



2022 Weatherization Readiness Funds

ODOC Weatherization Program Notice 22-6
Issued August 17, 2022

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

From: Amanda Marcott-Thottunkal, Director of Energy and Empowerment Programs

Regulations: [Department of Energy Weatherization Program Notice 22 - 6](#)

Purpose: To provide expectations and guidance regarding the new Weatherization Readiness Funds provided by DOE – a new budget line item for PY2022 funding. The purpose of these funds is to minimize the number of deferrals currently occurring within the WAP network.

Implementation Date: October 1, 2022; Forms have a 30 day grace period from their effective date of September 1, 2022 (noted at bottom of form)

Regulatory Background

Weatherization Readiness Funds (WRF) are designated for use by Grantees in addressing structural and health and safety issues. This funding is anticipated to reduce the frequency of deferred homes that require other services, outside the scope of weatherization, before the weatherization measures can be installed. DOE issued guidance for these funds in [DOE WPN 22-6](#) and the initial allocation for funding in [DOE WPN 22-2](#).

1. Program Guidance

1.1 DISTRIBUTION OF FUNDS:

Oklahoma was allocated \$190,066 WRF dollars in [DOE WPN 22-2](#). The WRF will initially be retained by ODOC and awarded to Subgrantees upon email application. The Subgrantee email application must include the following information:

1.1.1. Number of home(s) to “ready” for weatherization

1.1.1.1. A copy of the Form 33 deferral form listing one of the eligible measures specified in Section 1.6 of this policy must be included for each home

1.1.1.1.1. Subgrantees must prioritize previously deferred homes first (prior to program year 2022), before using the WRF funds to “ready” any deferred homes from program year 2022.

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- 1.1.1.2. A description of the anticipated reasons for the use of the WRF (may already be listed on Form 33, but additional detail may also be needed).
 - 1.1.1.2.1. ODOC is aware that many previously deferred homes may require a new energy audit and may result in new scope of deferred work.
- 1.1.2. Estimated total funding request per home (sub totals per home)
- 1.1.3. A statement confirming that all homes funded with WRF will receive comprehensive weatherization services and a DOE completion (through quality control inspection).
 - 1.1.3.1. Weatherization work and quality control inspections for all “readied” homes must be completed no later than March 31, 2023.
 - 1.1.3.2. Homes may not be completed with BIL funding, only with DOE PY2022 regular annual allocation funding.
- 1.1.4. All Subgrantees will be provided an opportunity to receive funding if desired, but overall funding amount will depend on:
 - 1.1.4.1. first come, first serve (not waiting until last quarter)
 - 1.1.4.2. overall percent of homes completed in PY21 and PY22
 - 1.1.4.3. overall percent of deferrals the past 2 years
 - 1.1.4.4. Subgrantee risk level and performance history (ability to commit to funding and production numbers and follow through)
- 1.1.5. More than one request may be requested by a Subgrantee throughout the program year.
- 1.1.6. ODOC will keep the Subgrantees updated on the current available amount of WRF.

1.2 MAXIMUM COST PER HOME

The maximum cost per home is \$15,000.

1.3 MONITORING OF UNITS:

Subgrantees will conduct 100 percent local quality control inspections on WRF units and ODOC will conduct 5 percent minimum but may inspect more units. ODOC will monitor WRF units according to regular weatherization units at 5 percent minimum field monitoring. ODOC will add a section to the QCI checklist regarding whether WRF were used on this home or not [Form 44].

1.4 PROGRAMMATIC REPORTING:

Currently, the Subgrantees report a list of deferred clients in ODOC’s grant management system (OKGrants) while also utilizing the ODOC Deferral Form 33 (see Attachment A). On Form 33, a Subgrantee provides an explanation on why a home was deferred and what must be remedied before weatherization can occur. On the Subgrantee’s quarterly report, the number of dwelling units made ready with WRF and the total amount of WRF used will be reported. If the Subgrantee has used WRF, the Readiness Funds spreadsheet must be uploaded with the quarterly report. This spreadsheet will include items such as

- the work completed
- funds used with readiness funds
- deferral reasons

This will provide ODOC the ability to collect the data needed to provide DOE with accurate information.

1.5 FISCAL REPORTING:

Subgrantees must keep track of WRF separately, just as with Training and Technical Assistance funds. A new budget line item has been added to the OKGrants budget and expenditure report.

