

## **QUALITY WORK PLAN**

**Effective July 1, 2022 – June 30, 2023**

### **REQUIREMENT: Guidelines and Standards**

The Department of Energy and Environment (DOEE) will ensure that all work performed on client homes meet the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications (SWS) for Home Energy Upgrades where applicable. To ensure that we are meeting US Department of Energy (US DOE) Standards, if it is not in the renewal process, the current field guide will be reviewed annually to ensure that the relevant procedures in the guide will result in work that achieves the desired outcomes in the SWS.

### **TIMELINE**

- The field guide will be reviewed, and if needed updated and submitted to US DOE, as part of the annual State Plan submission.

### **REQUIREMENT: Communication**

DOEE will ensure that all Subgrantees, Contractors, Subcontractors, and in-house crews meet the technical requirements for field work including installation of energy conservation measures, health and safety and incidental repair measures, and final inspections. The Subgrantee and their subcontractors will also receive an electronic copy of the field guide during the Energy Program Kick-off meeting before the start of the program. The field guide will be referenced in their subcontracts as a requirement when completing work. Subgrantees are required to submit the signed subcontracts to include the above-referenced materials during their 2nd Quarter monitoring visit.

### **TIMELINE**

- DOEE will meet with the Subgrantees, Contractors, Subcontractors, and in-house crews prior to the start of the program to discuss the field guide, SWS, US DOE guidelines, and any additional addendums to their current contracts referencing newly released Program Notices.
- DOEE will conduct additional meetings with all parties to ensure a clear understanding of the SWS and to ensure implementation of the required standards based on the work performed during the 2nd quarter monitoring visit.
- The Subgrantees, Contractors, Subcontractors, and in-house crews will be monitored frequently to ensure compliance.
- DOEE will develop and implement the training curriculum for pertinent staff on Tier 1 and Tier 2 training prior to the completion of Program Year 2021.

**REQUIREMENT:** Inspection and Monitoring

DOEE will ensure that their internal staff maintains their Building Performance Institute (BPI) Quality Control Inspector (QCI) certification. The Subgrantee will conduct 100% inspection of all work performed with DOEE acting as the QCI before reporting work completed. DOEE will not utilize a third party to do quality assurance checks.

**TIMELINE**

DOEE already performs this process as of Program Year 2020.

**REQUIREMENT:** Training

DOEE will monitor Subgrantee and contractor compliance in completing the comprehensive training as outlined below to ensure all personnel performing work under the Weatherization Assistance Program possess the necessary knowledge and certifications.

**TIER 1 TRAINING**

The following certifications are required for the indicated positions, and for Subgrantee Personnel proof of certification must be submitted 90 Days after Grant Award is issued to Subgrantee.

**DOEE Auditor**

- 1 Day EPA Lead Renovator (yearly)
- 3 Day Asbestos Inspector (maintain certification)
- 3 Day Mold Inspection and Assessment (maintain certification)
- 8 Hour OSHA Confined Space (yearly)
- 8 Hour OSHA Hazwopper Refresher training (yearly)
- Quality Control Inspector BPI (maintain certification)
- Energy Auditor BPI (maintain certification)
- Healthy Home Evaluator BPI (maintain certification)
- ASHRAE Standards 62.2 – 2016 (yearly)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)

**Subgrantee Weatherization Coordinator and Administrative Staff**

- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)

- Weatherization Assistance Program (WAP) Administrative training (yearly)

### **Subgrantee Inspector**

Must possess the following Building Performance Institute Certifications:

- Certified Building Analyst, Envelope Professional, or Crew Leader; and
- Healthy Home Evaluator

in addition to completing the below trainings:

- 1 Day EPA Lead Renovator (yearly)
- 2 Day Mold Remediation Worker (every 2 years)
- 3 Day Asbestos Inspector (every 2 years)
- 8 Hour OSHA Confined Space (yearly)
- 40 Hour OSHA Training (refresher each year)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)
- ASHRAE Standards 62.2 – 2016 (yearly)

### **Weatherization and Health and Safety for contractors working on the US DOE grant(s)**

- 1 Day EPA Lead Renovator (yearly)
- 2 Hour Asbestos Awareness (every 2 years)
- 3 Day Mold Inspection and Assessment (every 2 years)
- 8 Hour OSHA Confined Space (yearly)
- 8 Hour OSHA Hazwopper Refresher training (yearly)
- ASHRAE 62.2 Ventilation for Single Family (yearly)
- BPI Retrofit Installer Technician from an IREC Accredited Facility (online) (yearly)
- Envelope and Duct Leakage (yearly)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)

### **Installer – HVAC**

- 1 Day EPA Lead Renovator (yearly)
- 8 Hour OSHA Confined Space (yearly)
- 8 Hour OSHA Hazwopper Refresher training (yearly)
- Envelope and Duct Leakage (yearly)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)
- HVAC Duct Sizing from an IREC Accredited Facility (yearly)

- HVAC Fundamentals from an IREC Accredited Facility (yearly)

## **TIER 2 TRAINING**

Based on field monitoring results the following courses will be recommended on an on-going basis as needed:

- ASHRAE Standards 62.2 – 2016
- Weatherization Tactics to include Pre and Advanced Courses
- Infiltration and Duct Leakage
- HVAC Fundamentals and Advanced Courses
- BPI Building Analyst

## **TIMELINE**

- Subgrantees are to submit a Training Plan that shows how they will accomplish Tier 1 training within the first 30 days after receiving their Grant Award.
- Subgrantees will be assessed periodically to determine necessary Tier 2 training requirements. DOEE will provide this information to the Subgrantee in writing.