



# Lunch and Learn

May 2024



OKLAHOMA  
Commerce

## Topics to Discuss

- Terms and acronyms
- CFR Policies and WPNs
- Type of manuals and policies
- Contract Part II
- Where to find all policies and WPNs
- Memos

## Outcomes

- To have an understanding of how DOE and ODOC implement new policies and procedures.
- Have an understanding of where to find all policies and procedures and how they are implemented.

# Terms & Acronyms

- WPN = Weatherization Program Notice
- CFR = Federal Code of Regulations



## What is the...

- Weatherization Operations Manual
- Energy Audit Manual
- Field Guide
- WPNs
- Memos

# DOE Policies & Implementation

## Code of Federal Regulations (CFR)

- The Code of Federal Regulations is an electronic National Archives of policies.
- It was created under Title IV of the Energy Conservation Reduction Act.
  - DOE uses this law, in collaboration with the Federal Register, to create requirements for the Wx program. It is divided into 50 sections. 10 CFR 440 is the portion directly related to the Wx program.
- This includes policies for all federal entities such as the Department of Energy (DOE).
- The 10 CFR must be approved by Congress in order to be updated.
- These policies can be found [here](#).

## DOE WPNs

- DOE releases WPNs to the Weatherization Grantee's (ex. ODOC).
- These are interpretations of the CFR by DOE. The CFR provides the law while the WPN provides the Grantee more guidance on implementation and regulations. This can oftentimes be a direction to the Grantee to write policies that fall within the bounds of DOE's WPN.
- These WPNs are released to provide guidance to the Wx network that include an annual ACPU limit, measures that are allowed, new technology programs, etc.
- Active and archived policies can be found on DOE's website [here](#).



# ODOC Policies & Implementation

## OK Weatherization Operations Manual

- The Operations Manual is where the bulk of programmatic, fiscal, and client file requirements are found. This includes procurement, inventory, client file numbering, etc. The Operations Manual can be found on our website [here](#).
- Most of the policies in the Operations Manual have been transferred from the CAA Implementation Manual (CSBG Manual). This means that most of these policies are not new overall, just found in a new document.
  - The new Operations Manual was released at the Fall 2022 OKACAA Conference.
- On November 1<sup>st</sup> of each year, ODOC will take the last year's worth of WPNs and include them into the OK Weatherization Operations Manual.
  - Ideally, ODOC will release an updated, consolidated Operations Manual annually for the next contract year.

### Guidance



2023 State Plan



T&TA Training Requirement 42 Final



**Weatherization Operations Manual**



Retrofitting Oklahoma, Standard Work Specification-aligned Field Guide



Policies and Procedures for Energy Audits



Contract Part II

# ODOC Policies & Implementation

## OK Field Guide

- The field guide that service providers are required to use. Previously, there had been one for Single Family Units and one for Mobile Homes. The most recent DOE-approved Field Guide has combined all SWS standards for both Single Family and Mobile Homes into a single manual. This guide aligns Standard Work Specifications with DOE allowable measures and ODOC policies. The most current field guide can always be found on our ODOC website [here](#).
- ODOC will periodically update the Field Guide as needed, but it is not necessarily scheduled like the Operations Manual.

### Guidance



2023 State Plan



T&TA Training Requirement 42 Final



Weatherization Operations Manual



Retrofitting Oklahoma, Standard Work Specification-aligned Field Guide



Policies and Procedures for Energy Audits



Contract Part II

# ODOC Policies & Implementation

## Energy Audit Manual

- ODOC may update the Energy Audit Manual periodically, as needed, but at minimum, it is reviewed and updated every five years along with the Energy Audit Renewal process through DOE.
- The Energy Audit Manual can be found on ODOC's website [here](#).

### Guidance



2023 State Plan



T&TA Training Requirement 42 Final



Weatherization Operations Manual



Retrofitting Oklahoma, Standard Work Specification-aligned Field Guide



**Policies and Procedures for Energy Audits**



Contract Part II

# ODOC Policies & Implementation

## Contract Part II

- The Contract Part II provides the contractual requirements that are legally binding to accompany an agency's contract for each program.
- The Contract Part II is revised and updated as needed for the start of each contract.
- We are gradually aligning each requirement to be connected to a requirement in the policy.
  - Even if a policy does not currently reference the Contract Part II, that does not make it any less important or required.
- The Contract Part II can be found on OKGrants [here](#).
- This is found within the View, Edit, and Complete Forms, Award Contract Part I.

Submit Requisitions to:

Community Development  
Oklahoma Department of Commerce  
900 North Stiles  
Oklahoma City, OK 73104-3234  
Phone Number : 405-815-6552

AGREEMENT COMPONENTS:

Issue Payment To:

Community Action Agency of OKC & OK/Canadian Counties  
319 S.W. 25th  
Oklahoma City, OK

Part I - Summary and Signatures  
**Part II - Terms and Conditions**  
[Certification Regarding Lobbying](#)



# ODOC Policies & Implementation

## Memos

- A memo is intended to provide information to the Network and does not necessarily provide new policies or requirements.
- An example of this is when ODOC releases the schedule for a State Plan or a memo discussing the process of policies and procedures.
- The most current ODOC memos can always be found on our ODOC website [here](#).

## Memos



Memo 001 - New Weatherization Communication Tools



Memo 002 - Partnership with Community Housing Partners



Memo 003 - PY2020 Department of Energy Weatherization  
Assistance Program Planning Period and State Plan Submission



Memo 004 - Unserved County Awards and New County  
Assignments

# ODOC Policies & Implementation

## WPNs

- Between November 1 through October 31<sup>st</sup> of each year, ODOC will release a WPN for new policy.
  - Each WPN provides (as applicable):
    - Documentation of where the policy will be placed and referenced policies.
    - Historical documentation
    - Procedures
    - Implementation date of the new policy
    - Reporting requirements
- Active and archived policies can be found on ODOC’s website [here](#).

### Program Notices

Active ☒ Archived

Notice Number	Title + Documents	Date	Subject	Status
ODOC WPN 19-3	Manual J & S Sizing	7/15/2019	Standard Work Specifications/H&S	Active
ODOC WPN 19-4	Static Pressure Testing & Duct Operating Pressures	10/17/2019	Standard Work Specifications/H&S	Active
ODOC WPN 19-8	COVID-19 - Program Update for ODOC Weatherization Programs	3/17/2020	COVID-19	Active
ODOC WPN 20-4	Policies and Procedures for Energy Audits Manual	7/22/2020	Energy Audits Manual	Active



# Any questions or concerns?

May 2024

