

TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT ATTACHMENT A

THIS TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT made this ____ day of _____, 202__, is by and between AGENCY NAME (hereinafter “ABC”), and _____ (hereinafter “Contractor”), for training and technical assistance (hereinafter “T&TA”) towards the cost of the Weatherization Inspector Certification Course (hereinafter “Training Course”) under the Michigan Weatherization Assistance Program (hereinafter “M-WAP”).

WITNESS:

WHEREAS, Section V.8.4 Training and Technical Assistance (T&TA) Approach and Activities of the Department of Energy's (DOE) Application Instructions, which are issued annually with the Grant Application Package, requires that contractors receiving DOE T&TA funds sign a retention agreement that they will provide weatherization services for a specific amount of time that aligns with the funds provided;

WHEREAS, Contractor desires to receive T&TA funds assistance for the Course;

NOW THEREFORE, in consideration of the premises and agreements of “ABC” and Contractor as hereinafter provided, the parties hereby mutually agree as follows:

1. “ABC” will provide DOE T&TA funds to cover the cost of Contractor’s participation in the Training Course, limited to the following:
 - a. Reasonable travel costs in accordance with DOE standards;
 - b. **[INSERT OTHER COSTS, IF APPLICABLE]**
2. Contractor shall satisfactorily complete the Training Course and any examinations required thereto;
3. Contractor shall remain actively employed or actively participate in M-WAP weatherization inspections for a period of no less **than twelve (12) months** following completion of the Training Course.
4. If Contractor does not fulfill his or her obligations under this Agreement, Contractor will reimburse “ABC” the total T&TA funds drawn within thirty (30) calendar days of notice from “ABC”. Said reimbursement amount shall become immediately due and payable as a debt and obligation of Contractor to “ABC”. Repayment will be made in the full amount due as a lump sum. **If payment is not received by “ABC” within thirty (30) days, “ABC” may assess reasonable costs of collection, including but not limited to interest, court costs, and attorney’s fees.**

**TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT
ATTACHMENT A**

5. Contractor has read and understands the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date and year first indicated.

CONTRACTOR:

_____	_____
Signature	Date
Printed Name:	

AGENCY NAME

_____	_____
Printed Name:	Date
Title:	

TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT ATTACHMENT B

Michigan Weatherization Inspector Level I Training Criteria Week I

Classes begin at 8:00 a.m. and conclude at 4:30 p.m.

Day – 1 (week 1):

1. Introduction (set-up computers)
2. FADD/MFAD, & IWC/IWCM (Compact Audit)
3. Technical Weatherization Policies (TWP) & Midwest Weatherization Best Practices Field Guide
4. Use of Adobe Search Function
5. Tools/Equipment
6. Inspector & Worker Safety
7. Equipment Safety (PPE)
8. Site Build Inspection (FADD/IWC)
9. Manufactured Home Inspection (MFAD/IWCM)
10. Measure Accurately
11. Heated Envelope/Pressure Planes
12. Introduction to Blower Door Testing

Day – 2 (week 1):

1. Heated Envelope/Pressure Planes
2. Zone Pressure Diagnostics (ZPD)
3. Health and Safety
 - a. Asbestos
 - b. Knob & Tube
 - c. Lead Safe Work Practices
 - d. Gas Testing
 - e. Mold & Moisture
 - f. Other Hazardous Conditions
4. Combustion Appliance Science
5. Worst Case Draft, CAZ testing
6. Unvented Space Heater Rule

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Day – 3 (week 1):

1. Major Bypass/Infiltration/Exfiltration
2. Duct Sealing/Duct Insulation
3. Sidewall Insulation
4. Attic Insulation/Attic Ventilation
5. Foundation Insulation/Ventilation
6. Optional, Incidental & Miscellaneous Measures
7. Baseload Measures
 - a. D & R Refrigerator Analysis
 - b. Water Heater Analysis Model (WHAM)
 - c. Incandescent Light Bulb Replacement w/ CFL

Day – 4 (week 1):

1. Week 1 (Level I) Review
2. **Week 1 (Level I) Final Exam**

TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT ATTACHMENT B

Michigan Weatherization Inspector Level I Training Criteria Week 2

Classes begin at 8:00 a.m. and conclude at 4:30 p.m.

