

## 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-SE0001845

## 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-0002025

Title:

2025 Weatherization Assistance Program (WAP) Funding

**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-01

Attach an additional list of Program/Project Congressional Districts if needed:

## 17. Proposed Project:

a. Start Date: 04/01/2025

b. End Date: 03/31/2026

## 18. Estimated Funding (\$):

a. Federal	4,260,953.00
b. Applicant	0.00
c. State	0.00
d. Local	0.00
e. Other	0.00
f. Program Income	0.00
g. TOTAL	4,260,953.00

## 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: 07/18/2025

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

# U.S. DEPARTMENT OF ENERGY



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: STATE OF OKLAHOMA

Budget period: 04/01/2025 - 03/31/2026

Award number: SE0001845

### 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:

Position	Description of Duties of Professionals
Deputy Division Director	Director of the grant planning team.
Energy Program Specialist	Lead energy programs monitoring for all DOE WAP program, administrative, and fiscal monitoring.
Energy Project Specialist	Lead energy programs monitoring for all DOE WAP program, administrative, and fiscal monitoring.
Energy Project Specialist	Lead energy programs monitoring for all DOE WAP program, administrative, and fiscal monitoring.
Division Director	Responsible for overall management of division.
Energy Projects Planner	Responsible for the design and planning of the program.
Executive Secretary	Performs support services for program activities.
Financial Budget Officer	Provides financial oversight of the community development grant budgets.
Program Planner	Provides IT support for subgrantee financial and programmatic database.
Program Rep/Contractor Developer	Develops and provides oversight of contract development with subgrantees.
Energy Efficiency Quality Assurance Specialist	State QCI- Responsible for technical monitoring and assisting with technical policy writing.
Energy Programs Coordinator	Programs support services for program activities.
Workforce 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 funding source dollars are used.
Energy Efficiency Quality Assurance Specialist	State QCI- Responsible for technical monitoring and assisting with technical policy writing.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Deputy Division Director	\$95,000.00	25.0002 % FT	\$23,750.19
Energy Program Specialist	\$55,000.00	0.0000 % FT	\$0.00
Energy Project Specialist	\$55,000.00	35.0003 % FT	\$19,250.17
Energy Project Specialist	\$55,000.00	35.0003 % FT	\$19,250.17
Division Director	\$110,000.00	10.0002 % FT	\$11,000.22
Energy Projects Planner	\$65,000.00	70.0003 % FT	\$45,500.20
Executive Secretary	\$51,500.00	5.0004 % FT	\$2,575.21
Financial Budget Officer	\$75,000.00	10.0002 % FT	\$7,500.15
Program Planner	\$69,000.00	7.9986 % FT	\$5,519.03
Program Rep/Contractor Developer	\$64,000.00	10.0002 % FT	\$6,400.13
Energy Efficiency Quality Assurance Specialist	\$65,000.00	60.0003 % FT	\$39,000.20
Energy Programs Coordinator	\$47,000.00	30.0004 % FT	\$14,100.19
Workforce Planner	\$55,000.00	17.6673 % FT	\$9,717.02

Energy Efficiency Quality Assurance Specialist	\$65,000.00	35.0002 % FT	\$22,750.13
		Direct Pay Total	\$226,313.01

## 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 approximate base of 50% of personnel costs in Section 1.

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.

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

### Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Deputy Division Director	\$23,750.19	49.9999 %	\$11,875.07
Energy Program Specialist	\$0.00	50.0000 %	\$0.00
Energy Project Specialist	\$19,250.17	49.9998 %	\$9,625.05
Energy Project Specialist	\$19,250.17	49.9998 %	\$9,625.05
Division Director	\$11,000.22	49.9997 %	\$5,500.08
Energy Projects Planner	\$45,500.20	49.9999 %	\$22,750.05
Executive Secretary	\$2,575.21	49.9983 %	\$1,287.56
Financial Budget Officer	\$7,500.15	49.9996 %	\$3,750.04
Program Planner	\$5,519.03	49.9994 %	\$2,759.48
Program Rep/Contractor Developer	\$6,400.13	49.9993 %	\$3,200.02
Energy Efficiency Quality Assurance Specialist	\$39,000.20	49.9999 %	\$19,500.06
Energy Programs Coordinator	\$14,100.19	49.9998 %	\$7,050.07
Workforce Planner	\$9,717.02	49.9996 %	\$4,858.47
Energy Efficiency Quality Assurance Specialist	\$22,750.13	49.9997 %	\$11,375.00
		Fringe Benefits Total	\$113,156.00

## 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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
ODOC Quality Assurance Inspections, In-Progress, and T&TA Provided Onsite by ODOC's Quality Assurance Specialist (will accompany our contracted QA contract)	21	\$150.00	\$3,150.00
Energy Efficiency Quality Assurance Specialist Monitoring Conference Training and Travel.	5	\$700.00	\$3,500.00
ODOC Program Manager Conferences and Travel	5	\$715.00	\$3,575.00
Training for new quality assurance staff. This will include technical monitoring practices and certification requirements.	6	\$500.00	\$3,000.00

Mileage and Travel Costs associated with onsite programmatic/administrative/fiscal monitorings and training and technical assistance conducted by ODOC Staff	9	\$150.00	\$1,350.00
ODOC Energy Projects Specialist & Energy Program Planner Virtual Conferences and Travel.	5	\$715.00	\$3,575.00
		Travel Total	\$18,150.00

- 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.

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

All 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
-----------	-----------	--------	------------	-----------------------

- 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.

**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
TTA Supplies	\$2,000.00	For other monitoring or TTA related expenses (paper, office supplies, etc. This includes for the new additional quality assurance staff member.
State QCI Monitoring Tools	\$8,001.00	The current and new state QCI may need to purchase diagnostic equipment and tools to assist with the QAs and in-progress inspections or PPE. This will include new equipment needed to have two state QCIs completing QAs in separate locations.
Materials and Supplies Total	\$10,001.00	

- 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. This includes new office supplies for additional staff.

The State QCIs 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).

