**Training and Technical Assistance (T&TA)**

**Plan Template**

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| 1. **– General Information**

Comments that do not generally fit into the available tables below |
| Enter Additional H&S Information Here |
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| 1. **– 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:*** Feedback from Department of Energy (DOE) Project Officer (PO) monitoring visits
* Internal state audits
* Grantee monitoring of the Subgrantees
* Office of Inspector General (OIG) reports
* American Customer Satisfaction Index feedback, and
* Other. Examples include:
	+ Training Feedback
	+ Training Retention Activities
 |
| Describe Incorporation of Feedback from Internal and External Reviews Here |
| **Existing or planned Accredited Training Center partnership or working relationship.** |
| Describe Existing or Planned Accredited Training Center Partnership or Working Relationships Here |
| **Preparations for future/upcoming program requirements, examples include:*** **Updated Standard Work Specifications (SWS)**
* **Migration to online Weatherization Assistant**
* **Inclusion of specific language from Weatherization Program Notices (WPN)**
 |
| Describe Preparations for Future/Upcoming Program Requirements Here |
| **What protocols are in place which ensure untrained staff are not left without supervisions during field operations?** |
| Describe Guidance Provided to Subgrantees Here |
| **Partnerships with the statewide home performance industry on training issues; if applicable.** |
| Describe Partnerships Here |
| **How does analysis conducted, as detailed in Section V.6 of the annual application, influence the development of T&TA activities and priorities?** |
| Describe inclusion of Analysis of Subgrantee Effectiveness into T&TA Activities and Priorities Here |

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| 1. **– 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 Professionals Quality Control Inspector Certification**
 |
| Describe Federally Required Credentials Here |
| **Grantee/State Required Credentials. Examples Include:*** **Building Performance Institute Building Analyst**
* **Grantee-Developed Certifications**
 |
| Describe Grantee/State Required Credentials Here |
| **Subgrantee/Local Required Credentials. Examples Include:*** **Contractor Licensing**
 |
| Describe Subgrantee/Local Required Credentials Here |
| **Industry Required Credentials. Examples include:*** **Equipment/Material Manufacture Certification**
* **Vendor Certification(e.g. Equipment/Material Manufacture Certification, Vendor Certification)**
 |
| Describe Industry Required Credentials Here |
| **Process For Maintaining Workforce Credentials** |
| Describe Process For Maintaining Workforce Credentials Here |
| **How Credentials Are Tracked** |
| Describe How Credentials Are Tracked Here |
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| 1. **– Training**

Grantees have two options to describe their training. 1. Use the embedded spreadsheet\* to Identify and describe the training schedule for Grantee and Subgrantee staff. Include technical and non-technical training.
2. OR Use the fields below to identify and describe the training schedule for Grantee and Subgrantee staff. Include technical and non-technical training.

Grantee’s are to include the following in their descriptions regardless of what option is being used to describe their training plan:* Specify whether attendance is mandatory, and the ramifications for non-compliance.
* Specify If the T&TA plan spans multiple Program Years (PY), indicate which trainings are intended in the current PY and which are planned for future PYs.

 \* the embedded spreadsheet, if completed at the end of the year to record delivered training, can be used as Documentation for the required annual T&TA report. Double click to open spreadsheet. Enter information and close. It will automatically save your information |
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| **Programmatic/Administration Training*** + - Financial (i.e. 2 CFR 200)
		- Management (i.e. 10 CFR 440)
 |
| Describe Programmatic/Administration Training Offerings Here |
| **Comprehensive Technical Training aligned to the Job Task Analysis (identify at what intervals workers will receive regular, Comprehensive training as required by Weatherization Program Notice (WPN) 15-4)*** + - * Quality Control Inspector
			* Energy Auditor
			* Crew Lead
			* Retrofit Installer/Technician
 |
| Describe Comprehensive Training Offerings Here |
| **Specific Technical Training** * Topics identified during monitoring visit(s)
* Energy Modeling
* Health & Safety. All H&S topics in WPN 17-7 require some level of training for all affected workers, the frequency of this training is a Grantee decision. Examples include:
	+ 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
* Client Education (training workers to conduct client education). Examples include:
	+ Energy Savings strategies
	+ Program-specific information. Examples include:
		- What to expect
		- Additional resources
	+ Health & Safety issues
 |
| Describe Specific Training Offerings Here |
| **Conferences. Examples include:*** **Energy OutWest**
* **Building Performance Association**
* **National Association for State and Community Service Providers**
* **Community Action Partnership**
 |
| Describe Planned Conference Attendance Here |
| **Other, please specify:** |
| Describe Other Training Activities Here |

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| 1. **– Technical Assistance**

Describe the technical assistance activities included in the T&TA budget category. |
| **Programmatic/Administration Support** |
| Describe Programmatic/Administration Support Here |
| **Technical Support** |
| Describe Technical Support Here |
| **Health & Safety Support Activities** |
| Describe Health and Safety Support Activities Here |
| **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 |
| **Other, please specify** |
| Describe Other Technical Assistance Activities Here |
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| 1. **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 |
| Describe General Client Education Activities/Resources Here |
| 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
 |
| Describe H&S Client Education Activities/Resources Here |