

What's New?
Crosswalk from WPN 15-4 to WPN 22-4

General..... 1

Section 1: Standard Work Specifications 1

Section 2: Inspections 2

Final Inspection..... 2

Quality Control Inspectors..... 2

QCI Mentorship Option..... 2

Grantee Monitoring..... 2

Section 3: Workforce Training..... 2

Section 4: Exemptions..... 2

General

- Previous Sections 1 and 2: Definition of Work Quality, Guidelines and Standards and Communication of Guidelines and Standards, respectively, were combined into Section 1 and renamed Standard Work Specifications.
- Previous Section 3: Inspection and Monitoring of Work Using Guideline and Standards became Section 2: Inspections.
- Previous Section 4: Training to Implement and Maintain Guidelines and Standards became Section 3: Workforce Training.
- Previous section 5: Exemptions is now Section 4: Exemptions.
- A Variance Request form is included as an attachment.
- The resources section has been updated and added as an attachment, “WPN 22-4 Quality Work Plan Updates: Glossary of Resources”
- Editorial revisions to clarify intent and streamline document.

Section 1: Standard Work Specifications

- The cycle for updating field guides has been expanded from 3-years to 5-years to align with the current 5-year cycle for updating the Standard Work Specifications (SWS).
- Grantees must now submit their field guides for DOE review 6 months prior to the expiration date of their currently approved guide.
- Language was added clarifying that editorial changes in the guides between full updates do not require re-approval unless the changes lead to a variance from the SWS.
- Language was added clarifying that crew and contractor work orders need to demonstrate performance requirements from the energy audit.

Section 2: Inspections

Final Inspection

- Clarified that the Final Inspection must include review and verification of the initial field data collection and energy audits to ensure the energy modeling software called for the correct measures.

Quality Control Inspectors

- Language updated to indicate that those individuals *approving* Subgrantee Final Inspections and Grantee technical monitoring must have an active Quality Control Inspector (QCI) certification, opening the option for a mentorship model or division of duties.

QCI Mentorship Option

- Option added to allow workers to conduct field site data collection, energy audit reviews and other portions of the Final Inspection and/or Grantee technical monitoring under the mentorship of a certified QCI as they gain the required prerequisites to earn QCI certification.
- Policy guidelines added for developing a mentorship program.

Grantee Monitoring

- New requirement added that Grantees perform quality assurance reviews (technical monitoring) of at least 10 percent of all completed units if the Subgrantee uses a mentorship model.
- Clarified that *Grantee technical monitoring* may not be conducted by the same individual who conducted the initial audit or Final Inspection for the Subgrantee. Previous guidance included this for Subgrantee staff but omitted mention of Grantee staff or contractors.

Section 3: Workforce Training

- Added Definitions and Training Guidelines glossary.
- Added requirement that Grantees conduct some form of Training Needs Assessment (TNA) to identify training needs and inform their Training and Technical Assistance (T&TA) planning.
- Clarifies that flexibility is encouraged in designing comprehensive training curricula to ensure trainings are customized to meet the needs of the weatherization workforce.
- Clarifies that a T&TA plan can span multiple Program Years.
- Recommends using the WAP T&TA Planning and Reporting template.

Section 4: Exemptions

- Now specifies the Grantees exempt from the QCI certification requirement.