

1-Statement of Work for IRA 50123-State-Based Home Energy Efficiency Contractor Training Grants (CTG) Administrative and Legal Requirements Document Applicants with a Historic Preservation Programmatic Agreement (PA)* Requesting Expedited Reviews for Projects with No Ground Disturbing Activities

Please check applicable boxes. Note-All boxes must be checked to use this statement of work.

	I represent a <u>non-tribal state organization, as outline in the IRA 50123 ARLD.</u>
	If my organization funds any activities on tribal lands or tribal properties, I understand those activities would be restricted to homes/buildings less than forty-five (45) years old and without ground disturbance beyond placement of a slab for heating and/or cooling units adjacent to the foundation of a building. My organization would contact the DOE Project Officer for a Historic Preservation Worksheet to request a review of activities that are listed below on tribal homes/buildings forty-five (45) years and older. I understand the DOE NEPA team must review the Historic Preservation Worksheet and approval from DOE is required prior to initiating activities reviewed on the Historic Preservation Worksheet.
	My organization is proposing <u>no ground disturbing activities beyond placement of a slab for heating and/or cooling units adjacent to the foundation of a building.</u>
	My organization is located in AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MP, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, or VI.
	I understand I am required to review the NEPA and Historic Preservation training website: www.energy.gov/node/4816816 and contact my DOE project officer with any questions before initiating project activities.
	I understand I am required to review my NEPA determination (the DOE form that documents DOE’s environmental review of a project activities) once I have an approved award from the DOE Contracting officer. I will contact my DOE project officer with questions on my award documents.
	I understand I am required to review and comply with the requirements and restrictions of my Historic Preservation Programmatic Agreement found at: https://www.energy.gov/node/812599 once I have an approved award from the DOE Contracting Officer. I will contact my DOE Project Officer with questions on my award documents.
	I understand I am required to submit an annual Historic Preservation report in the Performance and Accountability for Grants in Energy system (PAGE) as outlined in the Federal Assistance Reporting Checklist of my award documents when I have an approved award. I will contact my DOE Project Officer with any questions on my award documents.
	I understand if I propose activities not listed below, I must contact my DOE Project Officer who will review the proposal for program eligibility. Additional NEPA review will be required including the possible submission of an Environmental Questionnaire-1 form (EQ1). I will not initiate any activities without approval from the DOE Contracting Officer.

By signing below, the _____ (enter Applicant organization) provides assurance that it shall only fund projects (including subgrants) that fall within the Allowable Activities listed below and, will follow all restrictions defined below. If any activities are proposed that fall outside of the scope of Allowable Activities, the Applicant agrees to seek prior

approval from the Contracting Officer and to not proceed with actions that are not listed below until approval is granted.

Allowable Activities:

Administrative, organizational, planning and outreach efforts, including:

a. Residential Energy Workforce Needs Assessment¹

- i. Provide a statement of need that clearly articulates the current supply of qualified skilled energy efficiency workers compared to the projected future demand. (DOE encourages States to partner with State Workforce Agencies to conduct a gap analysis to identify the labor supply needed to meet the labor demands.)
- ii. Indicate the program(s) for which the State will use CTG funds to prepare a skilled energy efficiency workforce. Programs could include the following:
 1. Inflation Reduction Act Home Energy Performance- Based, Whole House Rebate Program (HOMES); and/or
 2. Home Electrification and Appliance Rebate Program (HEAR); and/or
 3. Other existing or planned federal, state-, and utility-funded incentives and financing programs, as resources exist.²
- iii. Identify existing programs, within a state's jurisdiction, that meet residential energy contractor and worker needs, including a list of organizations currently provide training, credentialing, and/or wrap around services; and
- iv. Present labor market information produced by federal or state departments of labor, as well as other sources, including current rates of employment in key occupations and forecasts of growing or declining industries and wage distributions across relevant occupations.
- v. Provide at least one of the following:
 1. An assessment of residential and commercial energy auditor availability and readiness.
 2. A skills assessment report in existing education and training programs, such as on new energy technologies, latest best practices, or newly launching programs.

b. Participant Outreach, Engagement, and Service Plan³

- i. Outline how the funds will be used to serve participants from at least one of the following audience(s):
 1. New workers, especially from disadvantaged communities, for recruitment and training;
 2. Incumbent workers for upskilling and retraining;
 3. New or existing residential energy contractors for training on leadership, entrepreneurship, business management, financial management, responsible contracting, and/or other relevant skills;
- ii. Identify what methods were used to determine the need to target the selected

¹ This section mirrors language from the IRA 50123 Administrative and Legal Requirements Document (ALRD) in Section 6.4.c, Workforce Development Plan Part A, Component 1.

² For example, States could use CTG funds to train residential contractors conducting work that is funded by the Inflation Reduction Act Greenhouse Gas Reduction Fund (Administered by the Environmental Protection Agency) and/or the BIL Revolving Loan Fund Capitalization Program, among other programs.

³ This section mirrors language from the IRA 50123 Administrative and Legal Requirements Document (ALRD) in Section 6.4.c, Workforce Development Plan Part A, Component 2.

