

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 FINDINGS WITH THE LIHEAP AND DOE PROGRAMS. RISK ASSESSMENTS AND FINANCIAL MONITORINGS WERE COMPLETED DURING THE PREVIOUS GRANT PERIOD MONITORING AND THE FINDINGS WERE RESOLVED. MONITORING OF THE SUBGRANTEES HAD NO MAJOR FINDINGS.

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 2023 was the first year of a three-year plan in which every person in weatherization will receive comprehensive training. 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, the Santa Fe Weatherization Training Center, the Michigan training center (MITEC), and CHP in Virginia.

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)**

WE WILL BE DOING WPN TRAINING AT Wx COORDINATORS MEETINGS.

WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?

DESCRIBE GUIDANCE PROVIDED TO SUBGRANTEES HERE

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.

PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.

DESCRIBE PARTNERSHIPS HERE

WE WORK WITH THE ENVIRONMENTAL TRAINING CENTER AT THE UNIVERSITY OF NORTH DAKOTA TO PROVIDE OSHA AND RRP TRAINING.

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

WE USE THE MONITORING VISITS TO DETERMINE IF ANY SPECIFIC TRAINING IS NEEDED BASED ON WHAT WE SEE IN THE FIELD.

3.0 – 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

LEAD/RRP
HEP Energy Auditor-QCI

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| GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE: |
| <ul style="list-style-type: none"> • BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST • GRANTEE-DEVELOPED CERTIFICATIONS |
| DESCRIBE GRANTEE/STATE REQUIRED CREDENTIALS HERE |
| <p>OSHA 10 GRANTEE REQUIRES ENERGY AUDITORS TO TAKE THE STATE DEVELOPED ENERGY AUDITOR AND WxPRO TRAINING. THEY MUST PASS THE TEST GIVEN AT THE TRAINING.</p> |
| SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE: |
| <ul style="list-style-type: none"> • CONTRACTOR LICENSING |
| DESCRIBE SUBGRANTEE/LOCAL REQUIRED CREDENTIALS HERE |
| <p>COPIES OF CONTRACTORS LICENSES MUST BE ON FILE AT THE AGENCY AND ARE CHECKED DURING THE ADMINISTRATIVE MONITORING.</p> |
| INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE: |
| <ul style="list-style-type: none"> • EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION • VENDOR CERTIFICATION (E.G. EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION, VENDOR CERTIFICATION) |
| DESCRIBE INDUSTRY REQUIRED CREDENTIALS HERE |
| <p>NONE WE ARE AWARE OFF.</p> |
| PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS |
| DESCRIBE PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS HERE |
| <p>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.</p> |
| HOW CREDENTIALS ARE TRACKED |
| DESCRIBE HOW CREDENTIALS ARE TRACKED HERE |
| <p>THE T&TA SPREADSHEET IS USED TO TRACK THE CREDENTIALS AND THIS IS CHECKED DURING THE ADMINISTRATIVE MONITORING.</p> |

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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DESCRIBE PROGRAMMATIC/ADMINISTRATION TRAINING OFFERINGS HERE

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 TRAINERS 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

DESCRIBE COMPREHENSIVE TRAINING OFFERINGS HERE

ALL STAFF ARE REQUIRED TO TAKE COMPREHENSIVE TRAINING FROM AN ACCREDITED TRAINING CENTER ONCE EVERY THREE YEARS. PROGRAM YEAR 2023 IS THE FIRST 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 2024 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 – WE ARE BRINGING IN A TRAINER FROM MITEC FOR FURNACE TRAINING THIS YEAR.
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**

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| <ul style="list-style-type: none"> COMMUNITY ACTION PARTNERSHIP |
| DESCRIBE PLANNED CONFERENCE ATTENDANCE HERE |
| CONFERENCE ATTENDANCE IS ENCOURAGED. EXAMPLES THIS PROGRAM YEAR INCLUDE BPA'S HOME PERFORMANCE CONFERENCE, NASCSP, COMMUNITY ACTION PARTNERSHIP, CAPLAW, AND ENERGY OUTWEST. 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. |
| OTHER, PLEASE SPECIFY: |
| DESCRIBE OTHER TRAINING ACTIVITIES HERE |

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| <h2>5.0 – TECHNICAL ASSISTANCE</h2> <p>DESCRIBE THE TECHNICAL ASSISTANCE ACTIVITIES INCLUDED IN THE T&TA BUDGET CATEGORY.</p> |
| PROGRAMMATIC/ADMINISTRATION SUPPORT |
| DESCRIBE PROGRAMMATIC/ADMINISTRATION SUPPORT HERE |
| WE DO NOT USE T&TA FOR SUPPORT. |
| TECHNICAL SUPPORT |
| DESCRIBE TECHNICAL SUPPORT HERE |
| WE DO NOT USE T&TA FOR SUPPORT. |
| HEALTH & SAFETY SUPPORT ACTIVITIES |
| DESCRIBE HEALTH AND SAFETY SUPPORT ACTIVITIES HERE |
| 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.) |
| DESCRIBE MONITORING BUDGET INFORMATION HERE |
| WE USE UP TO 25 PERCENT OF T&TA FUNDS FOR MONITORING. |
| OTHER, PLEASE SPECIFY |
| DESCRIBE OTHER TECHNICAL ASSISTANCE ACTIVITIES HERE |

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| <h2>6.0 CLIENT EDUCATION</h2> <p>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.</p> <p>NOTE: THIS DOES NOT INCLUDE TRAINING WORKERS TO DELIVER CLIENT EDUCATION. THIS SHOULD BE DESCRIBED IN THE TRAINING SECTION, ABOVE.</p> |
| 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 |
| 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
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- WINDOW REPAIR, DOOR REPAIR
- WORKER SAFETY
 - OSHA
- ADDITIONAL TOPICS AS DESCRIBED IN HEALTH & SAFETY PLAN

DESCRIBE H&S CLIENT EDUCATION ACTIVITIES/RESOURCES HERE

WE DO NOT PAY FOR CLIENT EDUCATION WITH T&TA FUNDS.

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