<b>Name of Proposed Sub</b>	<b>Total Cost</b>	<b>Basis of Cost*</b>
Readiness Funds	\$369,304.00	Allocated Readiness Funds for the Subgrantees
Third Party Printing	\$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.
SmartSheets Fees	\$40,000.00	These funds are set aside to pay for the annual fees of SmartSheets.
CHP Energy Solutions QA	\$214,995.00	CHP has been awarded a competitive bid to conduct QA inspections for OK and to provide TTA to ODOC's Energy Staff. It is renewable for up to 2 additional years. Our contract with CHP I includes the development of multi-family policies and procedures. This amount will also include their assistance in updating the Field Guide.
Subgrantee Allocation	\$2,557,760.00	Subgrantee Allocation: \$1,366,185 Program Ops, \$259,575 H&S, \$17,500 Liability, \$14,500 Financial Audits, \$300,000 Intake, \$390,000 EA, \$210,000 QCI
Subgrantee Allocation	\$30,000.00	ODOC distributes funds to agencies for their TTA. ODOC gives a base amount of \$5,000 per agency (\$30,000 total). These funds are additional funds that can be allocated to subgrantees as needed.
WAPLink Fees	\$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.
Subgrantee Admin	\$319,571.00	Subgrantee admin costs that is 7.5% of the allowed 15% of administrative expenses.
State Grant Management System	\$52,362.00	OKGrants is the state-approved grant management system. This includes annual fees and maintenance that are cost allocated for the WAP program.
NASCSP Fees	\$3,000.00	Budgeted based on weatherization NASCSP fees. This does not include CSBG.
NASCSP TTA	\$25,000.00	NASCSP assists ODOC in many different trainings to the OK network. This includes QCI, understanding burnout, Energy Auditor procedures, etc.
TTA For Subgrantees	\$100,000.00	These funds will be earmarked for direct allocation to the subgrantees. Other funds will be available as needed. ODOC distributes funds to agencies for their TTA. ODOC gives a base amount of \$5,000 per agency (\$30,000 total). These funds are additional funds that can be allocated to subgrantees as needed.
Contracts and Subgrants Total	\$3,796,992.00	

\*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
---------------------	------	-----------------------

- 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.

## 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:

31.02% through 6/30/2025

28.38% between 7/1/2025-6/30/2026

The most current indirect cost 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

- 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
Grantee TTA	\$151,104.00	28.3800 %	\$42,883.32
Grantee Administration	\$188,365.00	28.3800 %	\$53,457.99
		Indirect Costs Total	\$96,341.31



**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001845		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 04/01/2025	5. Completion Date 03/31/2026

**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	\$ 0.00		\$ 4,260,953.00		\$ 4,260,953.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 4,260,953.00	\$ 0.00	\$ 4,260,953.00

**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	\$ 125,577.00	\$ 0.00	\$ 100,736.00	\$ 0.00	\$ 226,313.00
b. Fringe Benefits	\$ 62,788.00	\$ 0.00	\$ 50,368.00	\$ 0.00	\$ 113,156.00
c. Travel	\$ 5,000.00	\$ 0.00	\$ 13,150.00	\$ 0.00	\$ 18,150.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 8,001.00	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 10,001.00
f. Contract	\$ 64,748.00	\$ 319,571.00	\$ 455,608.00	\$ 30,000.00	\$ 3,796,992.00
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	\$ 266,114.00	\$ 319,571.00	\$ 621,862.00	\$ 30,000.00	\$ 4,164,612.00
j. Indirect Costs	\$ 53,457.00	\$ 0.00	\$ 42,884.00	\$ 0.00	\$ 96,341.00
k. Totals	\$ 319,571.00	\$ 319,571.00	\$ 664,746.00	\$ 30,000.00	\$ 4,260,953.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001845		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 04/01/2025	5. Completion Date 03/31/2026

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		\$ 0.00	\$ 0.00	\$ 4,260,953.00	\$ 0.00	\$ 4,260,953.00

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	\$ 226,313.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 113,156.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18,150.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,001.00
f. Contract	\$ 1,366,185.00	\$ 259,575.00	\$ 17,501.00	\$ 14,500.00	\$ 3,796,992.00
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	\$ 1,366,185.00	\$ 259,575.00	\$ 17,501.00	\$ 14,500.00	\$ 4,164,612.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,341.00
k. Totals	\$ 1,366,185.00	\$ 259,575.00	\$ 17,501.00	\$ 14,500.00	\$ 4,260,953.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001845		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 04/01/2025	5. Completion Date 03/31/2026

**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		\$ 0.00	\$ 0.00	\$ 4,260,953.00	\$ 0.00	\$ 4,260,953.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) VEHICLES AND EQUIPMENT	(2) WEATHERIZATI ON READINESS	(3) INTAKE/ELIGIBI LITY	(4) ENERGY AUDIT	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 226,313.00
b. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 113,156.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 18,150.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,001.00
f. Contract	\$ 0.00	\$ 369,304.00	\$ 300,000.00	\$ 390,000.00	\$ 3,796,992.00
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	\$ 369,304.00	\$ 300,000.00	\$ 390,000.00	\$ 4,164,612.00
j. Indirect Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,341.00
k. Totals	\$ 0.00	\$ 369,304.00	\$ 300,000.00	\$ 390,000.00	\$ 4,260,953.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**BUDGET INFORMATION - Non-Construction Programs**

1. Program/Project Identification No. SE0001845		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 04/01/2025	
		5. Completion Date 03/31/2026	

**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		\$ 0.00	\$ 0.00	\$ 4,260,953.00	\$ 0.00	\$ 4,260,953.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) FINAL INSPECTION	(2)	(3)	(4)	
a. Personnel	\$ 0.00				\$ 226,313.00
b. Fringe Benefits	\$ 0.00				\$ 113,156.00
c. Travel	\$ 0.00				\$ 18,150.00
d. Equipment	\$ 0.00				\$ 0.00
e. Supplies	\$ 0.00				\$ 10,001.00
f. Contract	\$ 210,000.00				\$ 3,796,992.00
g. Construction	\$ 0.00				\$ 0.00
h. Other Direct Costs	\$ 0.00				\$ 0.00
i. Total Direct Charges	\$ 210,000.00				\$ 4,164,612.00
j. Indirect Costs	\$ 0.00				\$ 96,341.00
k. Totals	\$ 210,000.00				\$ 4,260,953.00
7. Program Income	\$ 0.00				\$ 0.00

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
BUDGET INFORMATION REMARKS  
**Grant Number:** SE0001845, **State:** OK  
**Recipient:** STATE OF OKLAHOMA

---

**Remarks**

The annual file total does not equal the budget Subgrantee total due to the Subgrantee total not including the WPN 24-7 Intake, EA, and QCI expenses. This is a total of \$900,000, which is the difference between the two numbers that appears when you verify the application.

