00	\$ 0.00			\$ 13,150.00
d. Equipment	\$ 0.00	\$ 0.00			\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00			\$ 2,000.00
f. Contract	\$ 44,545.00	\$ 445,455.00			\$ 5,897,714.00
g. Construction	\$ 0.00	\$ 0.00			\$ 0.00
h. Other Direct Costs	\$ 0.00	\$ 0.00			\$ 0.00
i. Total Direct Charges	\$ 44,545.00	\$ 445,455.00			\$ 6,282,404.00
j. Indirect Costs	\$ 0.00	\$ 0.00			\$ 103,471.00
k. Totals	\$ 44,545.00	\$ 445,455.00			\$ 6,385,875.00
7. Program Income	\$ 0.00	\$ 0.00			\$ 0.00

U.S. Department of Energy
Weatherization Assistance Program (WAP)
BUDGET INFORMATION REMARKS
Grant Number: EE0009925, **State:** OK
Recipient: STATE OF OKLAHOMA

Remarks

ODOC does support weatherization staff with state administration and LIHEAP funding, in addition to DOE funds. ODOC does allow LIHEAP and DOE funds to be used on the same house, but the funds are kept as two distinct funding sources and rules regarding each funding source remain separate. ODOC does not have non-federal weatherization funds and we do not use DOE funds to conduct leveraging activities.

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: OK Grant Number: EE0009925 Program Year: 2024

<p>Name: CAA of OKC, Oklahoma/Canadian Counties</p> <p>Address: 319 SW 25th Street Oklahoma City, OK 73109-0000</p> <p>Counties served: CLEVELAND County CANADIAN County LINCOLN County POTTAWATOMIE County OKLAHOMA County</p>	<p>Contact: Bob Roberson UEI: ZNJCJBHLKAS8 DUNS: 074282765 Phone: (405) 232-0199 Fax: (405) 232-9074 Email: broberson@caaofokc.org</p> <p>Tentative allocation: \$ 744,679.00 Planned units: 57 Type of organization: Local agency</p> <p>Source of labor: Agency and Contractors</p>
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<p>Name: Community Action Development Corporation</p> <p>Address: P. O. Box 989 Frederick, OK 73542-0989</p> <p>Counties served: KIOWA County GARVIN County TILLMAN County BECKHAM County WASHITA County GRADY County COMANCHE County GREER County ROGER MILLS County HARMON County MCCLAIN County JEFFERSON County JACKSON County COTTON County CADDO County STEPHENS County CUSTER County</p>	<p>Contact: Rob Maedor UEI: P41ABW2SNMS6 DUNS: 944789593 Phone: (580) 335-5588 Fax: (580) 335-3092 Email: rwmeador@pldi.net</p> <p>Tentative allocation: \$ 880,500.00 Planned units: 66 Type of organization: Local agency</p> <p>Source of labor: Agency and Contractors</p>
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<p>Name: Community Development Support Association</p> <p>Address: 114 S Independence Enid, OK 73701-5624</p>	<p>Contact: Mike Biggers UEI: C6YHVLXDZJN5 DUNS: 802308759 Phone: (580) 242-6131 Fax: (580) 234-3354 Email: mike.biggers@cdaok.org</p>
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U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: OK Grant Number: EE0009925 Program Year: 2024

Counties served:	LOGAN County BLAINE County KAY County MAJOR County CIMARRON County KINGFISHER County TEXAS County BEAVER County WOODS County ELLIS County ALFALFA County DEWEY County PAYNE County NOBLE County GRANT County HARPER County GARFIELD County WOODWARD County	Tentative allocation: \$ 919,535.00 Planned units: 82 Type of organization: Local agency	Congressional districts served:	<u>CD</u> OK-03 OK-05
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Source of labor: Agency and Contractors

Name: **Ki Bois Community Action Foundation, Inc.**

Contact: Michael Knapp
UEI: G67CMX5LR7P9
DUNS: 119765923
Phone: (918) 967-3325
Fax: (918) 967-8660
Email: michael.knapp@kibois.org

Address: PO Box 727
Stigler, OK 74462-0727

Counties served:	OKMULGEE County PITTSBURG County SEMINOLE County LATIMER County OKFUSKEE County HUGHES County MUSKOGEE County SEQUOYAH County LE FLORE County HASKELL County MCINTOSH County	Tentative allocation: \$ 638,105.00 Planned units: 40 Type of organization: Local agency
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Congressional districts served:	<u>CD</u> OK-05
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Source of labor: Agency and Contractors

Name: **LIFT Community Action, Inc.**

Contact: Terry Wren
UEI: XL9DVU1YDGU2
DUNS: 095453171
Phone: (580) 326-3351
Fax: (580) 326-2305
Email: terry.wren@liftca.org

Address: 209 North 4th Street
Hugo, OK 74743-3809

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
 State: OK Grant Number: EE0009925 Program Year: 2024

Counties served:	BRYAN County MURRAY County PONTOTOC County MARSHALL County PUSHMATAHA County JOHNSTON County COAL County CARTER County MCCURTAIN County LOVE County ATOKA County CHOCTAW County	Tentative allocation: \$ 588,379.00 Planned units: 36 Type of organization: Local agency	Congressional districts served:	<u>CD</u> OK-02
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Source of labor: Agency and Contractors

Name: **Northeast Oklahoma Community Action Agency**

Contact: Ernie Flagg
 UEI: HWG4ML2D9EL6
 DUNS: 088270756
 Phone: (918) 253-4683
 Fax: (918) 253-6059
 Email: eflagg@neocaa.org

Address: 856 E. Melton
 Jay, OK 74346-0603

Counties served:	WASHINGTON County CREEK County DELAWARE County PAWNEE County CHEROKEE County OSAGE County TULSA County ADAIR County OTTAWA County MAYES County ROGERS County NOWATA County WAGONER County CRAIG County	Tentative allocation: \$ 1,194,311.00 Planned units: 87 Type of organization: Local agency	Congressional districts served:	<u>CD</u> OK-02 OK-03 OK-01
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Source of labor: Agency and Contractors

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
State: OK Grant Number: EE0009925 Program Year: 2024

SERC Subgrantee(s)

Name: **Community Action Development Corporation**

Contact: Robert Meador, Weatherization Director

UEI: P41ABW2SNMS6

DUNS: 944789593

Address: PO Box 989
Frederick, OK 73542-0989

Phone: (580) 335-5588

Fax: (580) 335-3092

Email: rwmeador@pldi.net

Counties served: CADDO County
KIOWA County
STEPHENS County
JACKSON County
GREER County
TILLMAN County
GRADY County
HARMON County
JEFFERSON County
COMANCHE County
COTTON County
BECKHAM County
MCCLAIN County
CUSTER County
WASHITA County
ROGER MILLS County
GARVIN County

