

TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN TEMPLATE

1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

ENTER ADDITIONAL H&S INFORMATION HERE

2.0 – OVERALL T&TA PLAN

YOUR OVERALL T&TA PLAN MUST INCORPORATE SUGGESTIONS AND FEEDBACK THE FOLLOWING ELEMENTS.

FEEDBACK FROM INTERNAL AND EXTERNAL REVIEWS, EXAMPLES INCLUDE:

BASED ON A RECENT US DOE MONITORING VISIT WE HAVE MADE THE ASHRAE 62.2-2016 A YEARLY REQUIRED TRAINING COURSE FOR DOEE ENERGY AUDITORS, SUBGRANTEE INSPECTORS, AND CONTRACTORS

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.

COMMUNITY HOUSING PARTNERS FOR BPI RELATED COURSEWORK. A SECONDARY PARTNERSHIP WAS CREATED WITH ARC ENVIRONMENTAL FOR LEAD, ASBESTOS, AND MOLD-RELATED TRAINING

PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS

DOEE HAS ESTABLISHED AUGUST AS THE GRANT TRAINING MONTH FOR SUBGRANTEES AND CONTRACTORS. DOEE STAFF WILL CONDUCT A 1-WEEK TRAINING SESSION TO PROVIDE THEM WITH UPDATED PROGRAMMATIC GUIDANCE, REVIEW SWS FIELD GUIDE, AND DISCUSS PATTERNS WITH REWORK AS IDENTIFIED THROUGH FIELD INSPECTIONS.

WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?

DOEE BPI CERTIFIED QUALITY CONTROL INSPECTORS CONDUCT IN-PROGRESS INSPECTIONS TO ENSURE THAT UNTRAINED STAFF ARE NOT LEFT UNSUPERVISED. IN ADDITION, DOEE IS IMPLEMENTING A MORE STRINGENT TRACKING SYSTEM TO ENSURE EMPLOYEES HAVE THE PROPER TRAINING AND CERTIFICATIONS PRIOR TO COMMENCING WORK ON US DOE FUNDED PROJECTS

PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.

PARTNERSHIP WITH COMMUNITY HOUSING PARTNERS IS CURRENTLY IN PLACE WITH DOEE AND SUBGRANTEES

HOW DOES THE ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&TA ACTIVITIES AND PRIORITIES?

GREATLY INFLUENCES RECOMMENDATIONS FOR SUBGRANTEE, CONTRACTORS, AND DOEE PERSONNEL TRAINING PLAN. IN ADDITION, DOEE HAS IMPLEMENTED AN ANONYMOUS CUSTOMER FEEDBACK SURVEY SO WE CAN DETERMINE IF ANY ADDITIONAL TRAINING IS NEEDED.

3.0 – WORKFORCE CREDENTIALS

DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&TA PLAN RELATED TO WORKFORCE CREDENTIALS.

FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:

- ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM
- HOME ENERGY PROFESSIONAL'S QUALITY CONTROL INSPECTOR CERTIFICATION

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)

GRANTEE/STATE REQUIRED CREDENTIALS

DOEE AUDITOR

- 1 DAY EPA LEAD RENOVATOR
- 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)

SUBGRANTEE/LOCAL REQUIRED CREDENTIALS

Subgrantee Weatherization Coordinator and Administrative Staff

- Customer Service Training (minimum of 1 course each quarter)
- Ethics Training (yearly)
- Fraud, Waste, and Abuse (yearly)
- Weatherization Assistance Program (WAP) Administrative training (yearly)
- Financial Management (minimum of 1 course each quarter) with a certificate verifying credentials/PASSING completion results
- Leadership Training (minimum of 1 course each quarter) with a certificate verifying credentials
- Project Management Training completion required for 1 or more courses outlined below:
- Six Sigma Certification (Green);
- Program Management Professional Certification (PMP); or
- Project Management Certification (PMI).

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)

PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS

SUBGRANTEES ARE REQUIRED TO KEEP TRACK OF THEIR CONTRACTOR'S TRAINING CREDENTIALS. THIS INFORMATION IS VERIFIED WHEN DOEE CONDUCTS THEIR ANNUAL MONITORING VISIT. DOEE TRACKS INTERNAL PERSONNEL TRAINING AND CREDENTIALS UTILIZING QUICKBASE AND PEOPLESOFT.

4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

- A) USE THE EMBEDDED SPREADSHEET* TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.



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DESCRIBE SPECIFIC TRAINING OFFERINGS HERE

CONFERENCES:

DOEE PERSONNEL WILL ATTEND THE BELOW CONFERENCES:

- 2024 NATIONAL ENERGY & UTILITY AFFORDABILITY COALITION CONFERENCE
- ACEEE CLIMATE SOLUTIONS: EFFICIENCY, EQUITY, AND DECARBONIZATION
- ENERGY OUTWEST
- NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICES PROVIDERS

SUBGRANTEE PERSONNEL WAS ADVISED THAT THESE CONFERENCES ARE RECOMMENDED FOR THEIR STAFF AND CONTRACTORS AS WELL BUT WE CANNOT CONFIRM ATTENDANCE AT THIS TIME.