Day – 1 (week 2):

1. Weatherization Assistant 8
2. NEAT Parameter/Setup Overview
3. NEAT – House Review
4. MHEA Parameter/Setup Overview
5. MHEA – Mid-Michigan MH Review
6. Weatherization Assistant 8 Inputting Data
7. Audit Input/Output Reports

Day – 2 (week 2):

1. Tools/Equipment
2. Inspector & Worker Safety
3. Equipment Safety
4. Measure Accurately
5. Photo/Drawing Use
6. Writing Comprehensive Work Orders
7. Construction Management vs. Post Inspection

Day – 3 (week 2):

1. Zone Pressure Diagnostics – Secondary Zones
2. Interviewing Client/Customer
 - a. Client Plan of Action
 - b. Lead Notice
 - c. IAQ Information
 - d. Energy Education
3. Post Inspection - Quality Control/Assurance
 - a. Incomplete work - writing a corrective action work order
 - b. Incorrect work – writing a finding
4. Recordkeeping
5. Week 2 (Level I) Review
6. Week 1 & 2 (Level I) Review

Day – 4 (week 2):

1. **Week 1 & 2 (Level I) Final Exam**
2. Mold/IAQ (1:00 pm)

TRAINING AND TECHNICAL ASSISTANCE RETENTION AGREEMENT ATTACHMENT B

Michigan Weatherization Inspector Level II Training Criteria

Classes begin at 8:00 a.m. and conclude at 4:30 p.m.

Day - 1

1. Create NEAT/MHEA File Set-Up in WA8. WA8 MANUAL
2. Create Cost Libraries

Day – 2

1. Cost Libraries (cont'd)
2. Create Work Orders

Day – 3

1. Completing WA8 Audit and Output Analysis
2. Create mdb File (Level II)
3. Transferring Files

Day - 4

1. CAZ Looking for system optimization opportunities via: sizing, controls, setback thermostats, operating strategies, and proper application. Testing flue gas with analyzer equipment – assumptions
2. Level II Review
3. **Level II Test**

INSPECTOR FIELD OBSERVATION TEST HOUSE CRITERIA ATTACHMENT C

If a local agency needs to locate a home to accommodate an inspector candidate performing the field test, the following is the field test house criteria:

The stick-build residential home (pre-1978 construction) should include the following:

- Natural or Propane Gas appliances
 - Furnace 80% or less - NO CLOSED COMBUSTION or pvc vent
 - DHW tank (atmospheric) – NO POWER VENT
- Accessible attic - prefer unfinished and finished attics (Both)
- A working refrigerator
- Basement and/or crawlspace (Both preferred)
- Attached garage OR enclosed front or rear porch (Must have one of these)

**RELEASE OF TEST INFORMATION
ATTACHMENT D**

I understand _____ (Sponsoring Agency) is sponsoring me to attend a Michigan Department of Human Services, Bureau of Community Action and Economic Opportunity (DHS BCAEO) training.

I agree by signing below that the DHS BCAEO staff is hereby authorized to release information regarding my attendance and test scores to the agency listed above.

Signed: _____ Date: _____

DHS BCAEO Witness: _____ Date: _____

Sponsoring Agency Contact Person: _____

Contact Person's Email Address: _____

Michigan Department of Human Services (DHS)
Bureau of Community Action & Economic Opportunity (BCAEO)
Weatherization Assistance Program (WAP) Inspector Certification Process
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The Inspection candidate is tested on the criteria listed below. The tests are based upon the DOE recommended minimum standards for Field Audits with compliance to all State of Michigan and local code requirements. An inspector candidate that has successfully completed the Basic and Intermediate Inspector class tests (prior to insert date) and Level I Inspector Training (insert date and after) can request an inspector certification field test. The candidate will be evaluated as a Level I or Level II inspector after successfully completing the inspection and submitting all required paperwork to the DHS BCAEO proctor.

