



PY2020 Training Requirements and Additional T/TA Award Process

ODOC Weatherization Program Notice 20-1
Issued May 13, 2020

To: All ODOC Agency Weatherization Program Service Providers (Subgrantee Recipients) - Executive Directors, Weatherization Program Managers, Chief Financial Officers/Accounting Staff, and the Oklahoma Association of Community Action Agencies IREC Accredited Training Center

From: Amanda Marcott-Thottunkal, Senior Energy Programs Manager

Regulations: [10 CFR § 440.12 - State Application](#); [Department of Energy Weatherization Program Notice 15-4](#); [Department of Energy Weatherization Program Notice 20-1](#); [Department of Energy Weatherization Program Notice 10-10](#); CAA Manual Requirement 311 (Attached)

Purpose: To update CAA Manual Requirement 311 with new Training Requirements in an effort to continue to improve the quality of weatherization audits and work in Oklahoma in accordance with DOE requirements and accepted building science. To require Subgrantee Recipients to submit the PY20 Training and Staffing Planning Form.

Implementation Date: Effective May 15, 2020

This Program Guidance supersedes CAA Manual Requirement 311 Effective April 1, 2019

Regulatory Background

Annually, the U.S. Department of Energy (DOE) awards the Oklahoma Department of Commerce (ODOC) Training and Technical Assistance (T&TA) funds in addition to Program Operation funds. T&TA funds are awarded to all Weatherization Grantees to ensure that weatherization work completed in every state meets high quality work standards according to all federal and state requirements. Each year, ODOC must report to DOE in the State Plan how training funds are used, including but not limited to, the following

ODOC Weatherization Program Notice 20-1

- how T&TA needs are assessed,
- how T&TA funds are used to ensure the effectiveness of Oklahoma's WAP program, and
- how T&TA funds are used for continuous performance improvement

This guidance provides an update on ODOC Training Requirements, and the process all Subgrantee Recipients must follow to assure ODOC of the following:

1. That all weatherization staff and/or contractors are trained according to the most recent ODOC Training requirements, which are based on DOE WPN 15-4, DOE WPN 20-1, ODOC monitoring visits, and DOE's conditional approval of ODOC's Energy Audit policies and procedures.
2. That all DOE WPN 15-4 Quality Work Plan requirements are being met. This includes Subgrantee Recipients providing assurances to ODOC that they are aware of the appropriate separation of WAP occupations and have sufficient internal controls over weatherization work.
3. That Subgrantees Recipients are able to budget and plan appropriately for training and technical assistance needs to support all T&TA funds awarded.

Program Guidance

1. **Effective May 15, 2020, all agencies must comply with the updated Requirement 311 that is being released as Attachment A to this ODOC WPN 20-1.** This Requirement supersedes the currently published Requirement 311 in the [CAA Manual](#) (last updated December 2019). The CAA Manual will be updated as soon as possible to include the new requirement.
2. In an effort to make the changes to Requirement 311 more transparent (since the last policy effective April 1, 2019), ODOC is also releasing the drafted red line version (Attachment B), to show which sections of the policy were removed and which sections were added. All changes are in red text. Text that is highlighted in yellow is intended to be new policy while text that is only red was not intended to be new policy, but rather, additional clarification on previously existing policy.
3. Also released with this ODOC WPN is Attachment C, the new PY20 Training and Staffing Planning Form. This form combines the previous Training Plan and Training/Staffing Verification forms that were used in PY18 and PY19. They have been combined into a single form. **This form (Tabs 1 – 5) must be completed by all Subgrantee Recipients, and emailed to their assigned ODOC Program Representative in Excel format, within 30 days from the effective date of this ODOC WPN (by June 15, 2020).**
4. All Subgrantee Recipients will receive a base allocation of Training and Technical Assistance (T&TA) funds in their PY2020 Award Letter. **Should a Subgrantee Recipient wish to request any additional T&TA award, they must also complete Tab 6 of the PY20 Training and Staffing Planning Form and submit**

by June 15, 2020 or at any other time during the program year should additional T&TA funds be requested.

5. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – Amanda.Marcott-Thottunkal@okcommerce.gov.

ATTACHMENT A – CAA Requirement 311 – Training_5.15.20

ATTACHMENT B – CAA Requirement 311 – Training DRAFT RED LINE

ATTACHMENT C – PY20 Training and Staffing Planning Form