Tentative allocation: \$ 182,834.00

Planned units: 21

Type of organization: Local agency

Congressional
districts served:

CD

OK-04

OK-05

OK-03

Source of labor: Agency and Contractors

Remarks:

Name: **Community Development Support Association**

Contact: Cheri Ezzell, Executive Director

UEI: C6YHVLXDZJ5

DUNS: 802308759

Address: 2615 East Randolph
Enid, OK 73701-4670

Phone: (580) 242-6131

Fax: (580) 234-3554

Email: cheri.ezzell@cdaok.org

U.S. Department of Energy
WEATHERIZATION ASSISTANCE PROGRAM
SUBGRANTEE INFORMATION
 State: OK Grant Number: EE0009925 Program Year: 2024

Counties served:	ELLIS County KAY County KINGFISHER County MAJOR County GRANT County WOODS County NOBLE County GARFIELD County HARPER County TEXAS County BEAVER County WOODWARD County CIMARRON County DEWEY County BLAINE County PAYNE County LOGAN County ALFALFA County	Tentative allocation: \$ 217,833.00 Planned units: 36 Type of organization: Local agency	Congressional districts served:	<table border="0"> <tr><td style="border-top: 1px solid black;">CD</td></tr> <tr><td>OK-03</td></tr> <tr><td>OK-05</td></tr> </table>	CD	OK-03	OK-05
CD							
OK-03							
OK-05							

Source of labor: Agency and Contractors

Remarks:

Name: **Northeast Oklahoma Community Action Agency**

Contact: Ernie Flagg, Weatherization Director

Address: Box 603
 Jay, OK 74346-0603

UEI: HWG4ML2D9EL6

DUNS: 088270756

Phone: (918) 253-4683

Fax: (918) 253-6059

Email: dforeman@neocaa.org

Counties served:	OSAGE County CHEROKEE County PAWNEE County CRAIG County WAGONER County WASHINGTON County ROGERS County CREEK County NOWATA County DELAWARE County TULSA County MAYES County OTTAWA County ADAIR County	Tentative allocation: \$ 132,833.00 Planned units: 10 Type of organization: Local agency	Congressional districts served:	<table border="0"> <tr><td style="border-top: 1px solid black;">CD</td></tr> <tr><td>OK-03</td></tr> <tr><td>OK-02</td></tr> <tr><td>OK-01</td></tr> </table>	CD	OK-03	OK-02	OK-01
CD								
OK-03								
OK-02								
OK-01								

Source of labor: Agency

Remarks:

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Weatherization Assistance Program (WAP)
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Recipient: STATE OF OKLAHOMA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
CAA of OKC, Oklahoma/Canadian Counties (Oklahoma City)	\$744,679.00 57
Community Action Development Corporation (Frederick)	\$880,500.00 66
Community Development Support Association (Enid)	\$919,535.00 82
Ki Bois Community Action Foundation, Inc. (Stigler)	\$638,105.00 40
LIFT Community Action, Inc. (Hugo)	\$588,379.00 36
Northeast Oklahoma Community Action Agency (Jay)	\$1,194,311.00 87
Total:	\$4,965,509.00 368

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		368
Reweatherized Units		0
Planned SERC Units *		67
Average Unit Costs, Units subject to DOE Project Rules		
VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)		
A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	368
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	368
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00
AVERAGE COST PER DWELLING UNIT (DOE RULES)		
F	Total Funds for Program Operations	\$2,588,984.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	368
H	Average Program Operations Costs per Unit (F divided by G)	\$7,035.28
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$7,035.28

IV.3 Energy Savings

Method used to calculate savings: <input checked="" type="checkbox"/> WAP algorithm <input type="checkbox"/> Other (describe below)			
	Units	Savings Calculator (MBtus)	Energy Savings
This Year Estimate	368	29.3	10782
Prior Year Estimate	277	29.3	8116

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Prior Year Actual	161	29.3	4717
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Method used to calculate savings description:

IV.4 DOE-Funded Leveraging Activities

N/A

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

Amanda Ewig	Type of organization: Local agency Contact Name: Phone: 4055851952 Email: amanda.ewing@okacaa.org
Angela Jestice	Type of organization: Unit of State Government Contact Name: Phone: 4055623931 Email: angela.jestice@okdhs.org
Anna Politano	Type of organization: Utility Contact Name: Phone: 4057610289 Email: editor@okl.coop
Antonne Cooper	Type of organization: Utility Contact Name: Phone: 4055533712 Email: dortondr@oge.com
Casey Letran	Type of organization: Unit of Local Government Contact Name: Phone: 4055214390 Email: Casey.Letran@okdhs.org
Crystal LeFlore	Type of organization: Utility Contact Name: Phone: 4056239314 Email: crystal.leflore@onegas.org
Erich Font	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 4055952803 Email: erich.font@cohfh.org
Jasmine King-Bush	Type of organization: Utility Contact Name: Phone: 5123708266 Email: jasmine.king-bush@onegas.com
Jennifer Pendley	Type of organization: Contact Name: Phone: 4056239314 Email: jennifer.pendley@oem.org
Kara Berst	Type of organization: Indian Tribe Contact Name: Phone: 4057678971 Email: Kara.Berst@chickasaw.net
Mary Jackson	Type of organization: Utility Contact Name: Phone: 9185592325 Email: majackson@aep.com
Palma Lough	Type of organization: Utility Contact Name: Phone: 4053592514

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Tsali Smith	Email: plough@ompa.com Type of organization: Indian Tribe Contact Name: Phone: 4055417194 Email: Smith.Tsali@gmail.com
Wanda DeBruer	Type of organization: Other Contact Name: Phone: 4053962032 Email: wanda@debrlerinc.com

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
01/18/2024	An in-person public hearing (with a virtual option via Zoom) will be held on January 18, 2024, at 1:00 pm. Public hearing notification will be sent via GovDelivery no later than January 8, 2024, 10 days prior to the hearing to be held on January 18, 2024. ODOC was published no later than January 8, 2024. Notification of the website article will also be included in the periodic New Pioneer newsletter (ODOC's official newsletter to the public). A copy of the proposed PY24 state plan will be posted on ODOC's website during the entire public comment period of January 8-18, 2024. GovDelivery Public Hearing Notices and copies of ODOC's website/New Pioneer will be attached and submitted with this Plan upon finalization. The public hearing will be recorded, and a link to the recorded video along with the official transcript of the hearing will be attached and submitted with this Plan as well.

