



ODOC Weatherization Program Notice 19-6

DHS LIHEAP WX Quarterly Report Extension

To: All ODOC Agency Weatherization Program Service Providers - Executive Directors, Weatherization Program Managers

From: Amanda Marcott-Thottunkal, Senior Energy Programs Manager

Regulations: [CAA Implementation Manual, Requirement 112](#)

Purpose: To grant a onetime extension to the DHS LIHEAP first (1st) Quarter Weatherization Report due on January 20, 2020.

Implementation Date: Effective January 16, 2020

REGULATORY BACKGROUND:

The Oklahoma Department of Commerce (ODOC) requires quarterly reporting for the Department of Human Services Low Income Home Energy Assistance Program Weatherization (DHS LIHEAP WX) grant. Requirement 112 of the CAA Implementation Manual lists the quarterly report deadlines. In recent years, the quarterly report for DHS LIHEAP WX consisted of two separate reports – an Excel spreadsheet and an OKGrants report submission. For PY2019, these two reports have been combined into a single OKGrants report. The Excel form [Form 47] is no longer required.

PROGRAM GUIDANCE

1. The completion and roll out of the new DHS LIHEAP WX Quarterly Report form in OKGrants was delayed. Due to this unforeseen delay, ODOC is granting a onetime extension to the DHS LIHEAP WX 1st (first) Quarter Report [October 2019 – December 2019 reporting period] that is due January 20, 2020.
2. **For the DHS LIHEAP WX Program Year 2019 only, the 1st (first) Quarter WX Report [October 2019 – December 2019 reporting period] will due February 20, 2020. Any other weatherization reports for DHS LIHEAP or DOE WAP will be due as normal, according to Requirement 211.**
3. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – Amanda.Marcott-Thottunkal@okcommerce.gov.