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OK Grant Number: SE0001845 Program Year: 2025

---

Name: **Community Action Development Corporation**

Contact: Robert Meador, Weatherization Director

UEI: P41ABW2SNMS6

DUNS: 944789593

Address: PO Box 989

Phone: (580) 335-5588

Frederick, OK 73542-0989

Fax: (580) 335-3092

Email: [rwmeador@pldi.net](mailto:rwmeador@pldi.net)

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

Tentative allocation: \$ 611,157.00

Planned units: 44

Type of organization: Local agency

Congressional  
districts served:

CD  
OK-03

Source of labor: Agency

---

Name: **Community Develeopment Support Association (Region 6)**

Contact: Cheri Ezzell

UEI: C6YHVLXDZNJ5

DUNS:

Address: 114 S. Independence St.

Phone: (405) 623-9314

Enid, OK 73701-0000

Fax: (580) 232-3554

Email: [cheri.ezzell@cdaok.org](mailto:cheri.ezzell@cdaok.org)

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OK Grant Number: SE0001845 Program Year: 2025

Counties served:	LOGAN County	Tentative allocation: \$ 615,721.00	Congressional districts served:	CD
	GRANT County			OK-01
	KAY County	Planned units: 45		
	KINGFISHER County	Type of organization: Local agency		
	DEWEY County			
	ELLIS County			
	GARFIELD County			
	CIMARRON County			
	ALFALFA County			
	BEAVER County			
	BLAINE County			
	MAJOR County			
	NOBLE County			
	PAYNE County			
	HARPER County			
	TEXAS County			
	WOODS County			
	WOODWARD County			
		Source of labor: Agency		

Name: <b>KI BOIS Community Action Foundation (Region 4)</b>		Contact: Marcy Ross	
		UEI: G67CMX5LR7P9	
		DUNS:	
Address:	200 SE "A" St.	Phone: (918) 441-8585	
	P.O. Box 727	Fax: (918) 696-8960	
	Stigler, OK 74462-2418	Email: marcy.ross@kibois.org	
Counties	SEMINOLE County	Tentative allocation: \$ 545,260.00	Congressional
served:	SEQUOYAH County	Planned units: 39	<hr/> CD OK-02
	OKFUSKEE County	Type of organization: Local agency	
	OKMULGEE County		
	PITTSBURG County		
	MUSKOGEE County		
	MCINTOSH County		
	HASKELL County		
	HUGHES County		
	LATIMER County		
	LE FLORE County		
	Source of labor: Agency and Contractors		

Name: <b>LIFT Community Action Agency, Inc</b>		Contact:	terry.wren@liftca.org
		UEI:	XL9DVU1YDGU2
		DUNS:	095453171
Address:	209 N 4th St.	Phone:	(580) 326-3351
	Hugo, OK 74743-3809	Fax:	(580) 326-2305
		Email:	twren@liftcaa.org

U.S. Department of Energy  
**WEATHERIZATION ASSISTANCE PROGRAM**  
**SUBGRANTEE INFORMATION**  
State: OK Grant Number: SE0001845 Program Year: 2025

---

Counties served:	LOVE County JOHNSTON County COAL County CHOCTAW County ATOKA County CARTER County BRYAN County MCCURTAIN County MARSHALL County MURRAY County PONTOTOC County PUSHMATAHA County	Tentative allocation: \$ 490,161.00 Planned units: 34 Type of organization: Local agency	Congressional districts served:	<u>CD</u> OK-02
Source of labor: Agency				

---

Name:	Northeast OK Community Action Foundation (Region2)		Contact:	Ernie Flagg
			UEI:	HWG4ML2D9EL6
			DUNS:	
Address:	856 East Melton		Phone:	(405) 623-9314
	Jay, OK 74346-0000		Fax:	() -
			Email:	jthompson@neocaa.org
Counties served:	ADAIR County CHEROKEE County CRAIG County CREEK County DELAWARE County MAYES County OSAGE County OTTAWA County PAWNEE County NOWATA County ROGERS County TULSA County WAGONER County WASHINGTON County	Tentative allocation: \$ 1,014,337.00 Planned units: 78 Type of organization: Local agency	Congressional districts served:	<u>CD</u> OK-02
Source of labor: Agency				

---



U.S. Department of Energy

Weatherization Assistance Program (WAP)

WEATHERIZATION ANNUAL FILE WORKSHEET

Grant Number: SE0001845, State: OK, Program Year: 2025

Recipient: STATE OF OKLAHOMA

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Community Action Development Corporation (Frederick)	\$611,157.00 44
Community Development Support Association (Region 6) (Enid)	\$615,721.00 45
KI BOIS Community Action Foundation (Region 4) (Stigler)	\$545,260.00 39
LIFT Community Action Agency, Inc (Hugo)	\$490,161.00 34
Northeast OK Community Action Foundation (Region2) (Jay)	\$1,014,337.00 78
Total:	\$3,276,636.00 240

IV.2 WAP Production Schedule

Weatherization Plans		Units
Total Units (excluding reweatherized)		240
Rewatherized Units		0
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	240
C	Total Units Reweatherized	0
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	240
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	\$1,366,185.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	240
H	Average Program Operations Costs per Unit (F divided by G)	\$5,692.44
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$5,692.44

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	240	29.3		7032
Prior Year Estimate	368	29.3		10782
Prior Year Actual	131	29.3		3838
Method used to calculate savings description:				
<div></div>				

