**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 |