- audience(s); and
 - iii. List the organizations that will be involved in identifying and recruiting potential participants, including labor and community-based groups.
 - c. **Partnership Collaboration / Business Services and Employer Engagement / Labor Organization Plan**
 - i. Identify potential partners that can create and support the program activities, including contributing leveraged resources; recruiting participants; creating new curriculum and/or utilizing already established curriculum; training participants; offering on-to-job training; providing credentialing; offering wrap around services among other applicable activities. Potential partners can include the following, but they are not limited to:
 - 1. Workforce investment boards
 - 2. Community-based organizations
 - 3. Qualified service and conservation corps
 - 4. State and local veterans agencies
 - 5. Small businesses and their associations
 - 6. Utilities and their associations
 - 7. Coalitions
 - 8. Labor organizations
 - 9. Veterans service organizations
 - 10. State service commissions
 - 11. Workforce development providers
 - 12. Faith-based Organization
 - 13. Non-Profit Organizations
 - 14. Educational institutions, including but not limited to:
 - a. Accredited, two-year, public community colleges and four-year, universities
 - b. Accredited, public two- and four-year historically black colleges and universities; Hispanic-serving-institutions; and accredited tribally controlled colleges and universities
 - c. Short-term career training providers
 - d. Vocational schools
 - ii. Obtain a signed commitment from partners in the form of a memorandum of understanding which formalizes the relationship between each party including the operating budget and each partners contributions to meet the match requirement.
 - iii. Establish subaward to successfully operate the grant.
 - iv. Describe the methods that were used to allocate indirect costs.
 - v. Explain how applicant engages in employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market to develop sector strategies.
 - vi. Provide action plan to maintain effective communication and equal participation between partners.
 - d. **Administrative Activities**⁴
 - i. Develop three to five strategic objectives that aligns program funds to identified workforce needs; (At least one or more objectives must focus on how program funds benefit workers and businesses in disadvantaged communities.)
 - ii. Define the metrics used to measure performance of strategic objectives;

⁴ Bullets i-iii in this section mirror language from the IRA 50123 Administrative and Legal Requirements Document (ALRD) in Section 6.4.c, Workforce Development Plan Part A, Component 3.

- iii. Explain activities that will incentivize workers and/or employers to pursue skills development and integration of applicable skills into existing workflows; and
 - iv. Describe the plan for meeting workforce training needs after CTG funding is expended.
 - v. Administrative activities associated with management of the designated State Energy Office and management of programs and strategies in support of CTG activities.
 - vi. Development and implementation of outreach strategies to encourage CTG participation.
 - vii. Development and implementation of programs and strategies to encourage CTG participation such as policy development and stakeholder engagement.
- e. **Program implementation:** Train and certify energy efficiency contractors to deliver commercially available energy efficiency or electrification upgrades. Training would include classroom and field work, for activities listed below being completed in homes and are limited to:
- i. Residential energy assessments and audits
 - ii. Residential energy efficiency and electrification measures—limited to those funded by the Home Energy Rebate programs (IRA Sections 50121 and 50122) and defined below. This includes funding commercially available energy or energy/water efficiency upgrades, provided that projects adhere to the requirements of the respective state’s DOE executed Historic Preservation Programmatic Agreement, and are installed in existing buildings, without ground disturbance beyond placement of a slab for heating and/or cooling units adjacent to the foundation of a building, do not require structural reinforcement, no trees are removed or trimmed, are appropriately sized, and are limited to:
 - 1. Insulation applied to building structures, ducts, hot water heater tanks, and heating pipes.
 - 2. Installation of air sealing materials, weather stripping and/or other weather sealing materials on building structures and/or ducts.
 - 3. Installation of new or improvement to existing ventilation systems.
 - 4. Installation of programmable and smart thermostats.
 - 5. Installation of energy efficient lighting.
 - 6. Upgrading, retrofitting, tuning, repairing, and/or replacing of existing heating, ventilation, and air conditioning (HVAC) equipment.
 - 7. Repairing and/or replacing water heating system equipment.
 - 8. Installation of energy or water monitoring and control systems.
 - 9. Retrofitting, repairing, and/or replacing of windows and doors, including installation of energy efficient storm windows and energy-saving window attachments.
 - 10. Installation of new appliances or replacement of existing home appliances with more efficient appliances that are powered through either the same fuel source or electric power.
 - 11. Electric load service center/electric panel upgrades.
 - 12. Electric wiring upgrades to accommodate home electrification and electric load service center/electric panel upgrades.

The Applicant is responsible for informing DOE of any extraordinary circumstances, cumulative impacts, or connected actions that may lead to significant impacts on the environment or any inconsistency with the “integral elements” from a particular project. See 10 C.F.R. 1021 Appendix B. The online NEPA and Historic preservation training at www.energy.gov/node/4816816 reviews these concepts.

Expedited NEPA review based on this NEPA Statement of Work and supporting documents does not preclude DOE from conducting stewardship activities, including audits, and site visits, or from exercising any other rights under the CTG program.

By signing below, the Applicant, agrees to follow all the statements and restrictions in this document; review and follow the NEPA determination included in each Applicant’s award documents when received; review the online NEPA and Historic preservation training at www.energy.gov/node/4816816. DOE has developed a NEPA and Historic Preservation training website with PowerPoint presentations, sample template documents (including a project scope of work and a project layout), word document of an Environmental Questionnaire-1 (EQ1) and an EQ1 submission guide. Applicants are responsible for reviewing the online NEPA training and reviewing the sample documents provided at www.energy.gov/node/4816816 prior to initiating projects. Recipients must contact their DOE project officer with any questions. Subgrantees should also review the NEPA training website prior to initiating projects. It is the Prime Recipient’s responsibility to ensure Subgrantees adhere to the award’s NEPA restrictions.

Authorized Signature Date

Name (Printed or typed): _____

Title (Printed or typed): _____

Organization (Printed or typed): _____