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

**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 Ewing	Type of organization: For-profit or Corporate (not a financial institution or utility) Contact Name: Phone: 4059491495 Email: <a href="mailto:executivedirector@okacaa.org">executivedirector@okacaa.org</a>
Angela Jestice	Type of organization: Unit of State Government Contact Name: Phone: 9184050521 Email: <a href="mailto:Angela.Jestic@okdhs.org">Angela.Jestic@okdhs.org</a>
Anna Politano	Type of organization: Contact Name: Phone: 4057610289 Email: <a href="mailto:editor@okl.coop">editor@okl.coop</a>
Antonne Cooper	Type of organization: Utility Contact Name: Phone: 4055533712 Email: <a href="mailto:COOPERAN@oge.com">COOPERAN@oge.com</a>
Caleb Turner	Type of organization: Unit of State Government Contact Name: Phone: 4055214390 Email: <a href="mailto:Caleb.Turner@okdhs.org">Caleb.Turner@okdhs.org</a>
Crystal LeFlore	Type of organization: Utility Contact Name: Phone: 4052136657 Email: <a href="mailto:Teri.Green@onegas.com">Teri.Green@onegas.com</a>
Erich Font	Type of organization: Non-profit (not a financial institution) Contact Name: Phone: 4052325592 Email: <a href="mailto:info@cohfh.org">info@cohfh.org</a>
Jennifer Pendley	Type of organization: Unit of State Government Contact Name: Phone: 4052390415 Email: <a href="mailto:jennifer.pendley@oem.ok.gov">jennifer.pendley@oem.ok.gov</a>
Kara Berst	Type of organization: Contact Name: Phone: 5804367266 Email: <a href="mailto:kara.berst@chickasaw.net">kara.berst@chickasaw.net</a>
Lillie Keener	Type of organization: Financial Institution Contact Name: Phone: 4059313797 Email: <a href="mailto:office@warcon.build">office@warcon.build</a>
Mary Jackson	Type of organization: Utility Contact Name: Phone: 9185992325 Email: <a href="mailto:majackson@aep.com">majackson@aep.com</a>
Palma Lough	Type of organization: Utility Contact Name: Phone: 4053592500 Email: <a href="mailto:plough@ompa.com">plough@ompa.com</a>
Wanda DeBruler	Type of organization: Contact Name: Phone: 4056415090 Email: <a href="mailto:wanda@debrulerinc.com">wanda@debrulerinc.com</a>

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
**WEATHERIZATION ANNUAL FILE WORKSHEET**  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

**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
12/10/2024	From New Pioneer Newsletter newpioneer@marketing.okcommerce.gov Date Tuesday, December 10, 2024 at 3:25 PM 2025 State Weatherization Plan Public Comment Period and Public Hearing. The 2025 State Plan (Program Year April 1, 2025 - March 31, 2026) will be available on the Commerce website for public review and comment from January 6 through January 21, 2025.
01/06/2025	Gov Delivery Website Notification. 2025 State Weatherization Plan Public Comment Period and Public Hearing The Oklahoma Department of Commerce (ODOC) submits a State Plan to the US Department of Energy annually regarding the implementation of the Oklahoma Low-Income Weatherization Assistance Program. The 2025 State Plan (Program Year April 1, 2025 - March 31, 2026) will be available on the Oklahoma Department of Commerce website for public review and comment from January 6 through January 21, 2025. Written comments concerning the drafted plan may be submitted to the Oklahoma Department of Commerce, Community Development, 900 N. Stiles Ave., Oklahoma City, OK 73104, or by email to Brooke Andrews at brooke.andrews@okcommerce.gov. Comments received after 5:00 PM, January 21, 2025, will not be accepted. More information about the Weatherization program can be found on the Department of Energy website.
01/21/2025	Public Hearing Scheduled The Oklahoma Department of Commerce will hold an in-person and virtual public hearing via Zoom on Tuesday, January 21, 2025, beginning at 1:00 PM to provide a brief overview of the Plan and to receive comments. To join the meeting in person, the meeting will take place at the Oklahoma Department of Commerce, 900 N. Stiles Ave, Oklahoma City, OK 73104, in Room 1-1. To join the meeting through an electronic device click on the following link: <a href="https://okcommerce.zoomgov.com/j/1613981455">https://okcommerce.zoomgov.com/j/1613981455</a> or enter this meeting ID through a Zoom app: 161 398 1455. Alternatively, the meeting may also be joined via phone by calling: 1 669 254 5252 US Meeting ID: 161 398 1455.

**IV.7 Miscellaneous**

PAC Activity and Public Hearing related Documentation is attached to SF424.

In accordance with 2 CFR 200.425(a)(2), only those Subgrantees expending more than \$1 million in total Federal Funding annually may receive Financial Audit funding. In Oklahoma, all six Subgrantees receive more than \$1 million in total Federal Funding.

**Contacts listed below:**

**Oklahoma WAP Recipient Business Officer**

Marshall Vogts, Director of Community Development  
Contact information: email: [marshall.vogts@okcommerce.gov](mailto:marshall.vogts@okcommerce.gov) or telephone: (405) 815-5339

**Oklahoma WAP Recipient Principal Investigator**

Kayla Cornett, Energy Programs Planner  
Contact information: email: [kayla.cornett@okcommerce.gov](mailto:kayla.cornett@okcommerce.gov) or telephone: (405) 215-6240

The annual file total does not equal the budget Subgrantee total due to the Subgrantee total not including the WPN 24-7 Intake, EA, and QCI expenses. This is a total of \$900,000, which is the difference between the two numbers that appears when you verify the application.

The CAA of OKC will not currently receive funds for the PY 25 grant. This is due to their ongoing programmatic, fiscal, and technical difficulties. This Subgrantee's funds have been reallocated to the five other agencies within our network. If, at a later date, the CAA of OKC's performance improves and ODOC believes that providing PY 25 funds is appropriate, ODOC will review the spending and production of the five other agencies to estimate if there are any funds we could use for the CAA of OKC. The agency does continue to receive IJIA and LIHEAP funding and the service territory continues to be covered by CAA of OKC.

Since the CAA of OKC may receive funds at a later date, no announcement regarding the agency's funds and the re-allocation was made. ODOC will continue to monitor the situation.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

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 Weatherization Program Notice (WPN) 25-3 Poverty Income Guidelines. The PY 2025 Income Guidelines can be found on ODOC's website and have been emailed to each Subgrantee. Oklahoma Subgrantees 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 redetermined. 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 25-3, the Oklahoma Department of Commerce's 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 213 Section C. Gross Income is to be used, not Net Income."

