



# Weatherization Work Orders

ODOC Weatherization Program Notice 22-2

Issued February 18, 2022

**To:** All ODOC Subrecipients/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 19-4](#); [10 CFR 440.21](#)

**Purpose:** To provide the network with requirements on a standardized set of guidelines for weatherization client file work orders.

**Implementation Date:** No later than May 1, 2022

This Program Notice supersedes any ODOC Guidance in the CAA Manual, Contract Part II, or the Energy Audit Manual.

## Regulatory Background

[10 CFR 440.21](#) requires that all Grantees submit, every five (5) years their energy audit policies and procedures to the U.S Department of Energy (DOE) for approval. DOE explains the submission process in more detail in [DOE WPN 19-4](#). As part of their Energy Audit Reapproval process, work orders must be submitted with all sample audits collected from local Subrecipients<sup>1</sup>. If Subrecipients do not maintain high quality work order documentation on a regular basis, ODOC will be unable to meet DOE's request for documentation every 5 (five) years. Because Oklahoma is a smaller state, and mostly crew based, there has not historically been a robust work order policy or procedure.

A work order is a document that provides clear details on the work (or weatherization measures) to be performed and outlines a process for completing that work. Work orders help not only crew and contractors understand what tasks must be completed for the assigned work, according to what guidelines, but they also help quality control inspectors and federal/state monitors understand exactly what work was completed, using what materials.

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<sup>1</sup> Attachment 1, WPN 19-4

## Program Guidance

1. Subrecipients must maintain an electronic or hard copy work order(s) for 100% of weatherized homes/client files. This includes both DHS LIHEAP WX and DOE WAP grants.
2. Work order processes and documentation format may be unique to each Subrecipient, provided all client files contain a minimum standard of work order quality, and each work order/associated documentation contains at least the following information:
  - a. A clear, itemized list of all measures to be performed by the contractor and/or crew, listing only the measures included in the Recommended Measures Report by name (this may mean multiple work orders, such as one work order for each contractor and/or crew, for example).
    - i. An itemized list of all parts and materials that were required for each measure.
  - b. A reference to the [Field Guide/Standard Work Specification](#) standard for each measure to be installed, including the relevant reference number.
  - c. The signature of any third-party contractor(s) attesting that they are aware that all measures listed on the work order must comply with [SWS](#) standards.
    1. No signature of a third-party contractor is needed on work order IF Subrecipient has the third-party contractor sign annual documentation attesting their agreement to comply with SWS standards on all assigned work orders.
3. **If ODOC identifies monitoring findings related to the work order process, this may result in ODOC requiring the Subrecipient to use NEAT/MHEA from Weatherization Assistant 8.9 to generate work orders for all homes. It may also result in disallowed costs.**
4. Should there be any questions about this Weatherization Program Notice, please contact the Senior Energy Programs Manager – Amanda Marcott-Thottunkal at [amanda.marcott-thottunkal@okcommerce.gov](mailto:amanda.marcott-thottunkal@okcommerce.gov)