

TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN TEMPLATE

1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

THE SUBGRANTEES WILL BE REQUIRED TO SUBMIT NEW T&TA BUDGET PLANS FOR THEIR T&TA ALLOCATION.

WE WILL CONTINUE WORKING WITH A COMMUNICATIONS FIRM TO PLAY A VIDEO WE DEVELOPED IN THE TRIBAL HEALTH OFFICES ACROSS THE STATE TO EDUCATE TRIBAL MEMBERS ABOUT WEATHERIZATION. APPLICATIONS FROM THE TRIBES ARE DOWN AND WE ARE HOPING TO GET THIS INFORMATION OUT IN AN ATTEMPT TO REACH MORE TRIBAL CLIENTS.

NOT ALL TRAINING OUTLINED WILL BE PAID WITH DOE FUNDS. WE WILL BE USING LIHEAP FUNDING TO COVER SOME OF THE TRAINING.

2.0 – 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

THERE WERE NO DOE MONITORING VISITS OR OIG REPORTS IN THE PAST YEAR. OUR STATE AUDIT HAD NO FINDINGS OR CONCERNS WITH THE PROGRAM. MONITORING OF THE SUBGRANTEES HAD NO MAJOR FINDINGS.

Communication was one of the items that the ACSI survey indicated we need to address. We are continuing to work with a committee from CAPND to develop this year's state plan in the hope we could increase transparency in this process. We have appreciated their input and had good comments on the process from the members and CAPND. We have met with each agency to address training needs. An assessment was done, and we are working on a plan to provide the training that was indicated during the assessments. We issue technical bulletins when questions come up about rules or what to do in situations that the agencies are unclear about. They can keep these in a binder for future reference.

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.

Comprehensive trainings will be done by IREC accredited trainers. Since we have no training center located within the state, North Dakota will work with training centers located out of state to provide comprehensive training tailored to the JTA for each position. Program year 2021 will be the second year of a three-year plan in which every person in weatherization will receive comprehensive training.

<p>This training can consist of traveling to the training center, having trainers come to North Dakota from the training centers and distance learning programs. We have utilized the Montana Weatherization Training Center, the Building Performance Center in Washington, the New York State Weatherization Directors Association Energy Efficiency Training Center, and the Santa Fe Weatherization Training Center. We will also be working with an accredited training center to develop a process for using the Badges Toolkit.</p>
<p style="text-align: center;">PREPARATIONS FOR FUTURE/UPCOMING PROGRAM REQUIREMENTS, EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> ● UPDATED STANDARD WORK SPECIFICATIONS (SWS) ● MIGRATION TO ONLINE WEATHERIZATION ASSISTANT ● INCLUSION OF SPECIFIC LANGUAGE FROM WEATHERIZATION PROGRAM NOTICES (WPN)
<p style="text-align: center;">WE WILL BE DOING TRAINING WITH SUBGRANTEE STAFF ON THE NEW VERSION OF OUR SWS AND FIELD GUIDE</p>
<p style="text-align: center;">WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?</p>
<p>ONCE NEW EMPLOYEES HAVE COMPLETED THEIR PROBATIONARY PERIOD, THEY BEGIN TO RECEIVE TRAINING BEGINNING WITH OSHA, RRP, AND BASIC WEATHERIZATION TRAINING. THIS IS LOOKED AT DURING THE ADMINISTRATIVE MONITORING. UNTIL THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD THEY ARE NOT ALLOWED TO WORK UNLESS ACCOMPANIED BY A TRAINED SUPERVISOR.</p>
<p style="text-align: center;">PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.</p>
<p>WE WORK WITH THE ENVIRONMENTAL TRAINING CENTER AT THE UNIVERSITY OF NORTH DAKOTA TO PROVIDE OSHA AND RRP TRAINING.</p>
<p style="text-align: center;">HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&TA ACTIVITIES AND PRIORITIES?</p>
<p>WE USE THE MONITORING VISITS TO DETERMINE IF ANY SPECIFIC TRAINING IS NEEDED BASED ON WHAT WE SEE IN THE FIELD.</p>

