



**E-mail MEMO:  
Please Copy and Distribute  
WX-2022-2**

# MEMO

**TO:** Agency Directors and Weatherization Coordinators  
**FROM:** Steve Divan, Weatherization Program Coordinator  
**RE:** DOE PY 21 QCI Flexibility  
**DATE:** March 18,2022

Greetings,

Due to supply chain issues, it has become difficult to predict when a project may be completed causing a hesitance to obligate DOE 21 funds near the end of the program year. To assist us in expending our DOE 21 allocation, DOE has granted our QCI's the flexibility to complete the project after inspection of the DOE funded work prior to 6/30/22 and return after 7/1/22 to complete and inspect any delayed work. **Work completed after 7/1/22 must utilize funds other than DOE.**

The process is as follows:

1. Inspect and pass all DOE funded work prior to 6/30/22. Complete diagnostic testing must be completed at this inspection. Sign the QCI Inspection form and make a note that DOE funded work was inspected prior to all work being completed.
2. Mark the job as complete in OPUS WX and make a note that DOE funded work was inspected prior to all work being completed.
3. Once the delayed work has been inspected and passed, an additional diagnostic testing must be completed and a note on the inspection form indicating the delayed work was completed satisfactorily and inspection date noted.
4. In OPUS WX, update/add any jobs costs or measures as necessary. Make a note indicating the delayed work was completed satisfactorily and the date completed. **Do not change the completion date!** Changing the completion date will result in double counting the project.

If you have any questions, please contact me at (503) 986-0979.

Best regards,

Steve Divan  
Weatherization Program Manager