IV.7 Miscellaneous

<p>PAC Activity and Public Hearing related Documentation is attached to SF424.</p> <p>In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$750K in total Federal Funding annually may receive Financial Audit funding. In Oklahoma, all six Subgrantees receive more than \$750K in total Federal Funding.</p> <p>Contacts listed below:</p> <p>Oklahoma WAP Recipient Business Officer</p> <p>Marshall Vogts, Director of Community Development Contact information: email: marshall.vogts@okcommerce.gov or telephone: (405) 815-5339</p> <p>Oklahoma WAP Recipient Principal Investigator</p> <p>Kayla Cornett, Energy Programs Planner Contact information: email: kayla.cornett@okcommerce.gov or telephone: (405) 215-6240</p>
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Weatherization Assistance Program (WAP)
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This worksheet should be completed as specified in Section III of the Weatherization Assistance Program Application Package.

V.1 Eligibility

V.1.1 Approach to Determining Client Eligibility

Provide a description of the definition of income used to determine eligibility

Oklahoma defines eligibility for WAP services at 200 percent (%) of the poverty level, as defined in the annual WPN 24-3 Poverty Income Guidelines. The PY 2024 Income Guidelines can be found on ODOC's [website](#) and have been emailed to each Subrecipient. Oklahoma Subrecipients are required to accumulate 12 months of past income documentation to determine client eligibility. If an applicant pulled from the wait list has an application completion date of 12 months or older (from the date of the planned energy audit), the application must be income recertified and eligibility re-determined. Recertification must be documented on the application. Therefore, no dwelling unit will be weatherized without documentation that the unit is an eligible dwelling unit (notarized self-certification of "no" income allowable).

Per annual WPN 24-3 The Oklahoma Department of Commerce Definition of Income includes language from "income or cash receipts earned or received by the applicant before taxes during applicable tax years, but not the Income Exclusions listed in 21-3 Section C. Gross Income is to be used, not Net Income."

[See Oklahoma Weatherization Operations Manual Requirement 19 \[1\]](#)

[1] Full link to Weatherization Operations Manual:

<https://www.okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf>

[1] Full link to Weatherization Operations Manual:

<https://www.okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf>

Describe what household eligibility basis will be used in the Program

Oklahoma will use the current DOE weatherization eligibility criteria of 200% of Federal Poverty Guidelines to determine program eligibility. The DOE definition of income will be used to define what constitutes income.

See Oklahoma Weatherization Operations Manual Requirement 20 (single family) and 21 (multifamily) <https://www.okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf>

Describe the process for ensuring qualified aliens are eligible for weatherization benefits

No person shall, on the grounds of race, color, national origin, religion, sex, age, familial status, or disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, project, or activity funded in whole or in part with funds made available by ODOC.

V.1.2 Approach to Determining Building Eligibility

Procedures to determine that units weatherized have eligibility documentation

Here are the procedures for Application Processing:

1. Subrecipient agencies shall use the Weatherization Assistance Program Application [Form 22] to determine the eligibility of the applicant (which includes income verification).

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2. If the applicant has no evidence of income or no income, the Subrecipient must collect a Notarized Certification of Zero Income Form from the applicant [Form 34].
3. Supporting Documentation- For the purpose of review and audit, each file must contain an application from the client that contains the required demographics and income for the entire family living in the residence. The demographics should include the same information as what is included on the Weatherization DOE Quarterly report (age, disabled, blind, race -Native American, children, high residential energy user, household with high-energy burden), and this data must be collected and included in each client file.
4. If the applicant is eligible, Subrecipient agencies shall prepare a Weatherization Needs Assessment/Priority System [Form 23]. Ineligible applicants must be notified in writing with a Weatherization Denial/Deferral Form [Form 33]. If the initial assessment indicates a need for the applicant to remedy an issue, the applicant must be notified with a Deferral of Service [Form 33].
5. The application should then be reviewed by internal review procedures, selected for service, and prioritized based on need.
6. Also maintained in the client file is owner and rental documentation.

[See Oklahoma Weatherization Operations Manual Requirement 12, 13, 18, 19, 20, and 21](#)

Describe Reweathering compliance

Subrecipient shall not weatherize a unit which:

1. Any dwelling units weatherized (including dwelling units partially weatherized) under DOE WAP, or under other Federal programs until the date is 15 years after the date such previous weatherization was completed, from the date of the proposed new energy audit initiation.
2. Subrecipients may not weatherize a unit that is designated for acquisition or clearance by a federal, state, or local program within 12 months from the date of weatherization of the dwelling unit would be scheduled to be initiated (energy audit).
3. Subrecipients will be required to keep track of all re-weatherized homes on a separate spreadsheet to be submitted to ODOC each quarter until ODOC has finalized the implementation of EIS WAPLink.

[See Oklahoma Weatherization Operations Manual Requirement 20.3](#)

During the PY 2022 DOE monitoring, a concern was mentioned regarding Oklahoma's re-weatherization policies and whether adequate re-weatherization checks and the current record-keeping policies. ODOC will be including a more robust re-weatherization review during Subrecipient monitorings moving forward and has created OWPN 23-3, Re-Weatherization policy and re-weatherization report, found on our [website](#) and will be codified in the next OK Weatherization Operations Manual edition. ODOC will also be utilizing the newly procured EIS WAPLink database to utilize historical data to see if, and when, a home was previously weatherized and whether the home is eligible for re-weatherization. This is still an active concern, but action has been submitted in PAGE in the assessments portion.

Describe what structures are eligible for weatherization

Eligible buildings include owner and renter-occupied single-family homes, manufactured homes (mobile homes), and 2-4-unit multifamily units that DOE has approved ODOC to audit using the Single-Family Audit tool and policies.

With written approval from the Oklahoma Department of Commerce, Office of Community Development (ODOC/OCD), Subrecipient agencies may weatherize shelters that comply with the definitions below:

1. Shelter means a dwelling unit or units whose principal purpose is to house, basis, individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities;
2. Shelters shall be counted as one (1) unit per each 800 square feet, or each floor of the unit shall be considered as one (1) unit;
3. Expenditures to service shelters are limited to twenty percent (20%) of each weatherization contract;
4. Requests to provide services to shelters should include an analysis of the cost/benefit to clients and cost/benefit for energy savings when compared with serving family units.

