

December 13, 2019

DHS/DOE 19 ODOC CAA Manual Weatherization Requirement Updates

Effective December 13, 2019

for DOE 19 and DHS 19

1. Requirement 112 – Reporting

- a. Updated DHS LIHEAP Weatherization Reporting Requirements table to no longer require Form 47 (Excel Quarterly Report). All DHS LIHEAP quarterly report data will be submitted through OKGrants in PY19.

2. Requirement 302 – Maximum Allowable Costs

- a. Updated Average Cost Per Unit to \$7,541, as allowed by DOE Weatherization Program Notice 19-1. This new ACPU was already shared in the DOE 19 Award Letters, but the Manual had not yet been updated. This ACPU is retroactively effective April 1, 2019.

3. Requirement 301 – Weatherization Eligibility and Application Review Procedures

- a. **Part II, 3 (1)** – Removed reference to Form 47 [no longer required]. All quarterly report data collection for DHS LIHEAP will be in OKGrants.
- b. **Attachments** –
 - i. Updated Attachment 7 with DHS 19 income guidelines (these are retroactively effective September 1, 2019)
 - ii. REMOVED reference to Form 47 [no longer required]
 - iii. Updated Attachment 8 with DOE 19 income guidelines (these are retroactively effective April 1, 2019)

4. Requirement 302A – DHS LIHEAP Weatherization

- a. Removed all reference to Form 47 [no longer required], and referenced OKGrants instead.

5. Requirement 303 – Weatherization Procedures

- a. Part II, A – Updated to clarify that there are two Energy Audit Forms Form 28 A – Site Built and Form 28 B – Mobile Home
- b. Added clarification that any deviations to the recommended measures report must be logged on Form 28A or Form 28B.
- c. Updated Resource Links to new OK WX Contractor Implementation webpage, where all ODOC policy can now be found.

6. Requirement 304 - Client Files

- a. Corrected error in previous manual version. New standardized job number has eleven characters instead of nine.
- b. Added new DOE required forms – there are two new Energy Audit Data Collection Forms to REPLACE the previous Energy Audit Form [Form 28] that was used for both types of homes. Form 28A is the Site Built Home Energy Audit Data Collection Form. Form 28B is the Mobile Home Energy Audit Data Collection Form.

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- i. Updated the name of Form 28 (old name - Energy Audit Form to new name - Energy Audit Data Collection Form). DOE refers to these forms as Data Collection Forms, since the form alone does not reflect the full energy audit. It is only the data collection piece of the Energy Audit – the audit is not complete until the data has been run through the energy modeling software (NEAT/MHEA).
- ii. Although the policy is effective December 13, 2019, all agencies have until January 13, 2020 to start using the new form. No one is allowed to use the old Form 28 after January 13.

7. FORMS (attached within PDF Manual)

Form 39 – Client File Checklist

- a. Form updated to reflect new Energy Audit Checklist (Form 45) and new Energy Audit Data Collection Forms (Form 28 A & Form 28 B)

Form 45 – Energy Audit Checklist

- a. NEW, added

Form 28A – Site Built Energy Audit Data Collection Form

- a. NEW, added

Form 28B – Mobile Home Energy Audit Data Collection Form

- a. NEW, added