Once certified at either level, the inspector can conduct independent pre- and post-inspections.

Limitation: If only certified as a Level I Inspector and a combustion appliance flue gas analysis is required, a Level II Inspector or Licensed Mechanical Contractor/Inspector must complete this portion of the inspection/audit process.

The Level I Inspector is an inspector evaluated on the following 25 areas. The first four tests are Health and Safety tests. These are listed in the order outlined by DOE and must be performed in this order during this process.

1. Gas Leak Test
2. Ambient Air Test (Carbon Monoxide)
3. Worst Case Draft Combustion Appliance Zone (CAZ) Test
4. Zone Pressure Diagnostic (ZPD) Test (Required when a garage is attached to the dwelling)

The following tests can be conducted in any sequence.

5. Indoor Air Quality (IAQ) Assessment
6. Blower Door Test
7. Identify Major Bypass's vs. Infiltration/Exfiltration (what method was used to determine)
8. Measuring the Dwelling
9. Finished and/or Unfinished Attic
10. Attic Ventilation
11. Foundation Measure
12. Refrigerator Assessment
13. CFL (compact fluorescent light bulb) Assessment for Replacement

**Michigan Department of Human Services (DHS)
Bureau of Community Action & Economic Opportunity (BCAEO)
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- 14. Health and Safety Measures
 - a. Smoke Detector - identify quantity and area for placement
 - b. Dryer venting
 - c. Other Health and Safety item(s)
- 15. Notices (IAQ, POTENTIAL HAZARD...)
- 16. Incidental Repairs
- 17. Optional Measures
- 18. Customer/Client Interaction
- 19. Completeness of Inspection Document
- 20. Photos and Drawings
- 21. Completeness of Work Order
- 22. Completeness of Client Notices
- 23. Correct LSW (lead safe weatherization) Inspection Practices
- 24. Appropriate Audit Document (FADD/IWC/WA8)
- 25. Timeliness of Audit Competition (DHS BCAEO receipt of all documents within 24 hours of inspection conclusion)

* * * * *

The Level II Weatherization Inspector is evaluated on the following areas:

- 26. All Level I Inspector Competencies
- 27. NEAT/MHEA File Setup (Computer Lab Test)
- 28. NEAT/MHEA WA8 Audit.
- 29. Combustion Appliance Flue Gas Analysis
- 30. Timeliness of Audit Competition (DHS BCAEO receipt of all documents within 24 hours of inspection conclusion)

Timelines:

Upon arrival at the test site, each candidate will receive the “Michigan WAP Inspector Candidate Field Test Observation Process” form. The form will include the date and time of the candidate field test, the address, and the date/time that all required documentation must be submitted to the DHS BCAEO proctor.

Michigan Department of Human Services (DHS)
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The candidate will have three (3) hours on site to complete his/her inspection and twenty four (24) hours from the conclusion of the on-site inspection to submit all required inspection documentation.

Note: Requests for consideration of travel time to and from test site will be considered on a case by case situation. Please advise BCAEO staff of this request at the time of the observation process reservation.

Michigan Department of Human Services (DHS)
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Candidates must email all required inspection documents to the DCH BCAEO proctor at: (insert email).

Required Documentation:

The required documentation MUST include all of the following:

- Complete field audit document (Either IWC or FADD)
- Copy of all site produced notices
- Completed NEAT input of this inspection
- Completed NEAT output report of this inspection
- Complete work orders that identify all NEAT required measures.
- To be considered complete, a work order must include all
 - SIR justified measures;
 - Incidental measures;
 - Health & safety measures
 - Miscellaneous measures
 - Optional measures

Evaluation/Recommendation:

Satisfactory Inspection – Grant Certification Level I

Satisfactory Inspection – Grant Certification Level II

Additional Site Inspection Needed (equipment failed or test aborted) Unsatisfactory Inspection – Failed (scored less than 70%)

An Inspector Candidate will pass the inspector field test with a score of 70% or greater AND satisfactory completion of the five following Critical Skill Items.

