

October 25, 2024

# State Energy Program Lighting Retrofit Sub Grantee Training Session

**Purpose: Train New Lighting  
Retrofit Sub Grantees on  
Managing Requirements for this  
Award.**



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# Introductions

**Introduction of Training  
Participants**

**Introduction of ODOC  
Speakers and Participants**

Name

Title/Role

Location of Project

Description of the  
Project

# Our Agenda

- Overview of SEP DOE Programming and Energy Efficiency Lighting Retrofit Projects
- Introduction to NEPA and SHPO
- OKGrants Overview
- SEP Contract Language
- The State Energy Program Implementation Manual from ODOC
- SEP Monitoring Processes
- ODOC Reporting Requirements
- Timeline Discussion
- Wrap-Up Question and Answer



# Resources Tour

[Oklahoma State Energy Office - Oklahoma Department of Commerce](#)

[NEPA Sample Letter](#)

[PY24 SEPL RFA](#)

[SEP Implementation Manual](#)



# Overview of SEP DOE Programming and Energy Efficiency Lighting Retrofit Projects

**2023**

**\$132,000 Savings**

The overall purpose of SEP is to promote the efficient use of energy and reduce the rate of growth of energy demand through the development and implementation of specific state energy programs. SEP emphasizes the state's role as the decision-maker and administrator for program activities within their state that are tailored to their unique resources, delivery capacity, and energy goals.

- The Oklahoma Department of Commerce (ODOC) has been responsible for the administration of Oklahoma's **SEP** since 1975. ODOC administers various programs with the allocated SEP funds. One of these programs is the Oklahoma Energy Efficiency Lighting Retrofit Program which funds lighting retrofits for public buildings in order to achieve:
  - Improved energy efficiency, energy, and maintenance savings;
  - Better optical control for more uniform lighting and improved color rendering;
  - Increased promotion of economic development and job creation while using project savings to create community vitality.



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# NEPA National Environmental Policy Act

## What is it?

NEPA reviews the environmental affect that any project may cause.

It is commonly understood to only review ground disturbance, but NEPA reviews much more than that. Below are a list of the least considered environmental affects:

Biodiversity- group of living organisms that can interbreed.

Examples:

Blue whales

White-tailed deer

White pine trees

Sunflowers

Microscopic bacteria

Environmental justice- fair treatment and meaningful involvement of all people regardless of race, color, national origin, etc.

Wetlands

Air and water pollution

Traffic

Public safety

Hazardous substances

# Categorical exceptions

B5.1: Actions to conserve energy or water.

*“...installation or replacement of energy efficient lighting...”*



# Next steps:

If only lighting retrofits will occur and no ground disturbance or other changes will occur, your agency will need to provide a letter stating specifically that your work will not affect anything regarding NEPA.

If work will be anything other than retrofitting a light, then the agency will need to provide the Subcontractor Form as well as the address or coordinates of the location where work will be done.

Please keep in mind, NEPA reports that the average wait time for their review is 45 days.

## ***SAMPLE NEPA EXCLUSION LETTER TO ODOC***

**City or Program Letterhead Here**

**Date Here**

### **NEPA Categorical Exclusion Determination**

**Project: State Energy Program – Energy Efficiency Lighting Retrofit Program 2024**

**Location (actual addresses of the project(s)):**

Exampleville City Hall and Conference Center

12205 S. Thera Drive

GPS 35.9830778,-96.0204885

The above project falls within the B5.1 NEPA categorical exclusion determination for the following reasons:

- The project will not have any ground disturbances.
- The project is specifically to retrofit current lighting.
- The project does not have a significant effect on the human environment.

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Mark Goodwin – City Manager

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Date

# What is it?

## SHPO State Historic Preservation Office

SHPO stands for the State Historic Preservation Office, and they work with citizens and groups to identify, evaluate, and protect OK's historic, architectural, and archeological resources.

ODOC and the Oklahoma SHPO office has agreed upon an exemption list for Section 106 reviews.