Historic Preservation: Oklahoma WAP has a signed SHPO Programmatic Agreement (PA) dated 3/29/2010 to remain in effect until December 21, 2020. It has since been extended through December 31, 2030. The PA lists exempt activities/undertakings generally conducted in the process of weatherizing homes through Oklahoma WAP, which have been determined to have no potential to cause effects on historic properties. The OK WAP PA can be found on ODOC's website [here](#).

[See Oklahoma Weatherization Operations Manual Requirement 22](#)

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Describe how Rental Units/Multifamily Buildings will be addressed

Oklahoma has DOE approval to weatherize 2 – 4-unit buildings, using Single Family Audit policies and procedures. If Oklahoma considers a large multifamily project (5+ units), OK will submit to our DOE PO the necessary materials to approve the multifamily project prior to commencing the weatherizing of the building.

Every Energy Auditor must submit small-unit multifamily building (duplexes, three, and four units) audits to ODOC's Energy Efficiency Quality Assurance Specialist (State Tech) for written approval until ODOC determines that an Energy Auditor has demonstrated sufficient mastery of running the multifamily audit and gathering the required supporting documentation.

1. An Energy Auditor must submit all the documentation listed in the [Weatherization Operations Manual](#) Requirement 21.4.1.5. for the energy audit itself. The energy audit documentation must be accompanied by all supporting documentation as listed in 21.4.1.3.
2. Once the State Tech has determined an Energy Auditor has demonstrated sufficient mastery of small multifamily audits, ODOC will provide a letter of authorization to the specific Energy Auditor.
3. Small multifamily audits must be submitted to the ODOC State Tech for approval until a letter of authorization is provided. Authorization is provided only to Energy Auditors, not the Subrecipient.

2–4-unit buildings are eligible to be audited and submitted to ODOC for approval as long as:

Not less than 66 percent (50 percent for duplexes and four-unit buildings) of the dwelling units in the building are eligible, or will become eligible dwelling units within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvements to the building;

A Subrecipient may weatherize a building containing rental dwelling units where:

1. The Subrecipient has obtained the written permission of the owner or owner's agent;
2. The Subrecipient has established procedures for dwellings consisting of a rental unit or units to ensure that:
 - a. The benefits of weatherization assistance in connection with such rental units, including units where the tenants pay for their energy through their rent, will accrue primarily to the low-income tenants residing in such units;
 - b. For a reasonable period of time, which is defined as a period of three years, after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed.

Tenants may file a complaint first with the local Agency then with the Oklahoma Department of Commerce/Office of Community Development if the complaint is not resolved. The owners must demonstrate that the rent increase concerned is related to matters other than the weatherization work performed; [See [Requirement 27](#) Applicant Appeals]

No undue or excessive enhancement shall occur to the value of the dwelling units. The expenditures allowed under the Weatherization Assistance Program help focus enhancements on those that provide weatherization benefits. For example, repairs to a dwelling unit must be necessary to make the installation of weatherization materials effective.

See [Oklahoma Weatherization Operations Manual Requirement 23.5](#)

Oklahoma has DOE's approval to weatherize 2 - 4-unit buildings, using Single Family Audit policies and procedures. Oklahoma is NOT approved to weatherize any small or large multifamily units (5+ unit buildings). ODOC staff obtained small (2-4 units) Multi-Family Weatherization training during PY 23 and will continue to increase knowledge throughout PY 24. At a minimum, this training will be attained by ODOC's three Energy Project Specialist and ODOC's Energy Efficiency Quality Assurance Specialist (State Tech). To align with WPN 22-13, ODOC has made it a priority to receive T&TA training for both ODOC staff and Subrecipient implementation. ODOC plans to seek Energy Audit Process Approval on large multifamily units no later than PY 2025.

Describe the deferral Process

See **Attachment 1** for the complete Deferral Process.

It is found in [Oklahoma Weatherization Operations Manual Requirement 24](#)

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V.1.3 Definition of Children

Definition of children (below age): 12

V.1.4 Approach to Tribal Organizations

Recommend tribal organization(s) be treated as local applicant?

If YES, Recommendation. If NO, Statement that assistance to low-income tribe members and other low-income persons is equal.

Low-income members of Native American tribes located within Oklahoma will receive benefits under the Weatherization program equivalent to the assistance provided to other low-income persons in the State unless the applicant has made the recommendation provided in 10 CFR 440.12 (b)(5) which states: "A recommendation that a tribal organization be treated as a local applicant eligible to submit an application pursuant to § 440.13(b) if such a recommendation is to be made."

It should be noted that the number of Native American homes to be weatherized is not evenly distributed among Subrecipients. This is because the Native American population is not evenly distributed across the state.

Eligible tribal applicants will receive the same benefit as the general population. ODOC staff are currently working to improve their relationship with tribes regarding the WAP.

V.2 Selection of Areas to Be Served

Per CFR 440.14(c)(6)(ii): the weatherization assistance program in Oklahoma is available through six (6) local Subrecipient agencies which cover all 77 counties. In the past, not all counties were being serviced with this program due to agencies relinquishing their program and ODOC having difficulty getting other, established agencies to extend their service areas to include the relinquished counties.

On November 11, 2022, ODOC released an RFA to the current Subrecipients and the public in order to receive bids for the counties. ODOC worked with the current agencies to create a revised service map that covers all 77 counties and can be found at: <https://odoc.maps.arcgis.com/apps/webappviewer/index.html?id=0f84eac0be9a4d3e88ea9a44aea65195>.

The new Regional Weatherization Service Providers were notified in January 2023 and the weatherization program has operated under these updated service areas throughout PY 23.

V.3 Priorities

Per 10 CFR 440.16(b): Priority is given to the following individuals:

- Person(s) age 60 and over
- Disabled
- Families with children 12 years old and younger
- High Residential Energy User
- Households with High Energy Burden

Note: How Applicants are drawn from a waiting list:

1. Applicants are drawn from a waiting list first based on the high-priority clients listed above;
2. Following the high-risk client pool, eligible applicants based on income are placed in order of application date;
3. Subrecipients are allowed to choose the oldest application certification date to reach high-priority clients, within the same high-risk categories.
4. Applications may be selected to coordinate weatherization services with another funding source.

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V.4 Climatic Conditions

Oklahoma's source for climatic data is from the National Oceanic and Atmospheric Administration's National Climate Data Center, Climate Services and Monitoring Division. Oklahoma chose to use an average of 20 years (from 1997- 2017).

