



DHS LIHEAP Weatherization PY19 Procedures for Contract Extension

ODOC Weatherization Program Notice 20-5
Issued December 2, 2020

To: All ODOC Subgrantee Weatherization Program Subgrantee Recipients - Executive Directors and Weatherization Program Managers

From: Amanda Marcott-Thottunkal, Senior Energy Programs Manager

Regulations: ODOC's PY19 Weatherization Modified Award Letter with the Oklahoma Department of Human Services¹

Purpose: To provide policies and procedures to DHS LIHEAP weatherization service providers to increase and/or extend their PY19 contract period until September 30, 2021.

Implementation Date: December 2, 2020 (date of this WPN)

Regulatory Background

Due to COVID 19, the U.S Department of Health and Human Services Administration for Children and Families' Office of Community Services has worked with the Oklahoma Department of Human Services (DHS) to allow the Oklahoma Department of Commerce (ODOC) and ODOC Subgrantee Recipients an extension on program year (PY) 2019 (October 1, 2019 – September 30, 2020) DHS Low Income Home Energy Assistance Program (LIHEAP) Weatherization contracts.

This ODOC WPN provides guidance to Subgrantee Recipients on how to complete a 12 month extension of their PY19 DHS LIHEAP contract. The new contract period will be October 1, 2019 – September 30, 2021. Furthermore, all eligible (not on a probationary period) Subgrantee Recipients will receive an increase in PY19 award (to spend any unobligated funds from previously or currently unserved counties).

¹ Available upon request.

Program Guidance

1. All Subgrantee Recipients will receive a new DHS 19 award letter and must request a PY19 contract modification to extend their contract ending date in OKGrants no later than December 30, 2020.
2. All contract modifications requests must include:
 - a. An updated management plan
 - i. Update the current management plan in OKGrants to reflect production that was actually completed October 1, 2019 – September 30, 2020. *NEW* Be sure to select the correct Implementation Period (see *Illustration 1* below).
 - ii. *NEW* For October 1, 2020 – September 30, 2021 production, (see *Illustration 2* below) click on the “Add” button at the top of the page to add another year to the management plan. Be sure to select the correct implementation period. Once the second year is entered and saved, make sure the top right-hand corner lists the correct implementation period (see *Illustration 3*).

Illustration 1

MANAGEMENT PLAN

Instructions here!

1. Contractor
CADC

2. Contract Period (or) Number

3. Contact Person
Elvis

4. Telephone Number
(405) 000-0000

5. Implementation Period
Oct 2019 - Sept 2020

Oct 2019 - Sept 2020	schedule (for entire contract period)	14
Oct 2020 - Sept 2021	renewal authorized:	2
Total Of All Units Combined:		16

Illustration 2

My Training Materials | My Organization(s)

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Illustration 3

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Oct 2020 - Sept 2021 [GG]

MANAGEMENT PLAN

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- b. Verification of the budget accuracy and/or modified budget for those with increased awards
 - c. New contract signatures
3. All PY19 funds (per budget line item) must be spent prior to spending any PY20 contract funds for that same budget line item.
 - a. For example, all materials funds must be spent for PY19 before spending any PY20 material funds.
 - b. A home may be blended between the two contract funds if needed. For example, PY19 material funds may be spent and PY20 Health and Safety funds for the same home (if no PY19 Health and Safety funds remain).
4. The DHS 19 Average Cost Per Unit (ACPU) is still \$9,500 for the entire contract period.
5. The following special conditions will be added to all DHS 19 contracts. These conditions are currently in every Subgrantee Recipient's Contract Part II for DOE 20 and will also be part of DHS 20. However, they were not listed in the DHS 19 contract. This language ensures that the final contract year of DHS 19 will have the same requirements as DHS 20.
 - a. Starting October 1, 2020, the Subgrantee Recipient shall perform all activities under this contract in accordance with the following:
 - i. All current ODOC Weatherization Program Notices found on ODOC's website here:
<https://www.okcommerce.gov/community-development/community-action-agencies/weatherization-assistance-program-wap/>;
 - ii. All units weatherized shall be weatherized in compliance with NEAT/MHEA procedures and standards within ODOC's Policies and Procedures for Energy Audits;
 - iii. ODOC's current DOE approved Field Guides unless specific exceptions are provided for in written policy for LIHEAP funding.
 - iv. At any time during the contract period, ODOC may require the Subgrantee Recipient to submit NEAT and MHEA energy audits to ODOC for approval before beginning any weatherization work on a qualified home.
 - v. Concurrent with quarterly progress report review, ODOC will also review each Subgrantee Recipient's year to date Average Cost Per Unit (Program Support plus Materials divided by the number of completed units).
 1. **If, at the end of the second quarter of the Program Year, the Average Cost Per Unit exceeds the current Program Year's threshold (found in the Community Action Agency Implementation Manual**

or ODOC WPN), and the Subgrantee Recipient does not have prior written, explicit ODOC permission to exceed the Average Cost Per Unit, the Subgrantee Recipient will be placed immediately on reimbursement only.

2. ODOC may also require the Subgrantee Recipient to submit a corrective action plan if there is less than 75 percent of planned production completed.
3. **At the end of the Program Year, if ODOC determines that the Subgrantee Recipient has exceeded the Average Cost Per Unit without prior written, explicit ODOC permission to do so, the Subgrantee Recipient may be required to pay back all program funds until the ACPU is below the required threshold.**

vi. Subgrantee Recipients shall track required data metrics on all homes weatherized aged 45 years or older. This data shall be submitted to ODOC via the SHPO report in OKGrants, on or before contract closeout (no later than November 30), or as requested by ODOC.

6. There is one new reporting requirement for the second half of PY19.

- a. Once the Subgrantee Recipient has an executed PY20 contract, DHS LIHEAP PY19 expenditure reports **MUST** be submitted at the same time as PY20 expenditure reports. PY20 expenditure reports will not be approved, and may be returned, until a Subgrantee Recipient (with an executed PY19 contract) has submitted the PY19 expenditure report first.

7. Other reporting requirements remain the same for PY19.

- a. One monthly progress (by the 10th for the prior month) and expenditure report (by the 20th for the prior month) must be submitted until the contract is closed out.
- b. Quarterly reports must be submitted for both DHS 19 and for DHS 20. If a home is completed with both funds, it can be reported on both contracts, and listed as a leveraged (blended) unit.
 - i. Quarterly reports must include the H&S Measure Report.
- c. The Outreach Performance Report for PY19 is not due until November 30, 2021 or until contract closeout – whichever comes first. The Outreach Performance Report must be submitted as an upload to the OKGrants Closeout Certification page, for the entire contract period.

8. Contact ODOC's Senior Energy Programs Manager with any questions about this Program Notice.