<h3>3.0 – WORKFORCE CREDENTIALS</h3> <p style="margin: 0;">DESCRIBE THE FOLLOWING ASPECTS OF YOUR T&TA PLAN RELATED TO WORKFORCE CREDENTIALS.</p>	
<p>FEDERALLY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> ● ENVIRONMENTAL PROTECTION AGENCY LEAD RENOVATION, REPAIR, AND PAINTING PROGRAM ● HOME ENERGY PROFESSIONALS QUALITY CONTROL INSPECTOR CERTIFICATION 	
<p>LEAD/RRP HEP QCI</p>	
<p>GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> ● BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST ● GRANTEE-DEVELOPED CERTIFICATIONS 	
<p>OSHA 10</p> <p>GRANTEE REQUIRES ENERGY AUDITORS TO TAKE THE STATE DEVELOPED ENERGY AUDITOR AND WxPRO TRAINING. THEY MUST PASS THE TEST GIVEN AT THE TRAINING.</p>	
<p>SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:</p> <ul style="list-style-type: none"> ● CONTRACTOR LICENSING 	

COPIES OF CONTRACTORS LICENSES MUST BE ON FILE AT THE AGENCY AND ARE CHECKED DURING THE ADMINISTRATIVE MONITORING.

INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:

- **EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION**
- **VENDOR CERTIFICATION**
(E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION)

NONE WE ARE AWARE OFF.

PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS

AGENCIES ARE REQUIRED TO KEEP CERTIFICATIONS ON FILE AND ON THE T&TA SPREADSHEET. EMPLOYEES ARE NOTIFIED WELL IN ADVANCE OF RENEWAL DATES SO THEY MAY TAKE THE REQUIRED TRAINING AND TESTING REQUIRED. GRANTEE EMPLOYEES FOLLOW THE SAME PROCESS.

HOW CREDENTIALS ARE TRACKED

THE T&TA SPREADSHEET IS USED TO TRACK THE CREDENTIALS AND THIS IS CHECKED DURING THE ADMINISTRATIVE MONITORING.

4.0 – TRAINING

GRANTEES HAVE TWO OPTIONS TO DESCRIBE THEIR TRAINING.

- A) USE THE EMBEDDED SPREADSHEET* TO IDENTIFY AND DESCRIBE THE TRAINING SCHEDULE FOR GRANTEE AND SUBGRANTEE STAFF. INCLUDE TECHNICAL AND NON-TECHNICAL TRAINING.
- B) 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



TTA Planning and Reporting Template F

PROGRAMMATIC/ADMINISTRATION TRAINING

- FINANCIAL (I.E. 2 CFR 200)
- MANAGEMENT (I.E. 10 CFR 440)
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GRANTEE STAFF HAVE TAKEN THE TRAINING PROVIDED IN THE WEATHERIZATION ASSISTANCE PROGRAM GRANTEE MANAGER'S TRAINING TOOLKIT.

DURING THE CAPND STATE CONFERENCES WE BRING IN NATIONAL TRAINER FOR FINANCIAL AND MANAGEMENT TRAINING.

GRANTEE STAFF ATTENDS THE NASCSP CONFERENCES FINANCIAL TRAININGS.

SUBGRANTEE STAFF ARE AUTHORIZED TO USE T&TA FUNDS TO ATTEND TRAININGS FROM WIPFLI, NASCSP, EOW, AND CAP CONFERENCES.

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

ALL STAFF ARE REQUIRED TO TAKE COMPREHENSIVE TRAINING FROM AN ACCREDITED TRAINING CENTER ONCE EVERY THREE YEARS. PROGRAM YEAR 2021 IS THE SECOND YEAR IN THIS THREE YEAR CYCLE. THIS IS TRACKED DURING THE ADMINISTRATIVE MONITORING.

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

ALLOWABLE TRAINING DURING THE 2021 PROGRAM YEAR WILL COVER:

