WEATHERIZATION & COVID 19: NOW WHAT?

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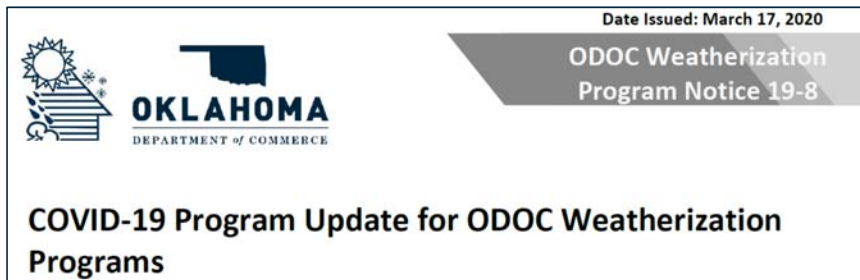
NEW ZOOM SOFTWARE

OUTCOMES

- Review ODOC COVID 19 guidance to date and provide updates to status of DOE & DHS PY19 and DOE PY20 contracts

- Offer answers to questions ODOC has received network

- Provide opportunity for open discussion and dialogue

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ODOC WX COVID-19 GUIDANCE TO DATE - WPN 19-8

- [ODOC WPN 19-8](#)
  - Added COVID-19 as a deferral reason to Requirement 310
  - Postponed QAs
  - Provided CFR reference to how to pay employees if a program shuts down
  - Increased ACPU for DHS 19 LIHEAP WX to $9,500.

Date Issued: March 17, 2020

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ODOC Weatherization Program Notice 19-8

COVID-19 Program Update for ODOC Weatherization Programs

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ODOC WX COVID-19 GUIDANCE TO DATE - WPN 19-9

- ODOC WPN 19-9
    - Weatherization work and production within client homes ceased 3/26/20 (both contracts)

    - COVID-19 deferrals (partially completed PY19 homes stopped due to COVID-19) must be kept track of and prioritized for completion in PY20.

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COVID-19 Production Update for ODOC Weatherization Programs
ODOC Weatherization Program Notice 19-9
Issued March 25, 2020

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DOE COVID 19 GUIDANCE

- WAP Memo 060
  - Encouraged Grantees to suspend or severely limit services
  - Provided answers to questions related to admin spending, ACPU, training, July state plan submissions

PY 19 CONTRACTS AND FINAL PRODUCTION NUMBERS

- 99 homes have been reported completed as of 3/25/2020
- 5 homes waiting on final local QCI inspection
- 21 homes at various stages of production completion
- Final ACPU numbers unknown until contract closeout

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SUMMARY OF DOE PY19 ODOC ACTION

- Contractual time periods are not being changed due to COVID 19. PY19 and PY20 contract periods will remain the SAME.

- COVID 19 reasons for uncompleted homes or unspent funds will not be a problem for any agency.

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ODOC DETERMINATIONS ON DOE PY19 PRODUCTION

- If projected final production is 50% or higher of originally planned PY19 production (ACPU below threshold), ODOC does not plan on giving any ***production related*** conditions or findings

[Example – 10 homes on original plan, 3 homes completed as of 3/25, 2 homes partial completed = 5 homes is the projected final production]

- If projected final production is 50% or higher of originally planned PY19 production, but a final high ACPU that did not receive explicit ODOC written approval (that still would have been high including the partially completed units), those agencies will be placed on reimbursement only in PY20, and may have additional conditions or findings. However, no payback for ACPU is anticipated to be required, provided there are no disallowed costs.

- All agencies will be offered their remaining PY19 funds in their PY20 contract, although agencies with conditions on their contract may have to submit a plan and guarantees that they have the capacity to spend the funds in PY20 that is dependent upon ODOC approval.

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PY20 AWARDS

- Some minor delays on PY20 awards due to COVID-19, but not comparatively

> 2019 – April 16
>
> 2018 – April 12
>
> 2017 – April 3
>
> 2016 – April 14
>
> 2015 – April 29
>
> 2014 – June 24

SURVEY QUESTIONS

- 10/12 agencies responded
  - Most agencies are still doing WX related office work
  - 4 agencies have WX staff completely or mostly working on other programs, or working from home
  - 2 employees are working full time from home, 4 part-time
  - 2 agencies do not have policies or procedures in place so that employees could work from home.

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Will we be able to do a budget modification for any extended contracts?

What will the program look like if we are combining both PY2019 and PY2020?

We are not going to extend any contracts. However, for most agencies, any remaining PY19 funds will simply be rolled and carried over into PY20. Any carryover funds can be re-budgeted into any line items within the limits of the award letter

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Will the ACPU be calculated by combining both years (PY19 and PY20)?

No, we will maintain two separate programs years with two different final ACPUs.

What will procedures be for completing partially completed units in PY2020?