[See Oklahoma Weatherization Operations Manual Requirement 19:](https://www.okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf) <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.

If an applicant has determined eligible for another government or state low-income family program and can produce supporting documentation verifying their qualification for this program within the last 12 months, a Subgrantee may accept any document used to determine eligibility as evidence of client eligibility for the WAP program. This third-party eligibility documentation must be kept in the client file. Here is a list of programs currently allowed:

- [Low Income Home Energy Assistance Program – Utility Assistance.](#)
- [U.S. Department of Housing and Urban Development](#) – "means-tested programs" All HUD means-tested programs are categorically income eligible per [DOE WPN 22-5](#).
- [HUD Section 8 or Public Housing.](#)
- [HUD Vouchers.](#)
- [HUD – VASH Vouchers](#) (VA Supportive Housing).
- [Low-Income Housing Tax Credit.](#)
- [HUD Multi-family Assisted Properties.](#)
- [Lead Hazard Control & Healthy Homes Program](#) (OLHCHH).
- [HOME Investment Partnerships Program](#) (HOME).
- [Community Development Block Grants](#) (CDBG).
- [Social Security Act, Title IV](#) – Grants to States for Aid and Services to Needy Families with Children and for Child Welfare Services.
- [Social Security Act Title XVI](#) – Supplemental Disability Security Income.

A client may also be income-eligible once all avenues of documenting income are exhausted. Self-certification, using ODOC's Certification of Zero Income [\[Form 34\]](#) is allowable. A notarized statement signed by the potential applicant indicating that the applicant has no other proof of income must be kept in the client's file.

See Oklahoma Weatherization Operations Manual Requirement, 19 (income eligibility), 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. Subgrantees are required to only serve households where the primary applicant is a US citizen or qualified alien. Subgrantees must confirm social security numbers of the applicants in the home before providing services and if one is not provided, services will be denied. If an applicant is in the process of acquiring a social security number, Subgrantees will defer the home until this can be provided.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

## 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. Subgrantee agencies shall use the Weatherization Assistance Program Application through the EIS WAPLink database [or via the paper Form 22 and then uploaded into the EIS WAPLink database] to determine the applicant's eligibility (which includes income verification).
2. If the applicant has no evidence of income or no income, the Subgrantee must collect a Notarized Certification of Zero Income Form from the applicant [Form 34 and then upload it into the EIS WAPLink database].
3. Supporting Documentation: Each EIS WAPLink database file contains a digital application from the client that contains the required demographics and income for the entire family living in the residence. The demographics collected are the same information as those on the Weatherization DOE Quarterly report (age, disabled, blind, race Native American, children, high residential energy user, household with high-energy burden). EIS WAPLink automatically calculates priority points for each digital client file, assigns the points to each job, and puts them within a digital waitlist. Ineligible applicants must be notified in writing with a Weatherization Denial/Deferral Form created by the EIS WAPLink database and then mailed or e-mailed to the client. If the initial assessment indicates a need for the applicant to remedy an issue, the applicant must be notified in writing with a Weatherization Denial/Deferral Form created by the EIS WAPLink database and then mailed or e-mailed to the client.
4. The application should then be reviewed by internal review procedures, selected for service, and prioritized based on need.
5. Also maintained in the client file found in the EIS WAPLink database is owner and rental documentation.

[See Oklahoma Weatherization Operations Manual Requirement 12, 13, 18, 19, 20, and 21:](https://okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf) <https://okcommerce.gov/wp-content/uploads/Weatherization-Operations-Manual.pdf>

### READINESS FUNDS

With the release of Readiness Funds in WPN 24-9, ODOC has created a policy to help Subgrantees review previously deferred homes and possibly use Readiness Funds to assist that client. In this [policy](#), guidance provides information on the distribution of funds, maximum cost per home, monitoring and reporting of units, and what is allowable with these funds.

ODOC will also require each Subgrantee to notate on the QCI checklist (a digital file found in the EIS WAPLink database) if Readiness funds are utilized and a quarterly Readiness Funds spreadsheet will be required to be submitted for those that utilize these funds. The most recent policy can be found at <https://www.okcommerce.gov/community-development/community-action-agencies/weatherization-assistance-program-wap/>.

Describe Reweatherization compliance

Subgrantees shall not weatherize a unit that:

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. Subgrantees 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 that would be scheduled to be initiated (energy audit).
3. Subgrantees will be required to keep track of all reweatherized homes on a separate spreadsheet to be submitted to ODOC each quarter and transitioned into the EIS WAPLink database.

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

**During the PY 2022 DOE monitoring, a concern was mentioned regarding Oklahoma's reweatherization policies and whether adequate reweatherization checks and the current recordkeeping policies. ODOC will be including a more robust reweatherization review during Subgrantee monitorings moving forward and has created OWPN 233, Reweatherization policy and reweatherization report, found on our website and will be codified in the next OK Weatherization Operations Manual edition. ODOC also utilizes the 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 reweatherization.**

Describe what structures are eligible for weatherization

Eligible buildings include owner and renter-occupied single-family homes, manufactured homes (mobile homes), and 24 unit multifamily units that DOE has approved ODOC to audit using the Single-family Audit tool in EIS WAPLink and policies.

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

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

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](#)

Describe how Rental Units/Multifamily Buildings will be addressed

Oklahoma has DOE approval to weatherize 2 – 4 unit buildings (micro-multi family units), 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 Subgrantee.

2–4 unit buildings (micro-multi family units) 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 Subgrantee may weatherize a building containing rental dwelling units where:

1. The Subgrantee has obtained the written permission of the owner or owner's agent;
2. The Subgrantee has established procedures for dwellings consisting of a rental unit or units to ensure that:
  1. 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;
2. 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](#)

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

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 (24 units) Multifamily Weatherization training during PY 23 and will continue to increase knowledge throughout PY 25. At a minimum, this training will be attained by ODOC's three Energy Project Specialists and ODOC's Energy Efficiency Quality Assurance Specialist (State Tech). To align with WPN 2213, ODOC has made it a priority to receive T&TA training for both ODOC staff and Subgrantee implementation. ODOC plans to seek Energy Audit Process Approval on large multifamily units during PY 2025.

