



# ODOC DOE WAP Quality Assurance Inspection Process for PY2020

ODOC Weatherization Program Notice 20-6  
Issued December 17, 2020

**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 312](#), [DOE Weatherization Program Notice 15-4](#)

**Purpose:** To explain procedures for Quality Assurance Inspections for PY2020 since OKGrants will not be available.

**Implementation Date:** Effective December 16, 2020 through closeout of all PY2020 Quality Assurance Monitoring

## Regulatory Background

The Oklahoma Department of Commerce (ODOC) is federally required to perform Quality Assurance (QA) Inspections of all Subgrantee Recipients. More information about Quality Assurance Inspections and ODOC's Quality Assurance requirements can be found in [CAA Manual Requirement 312](#) and [U.S Department of Energy Weatherization Program Notice 15-4](#). In program year 2018, ODOC created a new Quality Assurance Requirement that streamlined the inspection process so that both scheduling, reporting, and corrective action were all completed through OKGrants. Unfortunately, just as in 2019, OKGrants will not be available for Program Year 2020 inspections. Therefore, the purpose of this ODOC WPN is to release interim guidance for 2020 Quality Assurance Inspections. ODOC anticipates resuming Quality Assurance Inspections in OKGrants with Program Year 2021.

## Program Guidance

1. CAA Manual Requirement 312 (dated January 1, 2019), is still current policy. However, the following documents are not applicable for program year 2020:
  - a. Attachment 9, Attachment 10

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2. CAA Manual Requirement 312 (dated January 1, 2019), is still current policy. However, the following sections that reference OKGrants will be amended as follows for the duration of all program year 2020 quality assurance monitorings:
  - a. Section III, E (2) [QA Monitoring Process will be initiated via email and StorCloud instead of OKGrants]
  - b. Section III, F – G [Subgrantee Recipients are still required to respond to all State QCI scheduling requests within 2 business days, but only via phone or email. All processes referring to OKGrants is not applicable for PY2020.]
  - c. Section III, H [The **entire** client file, as per Form 39 Client File Checklist, must be uploaded into StorCloud instead of OKGrants, along with the .wdz file of the audit. The original NEAT or MHEA audit input is NO longer required, just the .wdz file, and the printouts of the report and input as per Form 39.]
  - d. Section III, J (2 – 3) [Form 28 will be uploaded into StorCloud instead of OKGrants; QA Monitoring Report will be uploaded into StorCloud instead of OKgrants]
  - e. Section III, K [Subgrantee Recipients must upload a written monitoring response letter into Storcloud instead of OKGrants]
  - f. Section III, L [Subgrantee Recipients must upload corrective action into StorCloud instead of OKgrants]
3. The process for program year 2020 Quality Assurance Inspections is as follows:
  - a. ODOC emails an inspection notification letter to Subgrantee Recipient with a timeframe of available dates for monitoring and inspections.
  - b. Subgrantee Recipient responds, by the due date on the notification letter, to confirm date(s) and time(s) for QA during the requested timeframe
  - c. Subgrantee Recipient must ensure that all required client file paperwork (see Form 39 Client File Checklist) is uploaded into an ODOC provided StorCloud link, into the appropriately named folder, by the due date on the notification letter.
    - i. NEAT/MHEA .WDZ file must also be uploaded.
    - ii. See Attachment 1 for instructions on exporting .WDZ files.
  - d. State QCI conducts QA Inspection.
  - e. ODOC finalizes QA report, uploads the report into StorCloud, and notifies the Subgrantee Recipient.
  - f. If problems were identified during the QA, the Subgrantee Recipient uploads a monitoring report response and any required corrective action into StorCloud and notifies ODOC.

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- g. Please reference Requirement 312 and Contract Part II for appealing or disputing any identified monitoring problems.
4. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – [Amanda.Marcott-Thottunkal@okcommerce.gov](mailto:Amanda.Marcott-Thottunkal@okcommerce.gov).