NOAA reported Oklahoma's 20-year average of cooling-degree days was 1,978 while the 20-year average of heating-degree days was 3,501. The calculations are based on 12-month accumulations. A chart of both cooling-degree day averages and heating-degree day averages is available as an attachment. The document is titled- "Cooling and Heating Days."

As Oklahoma is located in the South Region, ODOC sourced data from NOAA for the South Region to compare State averages. According to NOAA the South Region's 20-year averages were 2,552 cooling-degree days and 2,300 heating-degree days. These calculations are also based on 12-month accumulations.

The State has approved specific cooling measures that are determined as cost-effective for Oklahoma's warm climate.

DOE identified that not all Subrecipients were consistently using the correct weather station location. Due to this, Oklahoma has since implemented a weather station list to be listed in Oklahoma's EA Manual. Corrective Action for this Finding has since been resolved.

V.5 Type of Weatherization Work to Be Done

V.5.1 Technical Guides and Materials

All weatherization work in Oklahoma is performed per [10 CFR 440 Appendix A](#), and DOE-approved [ODOC Policies and Procedures for Energy Audits](#). All Subrecipients are required to follow these energy audit procedures for all single-family units, manufactured homes, and any 2-4 multi-family units, (which are approved to be audited using Single Family procedures). Oklahoma is approved to use the Weatherization Assistant (WA) National Energy Audit Tool (NEAT), and Manufactured Home Energy Audit (MHEA) (Version 8.9). DOE gave conditional re-approval of Oklahoma's Energy Audit Procedures on May 28, 2019. ODOC has implemented the five conditions required by DOE, and DOE provided unconditional approval of Oklahoma's Energy Audit Policies and Procedures on December 3, 2020. ODOC is seeking renewal of Oklahoma's Energy Audit Policies and Procedures in early 2024.

DOE approved the most recent updated Field Guide on June 7, 2021, and will remain valid until June 7, 2026. Subrecipients were required to use and implement the new Guides with all homes that began after July 1, 2018. Hard copy field guides were provided, with a required signature of receipt, to all 11 Subrecipients. Electronic copies of the field guide are available [here](#).

Oklahoma annually updates policies and procedures when changes are made to DOE programmatic guidance. Subrecipient agreements and vendor contracts align with current DOE guidance and SWS. This includes any updates that may be required after the release of [WPN 22-4](#).

The following language is and will be included in all Subrecipient contracts to outline the expectations for quality of work in crew and contractor weatherization installations, as per WPN 22-4:

1. "The Contractor must meet DOE standards regarding quality of work in all weatherization installations, as outlined in Weatherization Program Notice 22-4, Section 2. These expectations are, at a minimum, to meet or exceed the standards outlined in the National Renewable Energy Laboratory Standard Work Specifications for Home Energy Upgrades (SWS), available at <https://sws.nrel.gov/>. In addition, Subrecipients are required to include this language in all Agreements, MOUs, or contracts entered into with weatherization vendors or subcontractors. The vendor and/or subcontractor will be required to provide a signature on the contract documents with the Subrecipient to verify the expectations for quality of work are understood."

ODOC requires Subrecipients to electronically execute their contract with ODOC, via [OKGrants](#),^[1] a Grants Management System, before the Execution of a WAP contract to ensure the expectations of DOE and ODOC are understood by the Subrecipient and their affiliates.

The type of weatherization work to be done in Oklahoma will include:

- installing insulation;
- reducing air infiltration through the application of caulk;
- door sweeps;
- weather-stripping and hole patching;
- replacing/repairing windows and doors (following DOE-approved energy audit procedures);
- Energy-related health and safety measures;
- heating and cooling system safety checks;

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- efficiency modifications (such as replacement of heating and cooling systems);
- energy efficiency retrofits;
- clean/repair and/or replacement of electric baseload appliances/fixtures;
- other incidental and necessary energy-related repairs and replacements (per DOE-approved energy audit procedures).

A lack of sufficient detail on Oklahoma’s work orders was identified in the PY 2021 monitoring as well. Since this was identified, ODOC has worked with CHP to provide training on work orders and how these can be generated in NEAT/MHEA. ODOC completed OWPN 23-6 which provided complete work order policies and procedures and intends to provide additional T&TA as needed. This Finding has been resolved, and DOE closed the Finding for PY 2021 and the continuation of the PY 2022 monitoring.

Oklahoma is working on developing a fuel switching policy that will be based on DOE WPN 22-7 that DOE released during PY 2022. Once completed, Oklahoma will be submitting this policy to DOE for review and approval.

In PY 23, ODOC was awarded \$563,500.00 in Sustainable Energy Resources for Consumers (SERC) grant funds. This competitive grant allows the Subrecipients to use funds to install the following measures:

- high-performance space conditioning systems,
- high-performance hot water systems,
- heat pumps, and cool roofs.

To better define cool roofs to the Subrecipients, ODOC will work with CHP to find a clear explanation and criteria that the Subrecipients will follow. This will then be provided to the Subrecipients via training and policies.

[\[1\] https://grants.ok.gov/Login2.aspx?APPTHEME=OKOSF](https://grants.ok.gov/Login2.aspx?APPTHEME=OKOSF)

Field guide types approval dates

Single-Family: 6/7/2021
Manufactured Housing: 6/7/2021
Multi-Family:

V.5.2 Energy Audit Procedures

Audit Procedures and Dates Most Recently Approved by DOE

Audit Procedure: Single-Family
Audit Name:
Approval Date: 5/28/2019

Audit Procedure: Manufactured Housing
Audit Name:
Approval Date: 5/28/2019

Audit Procedure: Multi-Family
Audit Name:
Approval Date:

Comments

DOE gave conditional re-approval of Oklahoma’s Energy Audit Procedures on May 28, 2019. ODOC has implemented the five conditions required by DOE, and DOE provided unconditional approval of Oklahoma’s Energy Audit Policies and Procedures on December 3, 2020.

ODOC is currently in the process of getting re-approval for our Energy Audits in 2024.

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V.5.3 Final Inspection

ODOC policy (Requirement 45) Assessment, Purchase and Quality Control Inspection states that no unit shall be reported as completed until all weatherization measures have been installed, and the Subrecipient performs a final inspection(s) by a certified QCI who certifies that the work has been completed as required by [10 CFR 440.21](#).