Describe the deferral Process

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

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

**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 Subgrantees. This is because the Native American population is not evenly distributed across the state.

Eligible tribal applicants will receive the same benefits 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 Subgrantee agencies covering all 77 counties. In the past, not all counties were 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 Subgrantees and the public in order to receive bids for the counties. The new Regional Weatherization Service Providers were notified in January 2023 and the weatherization program has operated under these updated service areas since PY 23.

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 CAA of OKC will not currently receive funds for the PY 25 grant due to ongoing programmatic, fiscal, and technical difficulties. This Subgrantee's funds have been reallocated to the five other agencies within our network. If, at a later date, the CAA of OKC's performance improves and ODOC believes that providing PY 25 funds is appropriate, ODOC will review the spending and production of the five other agencies to estimate if there are any funds we could use for the CAA of OKC. CAA of OKC continues to receive IJJA and LIHEAP WX funds and the service territory continues to be covered by CAA of OKC for weatherization services.

**V.3 Priorities**

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

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

- Person(s) age 60 and over
- Disabled
- Families with children 12 years old and younger

*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. Subgrantees are allowed to choose the oldest application certification date in order to reach high-priority clients within the same high-risk categories.
4. Applications may be selected in order to coordinate weatherization services with another funding source.

**\*\*Note - ODOC is working to update and clarify definitions and policies on high residential energy user and households with a high energy burden so are not prioritizing them at this time.\*\***

#### V.4 Climatic Conditions

Oklahoma's source for climatic data is Oak Ridge National Library's (ORNL) Application Programming Interfacing (API), which WAPLink EIS utilizes in its database. Oklahoma chose to use an average of 20 years (from 2004 to 2024). ORNL also provides the 20-year average of heating and cooling degree days. As Oklahoma is located in the South Region, Subgrantees are required to select the fuel cost libraries for the South regions in the settings of EIS WAPLink.

DOE identified that not all Subgrantees 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 Subgrantees are required to follow these energy audit procedures for all single-family units, manufactured homes, and any 24 micro multifamily units (which are approved to be audited using Single Family procedures). Oklahoma is approved to use Oak Ridge National Library's (ORNL) Application Programming Interfacing (API), which WAPLink EIS utilizes in its database. DOE gave conditional reapproval of Oklahoma's Energy Audit Procedures on June 12, 2024, giving direction to ODOC to submit additional information for full Energy Audit approval no later than January 1, 2025.

DOE approved the use of WAPLINK (WAwab API) for site-built (one through four units/building) and manufactured housing with an expiration of June 12, 2029. DOE also approved the use of the provided Priority Lists for site-built (one through four units/building) and manufactured housing with an expiration of June 12, 2029.

DOE approved the most recent updated Field Guide on June 7, 2021, and will remain valid until June 7, 2026. Subgrantees 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 Subgrantees. Electronic copies of the field guide are available [here](#).

Oklahoma annually updates policies and procedures when changes are made to DOE programmatic guidance. Subgrantee agreements and vendor contracts align with current DOE guidance and SWS. This includes any updates that may be required after the release of WPN 224.

The following language is and will be included in all Subgrantee contracts to outline the expectations for quality of work in crew and contractor weatherization installations, as per WPN 224:

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 Renewal Energy Laboratory Standard Work Specifications for Home Energy Upgrades (SWS), available at <https://sws.nrel.gov/>. In addition, Subgrantees 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 Subgrantee to verify the expectations for quality of work are understood."

ODOC requires Subgrantees to electronically execute their contract with ODOC, via OKGrants,<sup>[1]</sup> a Grants Management System, before the Execution of a WAP contract to ensure the expectations of DOE and ODOC are understood by the Subgrantee and their affiliates.



**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

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

- installing insulation;
- reducing air infiltration through the application of caulk;
- door sweeps;
- weatherstripping 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;
- 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 EIS WAPLink database system. ODOC completed OWPN 236 which provided complete work order policies and procedures and intends to provide additional T&TA as needed.

Oklahoma is working on developing a fuel switching policy that will be based on DOE WPN 23-6. Once completed, Oklahoma will be submitting this policy to DOE for review and approval.

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: 6/12/2024

Audit Procedure: Manufactured Housing

Audit Name:

Approval Date: 6/12/2024

Audit Procedure: Multi-Family

Audit Name:

Approval Date:

Comments

### 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 Subgrantee 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 (located in EIS WAPLink), 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 Subgrantees may not have the staff with the technical knowledge, or the prerequisites, to pass the QCI tests. All QCI inspections will follow WPN 224 and any changes that need to occur will be completed.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

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 224 that includes disciplinary actions for inadequate inspection practices and requires Subgrantees 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. The local QCI will provide signature, date and BPI number in the EIS WAPLink database once the QCI believes the unit meets DOE requirements (see SF 424 attachment printout from EIS WAPLink database). The EE State Tech will complete a separate form in EIS WAPLink database 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 Subgrantee 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 is not involved in the prior work on the home either as the auditor or as a member of the crew.

WPN 224 mentions the creation of a QCI Mentorship program. Oklahoma is uncertain whether this type of program will be implemented during Program Year 2025, but if it is desired, ODOC will contact 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 Subgrantee monthly progress reports submitted in OKGrants with each Subgrantee's ODOC-approved management plan for the entire program year. Subgrantees 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 Spring of 2018, ODOC and OKACAA (the OK Weatherization Training Center) collaborated to develop a planning production worksheet for Subgrantee use. It prompted consideration of time factors for planning production such as, holidays, vacation, home energy audit time, classroom training, etc.

If it is determined that a Subgrantee is repeatedly falling behind on production, ODOC will place the Subgrantee 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 Subgrantee might have in order 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 Subgrantees and OKACAA. This information is also included in the Subgrantee'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 Subgrantees to give feedback on the monitoring process and State Plan policy development throughout the program year.

Annually, a risk assessment is conducted of Subgrantees to determine how effectively a Subgrantee 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](#).

