



2021 – 2026 Retrofitting Oklahoma Standard Work Specification-aligned Field Guide Implementation

ODOC Weatherization Program Notice 21-3
Issued July 19, 2021

To: All ODOC Subgrantee Weatherization Program Service Providers - Executive Directors and Weatherization Program Managers and the Oklahoma Association of Community Action Agencies' Training Center

From: Amanda Marcott-Thottunkal, Senior Energy Programs Manager

Regulations: [DOE WPN 15-4](#); [DOE Memo 70](#)

Purpose: To issue updated guidance on the current and correct SWS aligned Field Guide manual to be followed in compliance with DOE requirements.

Implementation Date: Effective August 1, 2021

This Program Notice supersedes any ODOC Guidance in the CAA Manual or Contract or Energy Audit Manual that may reference the previous field guides.

Regulatory Background

Since [Weatherization Program Notice 15-4](#), the U.S. Department of Energy (DOE) has required all Grantees to have [Standard Work Specification](#)-aligned Field Guides for all approved energy conservation and health and safety measures installed in a client's home. Oklahoma's field guides (one for single family and one for mobile home) expired June 4, 2021, and DOE approved a new combined field guide to align with the updated [2020 SWS](#). This new field guide will remain effective for five years, rather than the traditional three years, according to [DOE Memo 070](#). All work completed in a client home is expected to comply with the standards set forth in the field guide.

Program Guidance

1. Beginning as soon as possible, **but no later than a weatherization production start date of August 1, 2021**, every Subgrantee Weatherization Program Service Provider **must** use the new DOE approved Field Guide entitled "*Retrofitting Oklahoma, Standard Work Specification-aligned Field Guide.*" The

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approved effective date of this field guide is June 7, 2021 – June 7, 2026, but Subgrantees have until August 1, 2021 to fully implement the guide.

- a. All weatherization work that begins on a new job/home after August 1 **must** use the Retrofitting Oklahoma 2021 – 2026 Field Guide.
 - b. If a home started before August 1, but will not be finished until after August 1, it is at the discretion of the agency to determine which field guide to implement.
2. Retrofitting Oklahoma (to include both mobile home and single family in one field guide) will be digitally available on ODOC's [website](#), and printed versions will be mailed to all agencies by mid-September 2021 or sooner.
 3. Should there be any questions about this Program Notice, please contact the Senior Energy Program Manager – Amanda Marcott-Thottunkal, amanda.marcott-thottunkal@okcommerce.gov.

Department of Energy Weatherization Assistance Program

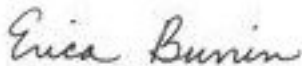
RE: Installation Standards/Field Guide Approval

The Department of Energy (DOE) has completed the technical review of Oklahoma's Installation Standards/Field Guides pertaining to Site-Built Single-Family Housing, and Manufactured Housing for the Weatherization Assistance Program (WAP).

Based on this review, and Grantee compliance with the notes below, Oklahoma's Installation Standards/Field Guides are approved for use in the WAP as outlined in Table 1.

Table 1 – FG Approvals	
Installation Standards/Field Guide Type	Approval Expires
Site-Built Single-Family Housing	6/7/2026
Manufactured Housing	6/7/2026
Large Multifamily Housing	N/A – OK has no MF EA approval

This review process is comprised of a sampling of the content submitted to DOE for alignment with the Standard Work Specifications (SWS) and overall accuracy. It is the Grantee's responsibility to ensure that all content aligns with the SWS and that any intentional variations from the SWS are approved by DOE via signature on a Variance Request Form for each approval cycle.



6/7/2021

Department of Energy WAP Program Manager

Notes: No Variance Requests were received, nor approved for this Field Guide cycle.