

New Weatherization Communication Tools

EFFECTIVE DATE: May 16, 2019

Intended Audience: All ODOC Agency Weatherization Program Service and Training Providers - Executive Directors and Program Managers

Purpose: To inform the Oklahoma weatherization network of a new ODOC process to increase effective communication of procedures, policies and best practices.

The Oklahoma Department of Commerce (ODOC) would like to communicate more effectively about procedures, policies and best practices with the Oklahoma Weatherization network. Weatherization is an especially technical program that is evolving rapidly. It is challenging to keep complex state policy updated and communicated in a responsive and dynamic way that is easily referenced. In order to meet this challenge, ODOC has created a new communication process.

- **ODOC Weatherization Memos** – Similar to DOE’s Memorandums, ODOC’s memos are designed to be informational only documents. There are many reasons ODOC may decide to release a memo, including:
 1. Relay important ODOC procedural changes (such as this memo explaining ODOC’s new communication tools),
 2. Communicate important dates (State Planning timeline and how the network can be involved),
 3. Best practices for Frequently Asked Questions (not policy)
 4. Events (conference or training that is not required),
 5. Statewide Data reports

Memos will not be creating policy or require any Subgrantee action. They are informational only. Memos will be sent via email by the Weatherization Program Planner. Memos will be numbered in chronological order. For example, this Memo is 001.

- **ODOC Weatherization Program Notices** – Similar to DOE’s Program Notices, ODOC’s Weatherization Program Notices are designed to create or clarify policy, requirements, or regulations. Program Notices will always have a State or Federal Requirement cited and provide the reason for why policy clarification is needed. Monitoring findings can be given on Program Notices, but not on Memos. There are two primary reasons why ODOC will issue a Program Notice:

ODOC Weatherization Memo 001

1. When an existing CAA Implementation Manual Requirement, Field Guide, or Contractual Requirement is unclear, incorrect, or missing (based on Funder regulations) and policy clarification cannot wait until a complete CAA Manual Requirement is created or updated. These clarifications may come to ODOC's attention based on agency questions, monitoring findings, or Funder feedback.
2. When an existing CAA Implementation Manual Requirement, Field Guide, or Contractual Requirement needs additional clarification or interpretation and ODOC does believe an updated Requirement/Guide is warranted or cannot make an update at this time. For example, if a critical SWS that we are Federally required to follow is found missing from the Field Guide.

There may be other reasons ODOC finds it necessary to issue a Program Notice, but the intended purpose will be the same – to issue new, updated, or clarified policy.

The network has asked ODOC to be more responsive in setting policy and providing clarification, especially for technical issues. These two new communication tools will allow for more responsive policy guidance, clear distinction between best practices vs. requirements, and make it easier for ODOC staff, agencies, our weatherization training center, and State QCIs to reference. Program Notices will be numbered by Program Year and number of notices released that Year. For example, the first Program Notice of PY19 will be WPN19-1.

If you have any questions about this Memo, please contact the Weatherization Program Planner – Amanda Marcott-Thottunkal, amanda.marcott-thottunkal@okcommerce.gov.