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

## V.8 Program Management

### V.8.1 Overview and Organization

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

The Department of Commerce is organized under Governor Kevin Stitt and his appointed Secretary of Commerce [vacant], Chief Executive Officer of Commerce [vacant], who oversees two divisions of Commerce – CORE and EDGE. Weatherization is operated within the CORE division, led by Director Heather Turner. It's specifically housed within the Community Development Division within CORE, directed by Marshall Vogts, and overseen daily by Amanda Marcott-Thottunkal, Deputy Division Director. Two Energy Programs Planners manage the annual and BIL grant programs, while an Energy Efficiency Quality Assurance Specialist oversees the technical monitoring, and two Energy Projects Specialist ensure the programmatic, administrative, and fiscal monitoring. Finally, the team is supported by an Energy Teams Coordinator. The team is also responsible for managing pass-through for the LIHEAP program funds.

All Subgrantee 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 Subgrantee is currently a private, nonprofit organization.
2. Each Subgrantee is selected based on public comment received during a public hearing conducted pursuant to Section 440.14(a). Prior to preparation of the final State Plan for submission to DOE, a public hearing was conducted in Oklahoma on January 21, 2025. Members of the public were invited to provide written or oral comments on the Weatherization Assistance Program and proposed changes for PY 25, no less than 10 days prior to the hearing.
3. Subgrantees were invited to attend a virtual and in-person meeting to discuss PY 25 on January 9, 2025, prior to the PY25 public hearing. A recording of this session was sent to our network and included on the Weatherization [website](#).

In the selection of proposed Subgrantees, 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 Subgrantees to secure volunteers. Within the State of Oklahoma, all proposed Subgrantees 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 state may be used by the grantee and subgrantees for administrative purposes, not more than 7.5% may be used by the state, and not less than 7.5% must be made available to subgrantees by the state. Oklahoma will provide up to an additional 5% for administrative purposes to those subgrantees who receive less than \$350,000 of DOE-appropriated funds.

## V.8.3 Monitoring Activities

Subgrantees and ODOC are collectively responsible for ensuring the quality of work. First, all Subgrantees are required to have 100% of all homes weatherized and inspected by a BPI Certified Quality Control Inspector, as per WPN 224. Second, ODOC also provides additional oversight and monitoring of the program both administratively and technically. The following is ODOC's approach to monitoring, which has been revamped as of July 1, 2024, with the introduction of WAPLink, and the ramp-up of production due to WAPBIL (3 overlapping weatherization contracts running concurrently).

### Administrative, Programmatic, and Fiscal Monitoring

There are two (2) Energy Projects Specialists assigned to complete program, fiscal, and administrative monitoring, project management, and training and technical assistance to all Subgrantees. Starting with DOE WAP PY 23, the Energy Project Specialists have transitioned to a more robust, holistic approach to monitoring each Subgrantee. This change will include DOE BIL and DHS LIHEAP contracts and the use of Readiness Weatherization.

This change consists of the Specialists completing a quarterly 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 Subgrantee to make quicker, more timely changes regarding the programmatic, fiscal, and technical aspects of their contracts. This also allows Specialists to give real-time feedback to Subgrantees on their use of the new EIS WAPLink software that was adopted on July 1, 2024, as it will take time and continuous training and technical assistance to implement it properly and comprehensively throughout the network.

This process will start at approximately February of each year and the Subgrantee 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.

**U.S. Department of Energy**  
**Weatherization Assistance Program (WAP)**  
**STATE PLAN / MASTER FILE WORKSHEET**  
**Grant Number: SE0001845, State: OK, Program Year: 2025**  
**Recipient: STATE OF OKLAHOMA**

- financial records
- client files (which will now be completed 100% digitally)
- 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

Subgrantee financial audits are reviewed annually as part of our overall monitoring procedures. Energy Project Specialists conduct an initial review to identify any high-level concerns or notable findings. These observations are incorporated into broader monitoring efforts to identify patterns or trends across subgrantees. A more detailed and comprehensive review is then conducted by a Certified Public Accountant (CPA) within ODOC's accounting division. The CPA utilizes a specialized tracking process within OKGrants—our grant management system—to document, monitor, and follow up on each subgrantee's financial audit. If significant audit issues are identified, they may result in contract holds until findings are resolved or special conditions are incorporated into the contract. In the absence of critical issues, subgrantees are expected to address any noted concerns, and a new financial audit must be submitted annually for continued compliance.

#### **Monitoring Tool and Report**

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 Subgrantee. The Subgrantee has 30 days to respond to all monitoring findings through corrective action (or provide a corrective action plan with a proposed new due date). ODOC may ask the Subgrantee to determine their corrective action plan to meet a requirement or may require a specific corrective action to be implemented after 30 days. If a Subgrantee 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.

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 has actively revised Oklahoma policies to meet these requirements and will be providing T&TA to Subgrantees. 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 PY 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.

#### **Technical Monitoring**

ODOC's 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 Subgrantee 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 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 to update the QCI Form in EIS WAPLink.

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 Subgrantee Energy Auditor and QCI positions are held by the same person, then ODOC will inspect a minimum of 10% of all completed units.

The EE QA Specialist (State Tech) will report to the Deputy Division Director and will work closely with the Energy Projects Specialist in all aspects of the Quality Assurance Process. The EE QA Specialist (State Tech) will take over as the lead in providing technical assistance to the WAP network and identifying the T&T/A needs of each Subgrantee.

As part of each quality assurance inspection and any client file reviews, the EE QA Specialist (State Tech) will review compliance with ODOC's Policies and Procedures for Energy Audits. EE QA Specialist (State Tech) conducts a blower door test to ensure accurate levels have been reached. All units are inspected to ensure that those measures installed were installed according to the SWS, ODOC policies and procedures, RRP, and that installations followed the work described in WAP field guides, are consistent with the Energy Audit Output Report and the Invoices (materials).