Critical Skill Items

1. Perform all required health and safety tests in the DOE prescribed order.
2. Perform satisfactory Blower Door Test: set-up and testing.
3. Perform satisfactory CAZ test: set-up and testing.
4. Conduct Lead Safe Weatherization practices during the inspection.
5. Prepares the work order and it is reflected correctly in the NEAT output report.

Michigan Department of Human Services (DHS)
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NOTE: The failure of satisfactorily completing any of the above five procedures will result in a failed test. The proctor shall identify the test as failed immediately upon assessing that the candidate failed to perform one of the critical skill items. This will allow BCAEO staff to provide onsite training and technical assistance to the inspector candidate at that time.

Sponsoring Agency Notification

Sponsoring agencies will only be notified of the test results if the inspector candidate or the agency has forwarded a signed release by the candidate. The release form should include the name and email of the agency contact person as well as that of the inspector candidate to ensure both receive notification.

Michigan WAP Inspector Candidate Field Test Score Form

ATTACHMENT F

		<u>Address</u>					
1	Working Knowledge	Demonstrates Ability	<u>Name</u>	<u>Date</u>		<u>Proctor</u>	
			Gas Leak testing				
			<i>comment</i>				
2			CO ² testing (ambient air)				
			<i>comment</i>				
3			Worst Case Draft (CAZ)				
			<i>comment</i>				
4			Attached garage ZPD				
			<i>comment</i>				
5			IAQ Evaluation (552 form)				
			<i>comment</i>				
6			LSW (sidewall test)				
			<i>comment</i>				
7			Blower door testing/calculations				
			<i>comment</i>				
8			Major bypass (Correctly identified)				
			<i>comment</i>				
9			Infiltration (Correctly identified)				
			<i>comment</i>				
10			Accurate Measurements				
			<i>comment</i>				
11			Walls				
			<i>comment</i>				
12			Windows & Doors				
			<i>comment</i>				
13			Attic				
			<i>comment</i>				
14			Foundation				
			<i>comment</i>				
Baseloads							
15			Refrigerator assessment				
			<i>comment</i>				
16			CFL and baseload				
			<i>comment</i>				
Health & Safety							
17			Smoke detectors				
			<i>comment</i>				
18			Dryer venting				
			<i>comment</i>				
19			Notice of Hazards (Asbestos, IAQ, Unsafe Condition)				
			<i>comment</i>				

File/Audit Maintenance								
20			Photo and Drawings					
<i>comment</i>								
21			Client Interaction					
<i>comment</i>								
22			Completeness of Inspection					
<i>comment</i>								
23			Completeness of NEAT input/output					
<i>comment</i>								
24			Completeness of Work Order					
<i>comment</i>								
		0	0	<i>Total Score</i>	100	Maximum Score	0%	Candidate's Score
Satisfactory Evaluation = score of 70% or greater AND satisfactory completion of the following five critical skill items:								
Critical Skill Items								
1. Perform all required health and safety tests in the DOE prescribed order								
2. Perform satisfactory Blower Door Test: set-up and testing								
3. Perform satisfactory CAZ test: set-up and testing								
4. Conducts Lead Safe Weatherization practices during the inspection								
5. Prepares the work order and it is reflected correctly in the NEAT output report								
NOTE: The failure of satisfactorily completing any of the above five procedures will result in a failed test.								
Scoring Chart								
	NA	Does not apply. Not eligible						
	0	Fail, does not meet standards						
	1	Needs improvement & Additional Site Inspection Required						
	2	Basic understanding/skill & Needs additional field training & testing						
	3	Good understanding/skill, Pass						
	4	Excellent understanding/skill						
Needs Improvement - individual item scored 2 or 1								
Additional Site Inspection needed - equipment failed or test aborted								
Working Knowledge is only a Yes/No assessed when measure is not available on site.								