



ODOC DOE WAP Quality Assurance Inspection Process for PY2019

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 PY2019 since OKGrants will not be available.

Implementation Date: Effective February 5, 2020 through closeout of all PY2019 Quality Assurance Monitorings

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, OKGrants will not be available for Program Year 2019 inspections. Therefore, the purpose of this ODOC WPN is to release interim guidance for 2019 Quality Assurance Inspections. ODOC anticipates resuming Quality Assurance Inspections in OKGrants with Program Year 2020.

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 2019:
 - a. Attachment 9, Attachment 10
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 2019 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 PY2019.]
 - c. Section III, H [Client file documents must be uploaded into StorCloud instead of OKGrants]
 - 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 2019 Quality Assurance Inspections is as follows:
- a. An ODOC State QCI contacts a Subgrantee Recipient to schedule QA(s).
 - b. Subgrantee Recipient responds within 2 business days to request for QA.
 - c. If contracted, the ODOC State QCI confirms scheduled QA(s) with ODOC providing job number and date.
 - d. ODOC emails an inspection notification letter to Subgrantee Recipient.
 - e. Subgrantee Recipient must ensure that all required client file paperwork (see Attachment 1 for checklist) is uploaded into an ODOC provided StorCloud link, into the appropriately named folder, by the due date on the notification letter. ODOC will upload any documents or photos that were already provided during the preauthorization process, but additional documents will be required that ODOC does not have.
 - f. State QCI conducts QA Inspection and submits report to ODOC.
 - g. ODOC finalizes QA report, uploads the report into StorCloud, and notifies the Subgrantee Recipient.
 - h. 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.
4. Any questions regarding this ODOC WPN should be sent to the Senior Energy Programs Manager – Amanda.Marcott-Thottunkal@okcommerce.gov.