If after inspecting a minimum 5% sampling of work completed and significant deficiencies are discovered (health and safety violations, poor quality workmanship/ installation of materials, major services missed), the Energy Projects Specialists or the EE QA Specialist (State Tech) at ODOC will elevate the number of homes reviewed and the frequency of visitation until the deficiencies are no longer found. The monitoring visits will return to the minimum 5% samplings of the Subgrantees in subsequent visits. The Subgrantee must accomplish the corrective actions(s) and notify the EE QA Specialist (State Tech) and the Energy Projects Specialists of the completion, at which time a visit will be scheduled, or another alternative method of final review will be determined (such as photo documentation with detailed justification the work was completed). Additionally, the EE QA Specialist (State Tech) and/or Energy Projects Specialists may require or suggest training activities or provide technical assistance to help Subgrantees with consistent deficiencies. ODOC encourages all Subgrantees to attend Oklahoma Weatherization Training Center classes, Oklahoma Weatherization and Housing Advisory Council (OWHAC) meetings, and annual conferences to increase crew qualifications.

**Currently, our Corrective Action state the Required training needs to be done in certain areas and the agency must provide a course completion certificate to ODOC. We are always looking for better ways to implement training requirements for the agencies when deficiencies are found during a QA inspection. Moving forward, the term Quality Improvement Plan will point out the Training requirement to be completed on time. This will encourage the agency to inform the Local training center that they need a certain type of training. Since this year ODOC is doing the QA, a different way will inform the Local Training center of a percentage of Deficiencies in areas that the whole network needs training on for them to schedule those**

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

classes to be scheduled. No certain agency will be reported to the training center for having certain issues due to confidentiality. That is the reason the Agency will need to reach out to the Local Training Center for training needs as well.

### Monitoring Staff Budget

The two (2) Energy Projects Specialists will charge time to both the ODOC T&T/A and Administrative budget for personnel and benefits based on the job tasks completed and the time spent on those tasks. Approximately 70% of the EE QA Specialist salary will be paid out of the T&T/A budget (no administrative dollars will be charged). The remaining salary will be paid with DHS LIHEAP and DOE BIL funds.

### Monitoring Schedule Detail And Plan

Below is the tentative monitoring schedule for PY 2025 Weatherization Subgrantees and the Oklahoma Association of Community Action Agencies. All of these scheduled monitorings include administrative, programmatic, and fiscal monitoring. These monitorings may be onsite or desktop, depending on the risk assessment. Technical monitoring schedules are completed based on agency production schedules, but at least one (1) quality assurance visits will happen at the same time as the administrative, programmatic, and fiscal monitoring per the schedule below (pending monitoring plan for BIL):

All 6 Weatherization Subgrantees      Initial Monitoring Review Check-In - May 2025

Monitoring Review Check-In – August 2025

Monitoring Review Check-In – October or November 2025

Final Exit – November or December 2025

Monitoring Report – January 2026

Any major findings from Subgrantee monitoring visits, Quality Assurance inspections, and financial audits will be tracked to the final resolution. The Oklahoma Department of Commerce will create a tracking record that includes the: findings, success stories, recommended corrective actions, deliverables, due dates, responsible parties, actions taken, and final resolutions.

## 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 Subgrantees, any IG reports (if applicable), and ASCI feedback for both Subgrantees 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. Subgrantees may also receive DOE-allowable training at any other IREC training center in the nation. OKACAA tracks all Subgrantee 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 Subgrantee 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.

	Energy Auditor	Crew Leader	QCI	Retrofit Installer	Program Manager
Comprehensive 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.
EPA RRP	6 months	6 months	6 months	6 months	
OSHA 10	6 months	6 months	6 months	6 months	More information is found in the Manual, Requirement 42.9
OSHA 30	N/A	12 months	N/A	N/A	

There are six (6) BPI certified QCIs among the six (6) Subgrantees. OKACAA has one BPI certified QCI on staff. ODOC also employs a QCI – for a total of seven (7) QCIs available to the network. ODOC requires that Subgrantees upload their QCI certification(s) with each grant application. The 2025 training plan for Oklahoma weatherization is below. Additional training will be scheduled as required by ODOC.

### PY25 Training Plan

Below is a list of training in development (either by ODOC or by ODOC in partnership with OKACAA). Subgrantee 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.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

OKACAA creates and implements its own training schedule. Currently, the January through May 2025 training schedule may be found on their website linked [here](#). OKACAA updates this site frequently and a snippet of their current training has been attached in PAGE. Each Subgrantee 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 Subgrantee 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 25 application on PAGE.

The classes in the attachment in the SF424 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 3/31/25. Upon completion, the schedule for Q2 and Q3 of calendar year 2025 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 2025 Q4 and into 2026.

**SUBGRANTEE**

- EIS WAPLink Database
- Fraud
- WX Operations Manual Training (yearlong series)
- Program Manager Training for New Program Managers
- Time Management
- EIS WAPLink and Energy Audit 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
- 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 six (6) BPI-certified QCIs among the six (6) Subgrantees. 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 Subgrantees upload their QCI certification(s) with each grant application.

**U.S. Department of Energy**  
Weatherization Assistance Program (WAP)  
STATE PLAN / MASTER FILE WORKSHEET  
**Grant Number:** SE0001845, **State:** OK, **Program Year:** 2025  
**Recipient:** STATE OF OKLAHOMA

Annually, ODOC requires all Subgrantees to upload a Training Plan (required in WPN 224), 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 PY2025 required form). These training plans are monitored by Energy Projects Specialists and/or the Energy Programs Planner twice annually – once during Subgrantee application submission and once during monitoring. Any Subgrantees 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 hopes to implement this in the future through the 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.

Percent of overall trainings

Comprehensive Trainings:	40.0
Specific Trainings:	60.0

Breakdown of T&TA training budget

Percent of budget allocated to Auditor/QCI trainings:	15.0
Percent of budget allocated to Crew/Installer trainings:	15.0
Percent of budget allocated to Management/Financial trainings:	30.0

**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, the Subgrantees expressed interest in ODOC developing one in future program years. Once OK decides to create one, ODOC will review the most recent policies to ensure that they meet all requirements.

Oklahoma Subgrantees are allowed to utilize weatherization funds to assist eligible weatherization clients in various cleanup efforts or repairs, as long as the repairs/cleanup are tied to weatherization work performed, including previously weatherized units if the original weatherization was conducted per DOE's regulated reweatherization policy. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. 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.