1.6 REPORTING CATEGORIES:

Readiness clients will be qualified through the regular intake and application processes so any separate reporting of readiness funds will include, but not limited to, the below Readiness specific data (see Attachment B):

- Job Number
- Date of Application
- Address
- Type of Occupancy
- Building Type
- Fuel Type
- Stage Deferred
- Date Deferred
- Deferral Reasons
- Date Weatherization Ready
- Total Remediation Cost
- Type of Home (i.e., single family, manufactured homes, etc.)
- Year Built
- Other Funds Used
- Date Weatherized

1.7 ELIGIBLE MEASURES: NATURE OF REPAIRS NEEDED WHICH PROHIBIT WEATHERIZATION.

Where applicable, the Subgrantee must identify one or more repairs or remediation reasons for a single building. Below are the eligible categories. If a repair is needed that is not on the list, please contact the State Program Manager with details and a request to proceed and it will be considered.

1. Major Roof Repair
2. Wall Repair
3. Ceiling Repair
4. Floor Repair
5. Foundation or Subspace Repair
6. Floor Repair
7. Exterior Drainage Repairs (Gutter/Landscaping)
8. Plumbing Repairs
9. Electrical Repairs
10. Cleanup and/or Remediation Beyond WAP
 - a. Lead Paint
 - b. Asbestos
 - c. Mold and Moisture
 - d. Biological
 - e. Pests/Termite Damage
 - f. Animal Damage

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11. Fuel Tank Removal, Repair, or Installation
12. Major Repair to Unsafe Chimney and Stacks
13. Water Source Repair (Wells/Filtration System, etc.)
14. Hoarding or Overcrowded House
15. Overgrown Brush, Tree, or Branch removal
16. Windows and Doors beyond Scope of WAP (for example, all windows in the home need replacing or need to replace a door to meet fire code) (with Energy Efficiency Quality Assurance Specialist Emailed Approval)

1.8 PROCESS:

Weatherization Readiness Funds can only be used on homes that will receive weatherization services following the deficit correction within the current program year.

- 1.8.1** If the subgrantee has a wait list of deferred homes in a service area, these homes must be considered immediately for WRF. Eligible applicants should be contacted and scheduled for assessment. These applicants are considered priority for WRF.
- 1.8.2** Normally, deferrals are identified at the time of the assessment when someone goes to the home. For a new client that is being assessed for weatherization services, if there are serious issues identified (at the initial site date or energy audit) that are beyond the scope of eligible conservation and health and safety recommendations (utilizing the funds available), this home would be categorized as deferred until the deficiency is corrected [Form 33]. These applicants are already identified following the normal prioritization and wait list process, and this should continue to be followed.
- 1.8.3** In either case, (whether pulling from a backlogged deferral list or a current assessment that resulted in a deferment) the Subgrantee must procure a contract for services or engage with a crew to do the work so that the building would then be eligible for weatherization work. Readiness work needs to be identified by each measure within the client file.
- 1.8.4** Once the Readiness work is complete, the client needs to sign off on a detailed list of the measures installed and must then be scheduled as soon as possible for weatherization services.
- 1.8.5** If WRF are used, the Subgrantee will make a note of this on the client's Building Weatherization Report, within the comment section. This comment must state that these funds were used, and the amount spent.
- 1.8.6** The local Quality Control Inspector must verify that all homes with WRF are inspected [Form 44].
- 1.8.7** Client files for each readiness job must include the following (additional documentation may be requested by ODOC):
 - 1.8.7.1** Intake documentation
 - 1.8.7.2** Form 33 Deferral Form
 - 1.8.7.3** Readiness measures installed (material receipts and accompanying narrative if receipts do not fully and clearly explain the work completed)
 - 1.8.7.4** Cost of readiness measures (material receipts)
 - 1.8.7.5** Inspection information for these funds (verification that the local quality control inspection inspected the readiness work)

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1.8.7.6 Procurement documentation of services, following ODOC and Federal rules (for example, 3 bids of cost estimates for work performed)

1.8.8 On the Subgrantee’s quarterly reports, the number of dwelling units made ready with these funds and the total amount of funds were used will be reported.

1.8.9 If funds were used within that quarter, or a weatherization unit was completed, the Subgrantee will also submit a Readiness Funds spreadsheet to accompany the quarterly report. This spreadsheet will include, but not limited to, the below items.

- 1.8.9.1** Job number
- 1.8.9.2** WAP intake date
- 1.8.9.3** Date deferred
- 1.8.9.4** Date of weatherization ready funds being used
- 1.8.9.5** Date weatherized
- 1.8.9.6** Street address
- 1.8.9.7** Building type
- 1.8.9.8** Year built
- 1.8.9.9** Fuel type
- 1.8.9.10** Deferral reason(s)

BRAIDING FUNDS:

With the exception of DOE WAP-BIL grant funds, Oklahoma may utilize funds from other sources (such as LIHEAP) to augment these WRF funds.

Attachments:

- Attachment A – Form 33 Deferral Form
- Attachment B – Readiness Funds Spreadsheet
- Attachment C – Form 44 – Quality Control Inspection Report (with WRF)