Appendix A.B.3.a and b.- convert incandescent lighting to fluorescent and add reflectors, LED exit signs, efficient HID fixtures, and occupancy (motion) sensors.

Appendix B.A.3.b-e. Exterior: Compact fluorescent light bulbs, energy efficient light fixtures, including ballasts (replacements), LED light fixtures and exit signs (replacements), and upgrade exterior lighting (replacement with metal halide bulbs, LEDs, or others) along with ballasts, sensors, and energy storage devices not visible from any public right-of-way.

# Next Steps

If a building is 45 years or older and will have work done that is not listed on the Programmatic Agreement, please submit the following items to ODOC for review and submittal to SHPO.

- SHPO Cover Letter
- [SHPO Agency Form](#)
- Location of where the building is located (address and/or coordinates)
- Photos of the inside and/or outside of the building depending on what may be done to the building.
- Third party verification of age of the building

If a building is not 45 years or older and/or will only have work done that is listed on the [Programmatic Agreement](#), email the following items to ODOC.

- Provide a letter stating what specific building will be worked on along with the reference to the Programmatic Agreement that determines your agency is exempt.
- Third party verification of age of building.



October 25, 2024



## OKGrants Application Amendments














1. Award Letters Sent/Received
2. Check OKGs for Modification Comments
3. Make Modifications in OKGs
4. **Change Status to "Resubmit application" by AO**
5. Check-in with Energy Project Specialists



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## Forms

Status	Page Name
Application	
	<a href="#">Application Summary</a>
	<a href="#">Budget Detail</a>
	<a href="#">Uploads</a>
	<a href="#">ODOC #'s (ODOC Only)</a>
	<a href="#">Audit</a>
Review	
	<a href="#">Comments Form (ODOC Only)</a>
	<a href="#">Uploads (ODOC Only)</a>
	<a href="#">Modification Comments</a>
Award	
	<a href="#">Contract Form (ODOC Only)</a>
	<a href="#">Contract Part I</a>
	<a href="#">Peoplesoft Application Information ODOC No-PO</a>
Modifications	
	<a href="#">Uploads</a>
Closeout	
	<a href="#">Modification Comments</a>

Energy Project Specialists will review the application for all required information and provide instructions on what needs to be modified before the application can move forward to contract execution.

You are here: > [ODOC Application Menu](#) > [Forms Menu](#)

## **MODIFICATION COMMENTS**

### **Instructions:**

Please complete this page, then click the **Save** button.  
Required fields are marked with an \*

### **Commerce Comments:**

### **Applicant Comments:**

# **Final PY24 SEPL Timeline of Events from October 25, 2024, to November 15-20, 2024.**

**Programs review the award letter and begin making changes in OKGrants. After program submission, ODOC reviews PY24 SEPL Applications revisions and sends back the applications for any new revisions. Programs do final updates and submit (status change).  
Due by Programs and ODOC on November 1, 2024**

**ODOC Executes Contracts on or about November 15- 20, 2024**

# SEP Implementation Manual Contract Language

## OKLAHOMA DEPARTMENT OF COMMERCE



## SEP IMPLEMENTATION MANUAL

The purpose of the State Energy Program (SEP) Contractors Implementation Manual (Manual) is to provide a single source document for locating financial and programmatic information on the SEP Program. The three major purposes of the Manual are:

- To provide potential contractors/grantees/contractors the special terms and conditions by the U.S. Department of Energy (DOE), the SEP Funder;
- To describe in detail the laws, rules and regulations that govern the implementation of specific awarded projects; and
- To describe in detail the processes, guidelines, and tools that will be utilized by the Oklahoma Department of Commerce (ODOC) Program Planner, when overseeing and monitoring and individual project.

# Monitor Process

Meet the Energy Program Specialists  
on our Team

**Priscila Guillen – The City of McAlester and MNTC**

**Allison Evans – Eastern Oklahoma State College,  
the City of Alva, and the City of Moore**



In conclusion, ODOC is open to the questions and answers portion for you!



**Thank you for joining our training!**