How does ODOC plan on dealing with agencies that were on a home when production was ceased?

Will they be able to complete the home once this is lifted and count it as a completed home for DOE 19?

There will be no penalty for partially completed units, but units completed in PY20 will only count for PY20, not PY19

All homes that were partially completed can be paid for with PY19, for expenses incurred to date. Homes can then completed later

with PY20 funds. How this should be documented is something ODOC will work on determining

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How shall administrative leave be charged?

Are we going to continue to use DHS funds to pay staff as the DOE 19 contracts end March 31, 2020? if so, this will greatly impact ACPU.

2 CFR 200.431 – Administrative leave is allowable provided:
- Written policies are in place [work on immediately if you don't have!]
- Costs are equitably allocated to all related activities, including Federal awards
- Accounting processes are consistently followed

Administrative leave is separate and in addition to the administrative budget in the DOE and DHS grants. It is NOT the same thing. In theory, administrative leave does not have a cap (ACPU?).

Administrative leave should be charged to the Labor:Payroll line item.

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A. Total On-Site

$0	$0	$0

Salaries and Wages

Fringe Benefits

$22,000.00	$18,000.00	$40,000.00
$6,160.00	$5,040.00	$11,200.00

B. Total Labor: Payroll

$28,160.00	$23,040.00	$51,200.00

		A. Current Expense	B. Expenditures to Date	C. Budget	D. Remaining Ba
A. Transportation		$0	$459.48	$3,800.00	$
B. Tools and Equipment		$0	$0	$2,500.00	$
C. On-Site Supervision		$0	$0	$0	
D. Labor: Payroll		$1,682.42	$7,151.84	$51,200.00	$4
E. Labor: Subcontracted		$0	$0	$16,650.00	$1
F. Storage		$0	$0	$0	
G. Office Expenses: Program Support		$210.64	$421.28	$1,349.00	
H. Total Program Support		$1,893.06	$8,032.60	$75,499.00	$8
Materials		$0	$0	$27,000.00	$2

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Once online trainings have been exhausted, what then?

- It would take some time (months) to exhaust all the online training options out there.

- ODOC is working with CHP and OKACAA to develop online trainings just for our network.

- List of suggested ideas for work – to be sent after this webinar and in upcoming memo

- If no other work is available, or if at any time employees need to stay home and can't work, use administrative leave.

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- Reconcile material inventories.
- If you don't have them, design and build drill shrouds.
- Do a comprehensive safety review of tools and equipment. Repair and maintain equipment as needed and able (e.g., clean tools, rewiring frayed cords, rebuild power tools, sharpening auger bits, change filters on vacuums). Make sure to follow lead safe practices!

Ideas for **Subgrantee Auditors** during suspended production:

- Scrub audits- Do you have completed audits and the work has not been started. Take some time to review them. Is there more we can do?
- What can I learn from the Energy Savings Tab? Have I captured the information correctly? Pre and post usage tell you anything?
- Improve computer skills in Excel. Everyone can do more in excel to track jobs and costs and data. Spend some time either online learning or searching the net for answers to questions on how to perform specific tasks. It's a powerful tool and dramatically underutilized.
- Analyze pre and post blower door numbers. Simple analytics can improve your program. Are we doing better than last year or the year before? What were your home runs? Where did you miss the boat? See any patterns in housing styles? Is one crew performing better than another?
- Build a work order template- Can you improve communication with your crew and save time too with simple drop downs? A template in Word or Excel with standard wording can save time.

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Will there be more money allocated to T/TA in PY20 to accommodate for increased need for online training?

Once DOE 19 T/TA funds are expended, will we be able to use DOE 20 T/TA to cover wages?

- T/TA funds, just as last year, will be awarded based on T/TA plans by request.
- As with any year, T/TA funds (only DOE not DHS) can be used to pay for any staff while they are training.

A. Total On-Site	$0	$0	$0
LABOR: PAYROLL/Program Support			
Salaries and Wages	$22,000.00	$18,000.00	$40,000.00
Fringe Benefits	$6,160.00	$5,040.00	$11,200.00
B. Total Labor: Payroll	$28,160.00	$23,040.00	$51,200.00

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ODOC NEXT ACTION

- Further COVID -19 guidance - how to plan and budget in PY20.

- Training schedule for ODOC developed online training during the next couple of months

- DOE 20 Application Webinar (which will also review the COVID 19 guidance)

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QUESTIONS ODOC IS STILL WORKING THROUGH & POSSIBLE LONG TERM ISSUES

- What are the long term impacts of COVID 19 on deferral policy and client education?

- What is the minimum recommended precautionary PPE assessment, work, and inspection of a unit?

- How do we document in the client file, homes that have been paid for with two different set of grant funds, and reconcile two different (potentially) sets of requirements?

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