All units reported to DOE are inspected by a certified Quality Control Inspector (QCI). All state-monitored units are also to be inspected by a certified QCI. All inspections must include a review of Energy Audit practices and a review of the client file, which includes invoices, etc. for each home. ODOC encourages the network to collaborate with neighboring agencies to provide the QCI service, if staffing is an issue, as a few smaller Subrecipients may not have the staff with the technical knowledge, or the prerequisites, to pass the QCI tests. All QCI inspections will follow WPN 22-4 and any changes that need to occur will be completed.

ODOC requires, in the Weatherization Operations Manual Requirement 37, that all QCIs must receive their Building Performance Institute certification within 12 months of hire and must keep up with their 30 hours of required BPI continuing education units. No QCI may complete final inspections without a BPI certification.

As outlined in Oklahoma Operations Manual Requirement 37, ODOC developed a quality control inspection process per WPN 22-4 that includes disciplinary actions for inadequate inspection practices and requires Subrecipients to include a description of how the inspector is related to the work in the home, and information on the monitoring requirements based on the separation of duties.

Inspection forms will be consistent for all final inspections in Oklahoma WAP, including the EE QA Specialist (Quality Assurance) inspections. Form 44 will be signed by the local QCI once the QCI believes the unit meets DOE requirements (see SF 424 attachment Form 44). The EE State Tech will complete a separate form when completing the QAs.

ODOC's EE QA Specialist (State Tech) will conduct Quality Assurance monitorings (utilizing the same testing and diagnostics as a local QCI) on a minimum of 5% of the DOE-funded units completed unless the Subrecipient Energy Auditor and QCI positions are held by the same person, then ODOC will inspect a minimum of 10% of the completed homes. ODOC will use inspection results to identify the training and technical assistance needs of the network, in partnership with OKACAA. The QCI is an individual who has no involvement in the prior work on the home either as the auditor or as a member of the crew.

WPN 22-4 mentions the creation of a QCI Mentorship program. Oklahoma is uncertain whether this type of program will be implemented during Program Year 2024, but if it is desired, ODOC will reach out to Oklahoma's DOE Project Officer for approval.

V.6 Weatherization Analysis of Effectiveness

Oklahoma analyzes the effectiveness of the weatherization program on a monthly, quarterly, and annual basis. The Energy Programs Director actively uses her training as a Nationally Certified Results Oriented Management and Accountability Professional to evaluate program outcomes and identify opportunities for continuous improvement.

Energy Program Specialists and the WX Program Manager compare the Subrecipient's monthly progress reports submitted in OKGrants with each Subrecipient's ODOC-approved management plan for the entire program year. Subrecipients who report falling behind on their approved plan must also explain why they fell behind. ODOC keeps records of these explanations and uses them to inform technical assistance opportunities, training needs, and potential policy improvements. For example, in the Spring of 2018, ODOC and OKACAA (the OK Weatherization Training Center) collaborated to develop a planning production worksheet for Subrecipient use. It prompted consideration of time factors for planning production such as holidays, vacations, home energy audit time, classroom training, etc.

If it is determined that a Subrecipient is repeatedly falling behind on production, ODOC will place the Subrecipient on a probationary period as per the Oklahoma Operations Manual, and use the information gathered during the probationary period to inform training and technical assistance needs the Subrecipient might have to facilitate their return to good standing.

Throughout the program year, as the State Quality Control Inspector (QCI) completes Quality Assurance Inspections (QA), the WX Program Manager keeps a record of all problems found and analyzes for any statewide trends. At the end of each program year, these QA findings are compiled into a report and shared with Subrecipients and OKACAA. This information is also included in the Subrecipient's Risk Assessment.

In addition to the production plan, monitoring and quality assurance inspections, training, and technical assistance needs are also identified by Energy Projects Specialists as a part of administrative/fiscal monitoring, by OKACAA, and by the Oklahoma Weatherization and Housing Advisory Council. ODOC encourages Subrecipients to give feedback on the monitoring process and State Plan policy development throughout the program

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year.

Annually, a risk assessment is conducted of Subrecipients to determine how effectively a Subrecipient is/has been managing their Weatherization program, and whether monitoring and training/technical assistance might be needed.

V.7 Health and Safety

ODOC's complete H&S policy ([Requirement 35](#)) is available online in the Oklahoma Operations Manual found on our [website](#).

During DOE's PY 21 monitoring of Oklahoma, DOE identified that Subrecipients were not using the appropriate funding categories for certain measures. Since receiving this Finding, ODOC has worked with CHP to ensure policies are current and to provide T&TA to ODOC staff. The new [Weatherization Operations Manual](#) also provides clarification. This Finding has since been resolved.

ODOC will not require local agencies to follow any state-mandated pandemic protocol. Agencies will be encouraged to develop and maintain their protocol to match the agency's comfort level. ODOC staff may request a variety of procedures when ODOC staff are visiting an agency or client home.

Possible Health and Safety concerns, such as pre-existing health conditions, are reviewed using Form 22A and kept in their client file throughout the record retention requirement.

V.8 Program Management

V.8.1 Overview and Organization

The Department of Commerce is organized under Governor Kevin Stitt, and his appointed Secretary of Commerce and Tourism. Hopper Smith serves as Commerce's Executive Director, reporting to the Secretary of Commerce and Tourism. Within the Community Development Division at ODOC, the WAP is managed by a Director of the Division, a Director of Energy and Empowerment Programs, two Energy Programs Planners, an Energy Efficiency Quality Assurance Specialist (technical monitoring), three Energy Projects Specialist (programmatic, administrative, and fiscal monitoring), and will an Energy Teams Coordinator. The team is also responsible for a pass-through for the LIHEAP program.

All Subrecipient program guidance for the WAP can be found online in the Weatherization Operations Manual (General Management Section, starting on page 24)

In addition:

1. Each Subrecipient is currently a private, nonprofit organization.
2. Each Subrecipient is selected based on public comment received during a public hearing conducted according to Section 440.14(a). Before the preparation of the final State Plan for submission to DOE, a public hearing was conducted in Oklahoma on January 24, 2023. Members of the public were invited to provide written or oral comments on the Weatherization Assistance Program and proposed changes for PY 23, no less than 10 days before the hearing.
3. Subrecipients were invited to attend a virtual and in-person meeting to discuss PY 24 on December 22, 2023, before the PY 24 public hearing. A recording of this session was sent to our network and included on the Weatherization [website](#).

In the selection of proposed Subrecipients, priority was given to CAAs currently operating effective programs. Evaluation of program effectiveness was based on factors such as achievement of past and current goals, quality of workmanship including record keeping, level of preparedness, and the ability of the Subrecipients to secure volunteers. Within the State of Oklahoma, all proposed Subrecipients are entities that have and are operating programs under these rules or the Economic Opportunity Act of 1964.