5.0 – TECHNICAL ASSISTANCE

DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.

PROGRAMMATIC/ADMINISTRATION SUPPORT

THIS UPCOMING PROGRAM YEAR DOEE WILL BE TAKING A MORE AGGRESSIVE APPROACH WITH ENSURING SUBGRANTEE WEATHERIZATION COORDINATORS, SUBGRANTEE ADMINISTRATIVE STAFF, AND DOEE PERSONNEL WORKING ON THE GRANT ARE

AWARE OF THE FEDERAL RULES AND REGULATIONS THAT GOVERN THE PROGRAM. DOEE HAS DEDICATED THE MONTHS OF AUGUST AND SEPTEMBER TO ENSURE EVERYONE IS PROPERLY TRAINED PRIOR TO COMMENCING WORK.

TECHNICAL SUPPORT

DOEE HAS A STRONG PARTNERSHIP WITH COMMUNITY HOUSING PARTNERS (CHP) THE LOCAL IREC ACCREDITED FACILITY. IN INSTANCES WHERE WE HAVE DETERMINED THAT PERSONNEL ARE STILL NOT AS KNOWLEDGEABLE AS NEEDED THEY WILL BE REQUIRED TO TAKE COURSES IN PERSON AT CHP.

HEALTH & SAFETY SUPPORT ACTIVITIES

DOEE WILL CONTINUALLY ENSURE THAT IN-PROGRESS INSPECTIONS TAKE PLACE AS A SECONDARY MEASURE THAT CONTRACTORS ARE FOLLOWING OSHA AND LEAD-SAFE WORK PRACTICES. IF DOEE OBSERVES FAILURE TO COMPLY WITH EITHER STANDARD THE CONTRACTOR WILL BE ORDERED TO STOP WORK AND THE SUBGRANTEE WILL BE PUT ON A CORRECTIVE ACTION PLAN.

MONITORING

WHAT PERCENTAGE OF T&TA FUNDING IS ALLOCATED TO MONITORING? (IF DEFINED IN SECTION B OF THE BUDGET DETAILS WITHIN THE ANNUAL APPLICATION, INCLUDE THAT WITHIN YOUR DESCRIPTION BELOW.)

DESCRIBE MONITORING BUDGET INFORMATION HERE

6.0 CLIENT EDUCATION

DESCRIBE WHAT CURRENT AND PLANNED CLIENT EDUCATION MATERIALS AND/OR ACTIVITIES ARE INCLUDED IN THE T&TA BUDGET CATEGORY. ONLY THOSE PAID FOR WITH T&TA FUNDS NEED TO BE MENTIONED.

NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.

CLIENT EDUCATION ACTIVITIES PRIOR TO, DURING AND AFTER WEATHERIZATION WHICH ADDRESS THE WEATHERIZATION PROCESS AND ENERGY SAVINGS DETAILS

DOEE PROVIDES CLIENTS WITH A CLIENT EDUCATION CHECKLIST WHEN CONDUCTING THE ENERGY AUDIT. ONCE THE CLIENT IS ASSIGNED TO THE SUBGRANTEE AS PART OF THE SUBGRANTEE PRE-INSPECTION THEY ARE TO PROVIDE THE CLIENT WITH EDUCATIONAL RESOURCES AND SUBMIT DOCUMENTATION CONFIRMING THIS AS PART OF THEIR CLOSEOUT DOCUMENT SUBMISSION.

CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 17-7

- AIR CONDITIONING AND HEATING SYSTEMS
- ASBESTOS
- BIOLOGICALS AND UNSANITARY CONDITIONS
- BUILDING STRUCTURE AND ROOFING
- CODE COMPLIANCE
- COMBUSTION GASES
- ELECTRICAL
- FORMALDEHYDE, VOLATILE ORGANIC COMPOUNDS (VOCs), FLAMMABLE LIQUIDS, AND OTHER AIR POLLUTANTS
- FUEL LEAKS
- GAS RANGE/OVENS
- HAZARDOUS MATERIALS DISPOSAL
- INJURY PREVENTION OF OCCUPANTS AND WEATHERIZATION WORKERS
- LEAD BASED PAINT
- EPA'S LEAD RENOVATION, REPAIR & PAINTING PROGRAM (RRP)MOLD/MOISTURE
- PESTS
- RADON
- SAFETY DEVICES
- VENTILATION AND INDOOR AIR QUALITY
 - AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
- WINDOW REPAIR, DOOR REPAIR

- WORKER SAFETY
 - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

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WE PROVIDE CLIENT WITH INFORMATION ON RADON, LEAD, AND NOTICE OF SAFETY CONCERNS DURING THE AUDIT.