1. AGENCY SPECIFIC INDIVIDUALIZED TRAINING BASED ON MONITORING FINDINGS. THE STATE STAFF WILL VISIT EACH AGENCY AND SPEND TIME WITH THE CREW TO GIVE NEEDED TRAINING AND OBSERVE WEATHERIZATION PRACTICES. EACH AGENCY WILL BE VISITED AT LEAST ONCE. ADDITIONAL VISITS ARE POSSIBLE IF REQUIRED.
2. TRAINING ON CHANGES TO THE NORTH DAKOTA WEATHERIZATION PROGRAM FIELD STANDARDS TO ALIGN WITH THE SWS.
3. TRAINING ON THE BADGES TOOLKIT
4. FURNACE TRAINING
5. INJURY PREVENTION TRAINING – AGENCY LEVEL.
6. OSHA 10 HOUR COURSES REQUIRED FOR ALL CREW MEMBERS OR FOREMEN.
7. EPA RR&P CERTIFIED RENOVATOR TRAINING REQUIRED FOR ALL CREW MEMBERS AND FOREMEN.
8. HAZARD IDENTIFICATION TRAINING.
 1. THIS WOULD INCLUDE, BUT NOT BE LIMITED TO:
 1. MOLD & MOISTURE EVALUATION;
 2. BUILDING STRUCTURE CONDITIONS;
 3. RECOGNITION OF BIOLOGICAL AND UNSANITARY CONDITIONS;
 4. RECOGNITION OF VERMICULITE AND ASBESTOS;
 5. INDOOR AIR POLLUTANTS, SUCH AS FORMALDEHYDE, RADON, VOC'S, ETC.;
 6. FIRE HAZARDS;
 7. ELECTRICAL HAZARDS;
9. CODE COMPLIANCE ISSUES.
10. OCCUPANT PREEXISTING HEALTH CONDITIONS
11. TRAINING ON DELIVERING CLIENT EDUCATION TO THE CLIENTS
12. TRIAL APPLICATION OF NEW WEATHERIZATION TECHNIQUES OR MEASURES AND THE CORRECTION OF ANY PROBLEMS THAT MAY RESULT DURING THE TRIAL OF NEW WEATHERIZATION TECHNIQUES.
13. WEATHERIZATION AIR SEALING AND INFILTRATION TRAINING.
14. QUALITY CONTROL INSPECTOR TRAINING AND CERTIFICATION.
15. OSHA CONFINED SPACE TRAINING
16. MULTIFAMILY INSPECTION CERTIFICATION
17. PEER EXCHANGE WITH OTHER STATES

CONFERENCES. EXAMPLES INCLUDE:

- **ENERGY OUTWEST**
- **BUILDING PERFORMANCE ASSOCIATION**
- **NATIONAL ASSOCIATION FOR STATE AND COMMUNITY SERVICE PROVIDERS**
- **COMMUNITY ACTION PARTNERSHIP**

CONFERENCE ATTENDANCE IS ENCOURAGED. EXAMPLES THIS PROGRAM YEAR INCLUDE BPA'S HOME PERFORMANCE CONFERENCE, NASCSP, COMMUNITY ACTION PARTNERSHIP, AND CAPLAW. THE GRANTEE PROGRAM MANAGER SERVES ON THE BOARD OF DIRECTORS FOR ENERGY OUTWEST AND ATTENDS THEIR SEMI-ANNUAL BOARD OF DIRECTORS MEETINGS AND PEER EXCHANGE. HE ALSO SERVES ON THE NASCSP BOARD OF DIRECTORS.

OTHER, PLEASE SPECIFY:

DESCRIBE OTHER TRAINING ACTIVITIES HERE

5.0 – TECHNICAL ASSISTANCE

DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.

PROGRAMMATIC/ADMINISTRATION SUPPORT

WE DO NOT USE T&TA FOR SUPPORT.

TECHNICAL SUPPORT
WE DO NOT USE T&TA FOR SUPPORT.
HEALTH & SAFETY SUPPORT ACTIVITIES
WE DO NOT USE T&TA FOR SUPPORT.
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.)
WE USE UP TO 25 PERCENT OF T&TA FUNDS FOR MONITORING.
OTHER, PLEASE SPECIFY
DESCRIBE OTHER TECHNICAL ASSISTANCE ACTIVITIES HERE

6.0 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
WE DO NOT PAY FOR CLIENT EDUCATION WITH T&TA FUNDS.
<p style="text-align: center;">CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 17-7</p> <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ AMERICAN SOCIETY OF HEATING REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE) ○ WINDOW REPAIR, DOOR REPAIR ○ WORKER SAFETY <ul style="list-style-type: none"> ▪ OSHA ○ ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN
WE DO NOT PAY FOR H&S CLIENT EDUCATION WITH T&TA FUNDS.