V.8.2 Administrative Expenditure Limits

Per 10 CFR 440.18€ and the Consolidated Appropriations Act of 2021, (PUB.L.116-260), not more than 15% of any grant made to the state may be used by the grantee and subrecipients for administrative purposes, not more than 7.5% may be used by the state, and not less than 7.5% must be

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made available to subrecipients by the state. Oklahoma will provide up to an additional 5% for administrative purposes to those subrecipients who receive less than \$350,000 of DOE-appropriated funds.

V.8.3 Monitoring Activities

Subrecipients and ODOC are collectively responsible for ensuring the quality of work. First, all Subrecipients are required to have 100% of all homes weatherized and inspected by a BPI Certified Quality Control Inspector, as per WPN 22-4. Second, ODOC also provides additional oversight and monitoring of the program both administratively and technically. The following is ODOC's approach to monitoring.

During DOE's PY 2022 monitoring, a concern regarding Oklahoma's monitoring forms and process was recognized. This concern covered retention requirements, updating ODOC policy to match updated DOE policy, updating the Quality Control Report to include the QCI's BPI number, and reviewing current forms to meet requirements. ODOC is actively revising Oklahoma policies to meet these requirements and will be providing T&TA to Subrecipients. ODOC has also utilized NASCSP for assistance with updating and revising current forms. While some of these have been resolved, there are a few items that are still pending and being worked on.

ODOC makes sure to use the same monitoring tool and criteria for all agencies in a contract year. This helps provide unbiased monitoring. Monitoring reports are read by another team member other than the monitor to ensure that any inconsistencies can be found. ODOC also includes historical data on our monitoring reports (starting in DOE 22). This provides a quick reference of how well the agency is doing compared to at least the last three years. This data helps ODOC staff to find where there are weaknesses in our policies and what training is needed.

Administrative, Programmatic, and Fiscal Monitoring

There are three (3) Energy Projects Specialists assigned to complete program, fiscal, and administrative monitoring, project management, and training and technical assistance to all Subrecipients. Starting with DOE WAP PY 23, the Energy Project Specialists have transitioned to a more robust, holistic approach to monitoring each Subrecipient. This change will include DOE BIL and DHS LIHEAP contracts and the use of Readiness Weatherization and SERC funds.

This change consists of the Specialists completing a spot check of records (ex. Fiscal and client files) throughout the year to properly identify any problems or areas of improvement as they occur versus catching them once the contract has been closed. This will allow the Subrecipient to make quicker, more timely changes regarding the programmatic, fiscal, and technical aspects of their contracts.

This process will start at approximately February of each year and the Subrecipient will receive a comprehensive report at the end of the calendar year that will provide insight from all monitorings (fiscal, programmatic, and technical) completed throughout that year as well as provide historical data from the last few years' monitorings.

These monitorings will be either onsite, virtually via Zoom, or via desktop monitoring. ODOC completes an annual risk assessment of each agency before the new DOE contract begins. This risk assessment provides ODOC with the needed data to determine at which level an agency will be monitored. It is important to note that any high-risk agency will receive in-person programmatic, fiscal, and technical monitoring.

Comprehensive monitoring includes the following programmatic, fiscal, and administrative reviews.

- financial records
- client files
- inventory
- energy audits (a red flag review – if any red flags are noticed, these files will be given to the technical monitor or a more in-depth review)
- personnel files

Within 30 days after the completion of the final monitoring, the Energy Projects Specialists prepare and send a written report indicating findings and or concerns to the Subrecipient. The Subrecipient has 30 days to respond to all monitoring findings through corrective action. ODOC may ask the Subrecipient to determine their corrective action plan to meet a requirement or may require a specific corrective action to be implemented after 60 days. If a Subrecipient fails to address a noncompliance finding, it will be reported to the DOE Project Officer. Sensitive or significant noncompliance findings will be reported to the Project Officer immediately.

Technical Monitoring

ODOC' BPI QCI and EA-certified Energy Efficiency Quality Assurance Specialist (EE QA Specialist, State Tech) received certification in December of 2023 after working with ODOC for over a year. This staff member worked for a Subrecipient for two (2) years. Since then, ODOC has utilized the EE QA Specialist (State Tech) as well as procuring CHP Energy Solutions Research and Training to train and assist the new State Tech in the QA monitoring process. ODOC's QA specialist will continue to receive training and technical assistance from NASCSP and CHP. This will help create a more thorough process and what priorities Oklahoma should keep in mind when completing a QA. NASCSP also worked with the EE QA Specialist

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SERC Monitoring and reporting: ODOC will monitor 10 percent (10%) of SERC homes. ODOC will also collect SERC reporting along with the Subrecipient's quarterly report that will meet the DOE guidelines.

V.8.4 Training and Technical Assistance Approach and Activities

Oklahoma utilizes T&TA funds to maintain or increase the efficiency, quality, and effectiveness of the Weatherization Program at all levels. Staff may not function unsupervised until training and certification requirements are met. Please see Requirements 42, 43, and 44 in the [Weatherization Operations Manual](#).

To plan for upcoming program year training needs, ODOC utilizes network surveys, network roundtable discussions with the Oklahoma Weatherization and Housing Advisory Council (OWHAC), ODOC monitoring results from DOE, feedback from ODOC's Project Officers, internal state audits (should any be present), monitoring of Subrecipients, any IG reports (if applicable), and ASCI feedback for both Subrecipients and ODOC Staff. ODOC contracts a portion of training and technical assistance, to the Oklahoma Association of Community Action Agencies (OKACAA). OKACAA is an IREC-accredited training center and provides Comprehensive and Specific training (on the required JTAs for Quality Control Inspector (QCI) Certification, Retrofit Installer, Crew Leader, and Energy Auditor, along with other required H&S training) for all weatherization staff in our Oklahoma network. Subrecipients may also receive DOE-allowable training at any other IREC training center in the nation. OKACAA tracks all Subrecipient IREC and lead training certifications received from their training center and reports to ODOC quarterly to ensure the maintenance of certifications and to determine further training needs. If a Subrecipient staff member is either hired as an Energy Auditor, Crew Leader, QCI, Program Planner, and/or Retrofit Installer or chooses to take on this role later on, the staff member must complete the following training within the notated timeframe.

NEW HIRE TRAINING SUMMARY TABLE

	Energy Auditor	Crew Leader	QCI	Retrofit Installer	Program Manager
Comp. Training	12 months	12 months	12 months	12 months	Any new Program Manager after 4/1/2019 must complete ODOC's New Program Managers Review. More information is found in the Manual, Requirement 42.9.
EPA RRP	6 months	6 months	6 months	6 months	
OSHA 10	6 months	6 months	6 months	6 months	
OSHA 30	N/A	12 months	N/A	N/A	

There are seven (7) BPI-certified QCIs among the six (6) Subrecipients. OKACAA has one BPI-certified QCI on staff. ODOC also employs a QCI – for a total of eight (8) QCIs available to the network. ODOC requires that Subrecipients upload their QCI certification(s) with each grant application. The 2024 training plan for Oklahoma weatherization is below. Additional training will be scheduled as required by ODOC.

PY 24 Training Plan

Below is a list of training in development (either by ODOC or by ODOC in partnership with OKACAA). Subrecipient attendance is mandatory only for comprehensive and specific training as per our [Requirements 42 and 43](#). ODOC Staff are encouraged to attend at least 1 national conference.

OKACAA creates and implements its own training schedule. Currently, the January through May 2024 training schedule may be found on their website linked [here](#). [1] OKACAA updates this site frequently and a snippet of their current training has been attached in PAGE. Each Subrecipient is required to provide a training plan for the upcoming contract year when their application is submitted. This plan must include any certifications that will expire, but also additional training that the Subrecipient wants to attend. This training plan also assists ODOC in allocating training dollars throughout the year. A template of the training plan will be uploaded with the DOE WAP PY 24 application on PAGE.

The classes in the attachment in the SF-424 are already scheduled and open for registration. Classes later in the year will be determined according to the results of the Needs Assessment and corresponding goals, which will be completed and submitted to ODOC by 3/31/24. Upon completion, the schedule for Q2 and Q3 of calendar year 2024 will be finalized. An informal emailed needs assessment check-in with ODOC, RWSPs, and QCIs will be conducted to update the formal needs assessment in advance of finalizing the calendar for 2024 Q4 and into 2025.

[1] <https://okacaa.org/calendar/>

SUBRECIPIENT

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- EIS WAPLink Database
- Justice 40
- Racism
- Fraud
- WX Operations Manual Training (yearlong series)
- Program Manager Training for New Program Managers
- Time Management
- NEAT/MHEA Training Based on Field Observations (during in-progress or quality assurance inspections)
- ODOC Policies and Procedures
- Energy Audit Field Mentoring Program, which would include an Oklahoma state-specific certification for all Energy Auditors
- Advance Pressure Diagnostics
- Air Infiltration and Insulation
- Blower Door, Zonal, and Duct Testing
- Building Science Principles
- Building Analyst Professional
- CAZ, ASHRAE, and IAQ
- Healthy Housing Principles
- Program Outreach
- RRP/LSWP
- Weatherization Attic Retrofit Safety
- Agency Self-Assessment of Program Capacity
- Application and Wait List Discussion Streamlining and Optimizing Technology in Weatherization
- Management of ACPUs and Production Plans
- Field Guide and Updated SWS 2021 Training – Mobile Home and Site Built
- Financial training (i.e. 2 CFR 200)
- Management training (i.e. 10 CFR 440)
- Conferences
- Comprehensive Training:
 - QCI
 - BPI Energy Auditor
 - Crew Lead
 - Retrofit Installer/Technician
 - Oklahoma Energy Auditor

- Mold/Moisture
- Asbestos
- Health and Safety

ODOC STAFF

- NASCSP Conferences
- Energy Out West
- Home Performance Coalition
- Any Qualified BPI Continuing Education for ODOC's Energy Efficiency Quality Assurance Specialist
- CHP Training for Non-Technical Program Monitor and Manager Staff on Reviewing Energy Audits

Workforce Credentials

There are seven (7) BPI-certified QCIs among the six (6) Subrecipients. ODOC also employs one (1) QCI and OKACAA employs one (1) certified QCI – for a total of nine (9) QCIs available to the network. The Oklahoma Weatherization Assistance Program requires that Subrecipients upload their QCI certification(s) with each grant application.

Annually, ODOC requires all Subrecipients to upload a Training Plan (required in WPN 22-4), which includes identification of all staff positions, training and workforce certification verification, and self-identified training needs (see SF 424 for a copy of the PY2024 required form). These training plans are monitored by Energy Projects Specialists and/or the Energy Programs Planner twice annually – once during Subrecipient application submission and once during monitoring. Any Subrecipients found to not be meeting training requirements will be held accountable, including, but not limited to, a probationary period or payback of funds spent on homes. ODOC does not currently track any local contractor licensing or vendor certifications but has recently procured EIS, WAPLINK database system. This will provide the ability for ODOC to monitor and remind agencies of upcoming needed training. This will also allow ODOC to have a better understanding of whether the agencies are following all training requirements for their staff members.

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ODOC hired an Energy Programs Coordinator in 2023. This position works directly with the WAP workforce collecting essential data. This data will help provide Oklahoma with the necessary information to best service the State's clients and increase the weatherization workforce across the state. This will be critical with additional BIL funding.

Client Education

Client education is required anytime an H&S issue is noted in a home, during weatherization work as appropriate, and for each QCI closing out a WAP home. All client education is documented in the client file on Form 25. In PY 2019, ODOC developed a new standardized Client Education H&S Booklet for all Subrecipients to use. The network trains regularly on the importance of client education for not only H&S safety factors, and equipment maintenance, but also for changing behavior in households in order to reduce energy usage, in order to receive the full effects of the weatherization installations.

See SF-424 for a copy of the H&S Booklet

Percent of overall trainings

Comprehensive Trainings:	70.0
Specific Trainings:	30.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	60.0
Percent of budget allocated to Crew/Installer trainings:	30.0
Percent of budget allocated to Management/Financial trainings:	10.0

V.9 Energy Crisis and Disaster Plan

Oklahoma will not develop an Energy Crisis Plan at this time. During the PY 2021 Virtual Input Session, there was Subrecipient interest in ODOC developing an Energy Crisis Plan in future program years.

Per WPN 12-7 Revised Guidance on Disaster Relief planning, Oklahoma Subrecipients are allowed to utilize weatherization funds to assist eligible weatherization clients in various cleanup efforts or repairs, as long as the repairs/clean-up are tied to weatherization work performed, including previously weatherized units if the original weatherization was conducted before October 1, 1994. In addition, dwelling units located in a disaster area may be considered a priority if the eligible unit meets one of the priorities established in regulation, and is free and clear of any insurance claim, or form of compensation resulting from damage incurred from the disaster.