TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN TEMPLATE

1.0 – GENERAL INFORMATION

COMMENTS THAT DO NOT GENERALLY FIT INTO THE AVAILABLE TABLES BELOW

ENTER ADDITIONAL H&S INFORMATION HERE

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

KWAP incorporates the following suggestions and feedback when developing the statewide T&TA Plan:

- Grant requirements
- Feedback from Department of Energy (DOE) Project Officers (PO) and monitoring reports
- Grantee Monitoring Reports of the Subrecipients
- Subrecipients submitted questions and training requests
- Quarterly Weatherization Director's meetings
- Annual inspector retreat
- Subrecipient feedback
- American Customer Satisfaction Index survey feedback
- Public Comment received during the Public Comment period for the DOE State Plan
- WAP PAC feedback

EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.

KHRC and Subrecipients have historically partnered with Santa Fe Community College's EnergySmart Academy (SFCCEA) to provide DOE accredited comprehensive trainings. Recently, SFCCEA has been partnering with Environmental Energy Consultants in Missouri to provide some trainings. Kansas will continue to research and attend DOE-accredited trainings across the county as certification need requires.

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)**

The Kansas SWS Field Guide was updated and became effective on July 1, 2026. Although the field guide was recently updated, a list of desired additions have been and will continue to be compiled for future editions. KHRC includes specific updated language from Weatherization Program Notices (WPNs) on an as-needed basis and as released.
WHAT PROTOCOLS ARE IN PLACE WHICH ENSURE UNTRAINED STAFF ARE NOT LEFT WITHOUT SUPERVISIONS DURING FIELD OPERATIONS?
Kansas requires successful completion of its certification training for all auditors and inspectors. The state allocates T&TA funds to each Subrecipient for the mandated trainings as needed. When a Subrecipient agency is unable to hire a certified weatherization auditor, the state will allow an on-boarding period, during which the new hire must complete his/her auditor certification requirements. During the on-boarding period, all audits and inspections must be supervised by a certified weatherization auditor/inspector until training and certification requirements are met. Alternatively, an agency without a certified auditor/inspector may subcontract with a certified auditor/inspector with prior KHRC approval.
PARTNERSHIPS WITH THE STATEWIDE HOME PERFORMANCE INDUSTRY ON TRAINING ISSUES; IF APPLICABLE.
KHRC does not currently partner with any statewide home performance industries.
HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&TA ACTIVITIES AND PRIORITIES?
T&TA activities and priorities are influenced and directed by multiple measures. Onsite and desktop monitoring provide ideal conditions during which Subrecipients may be evaluated and areas in need of improvement can be identified. In addition to the formal monitoring reporting that tracks deficiencies and findings and outlines how to make improvements, monitoring visits allow for a comprehensive review of the agency. Such reviews may include technical and financial systems and procedures, follow up on previous training outcomes and identification of future training needs, and the sharing of "Best Practices" at all levels of operation. Monthly, high level, desk top review of reported jobs enables the grantee to analyze Subrecipient performance and productivity and can help identify T&TA needs. The annual T&TA report and Subrecipient monitoring analysis overview also provides a mechanism to identify strengths, weaknesses, and T&TA needs.

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**

Federally Required Credentials:

- Kansas Department of Health and Environment (KDHE) Lead Renovator Certification (RRP). KDHE standards are more stringent than the EPA standards.
- Home Energy Professionals Quality Control Inspector (QCI) certification for all final inspectors.
- Home Energy Professionals Energy Auditor (EA) certification is required for all final inspectors and energy auditors after an initial probationary period.

GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:

- **BUILDING PERFORMANCE INSTITUTE BUILDING ANALYST**
- **GRANTEE-DEVELOPED CERTIFICATIONS**

KWAP Certification: Since 1995, the Kansas Weatherization Assistance Program has maintained an inspector training and certification program for all individuals who conduct pre- or post-weatherization inspections. Beginning in 2018, a multitrack, tiered training and certification scheme was introduced. Comprehensive training for auditors and inspectors is essential for sound decision-making in the field. Training is provided through a combination of field, classroom, and online training. Competency is accessed through written and field testing and the obtaining, and maintaining, of industry certifications. Upon successful completion of the training components, auditor candidates are required to submit five probationary weatherization audits to KHRC for review. Upon successful completion of the five probationary audits, auditor candidates complete an infield evaluation to demonstrate competency in the entire weatherization auditing process ranging from client interview to the final results of the energy audit and weatherization work order created using DOE approved energy auditing software. Successful candidates receive an 18-month probationary certification allowing them to conduct initial energy audits independently. Within 18- months individuals must obtain full certification status by obtaining the DOE-accepted HEP Energy Auditor Certification.

SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:

- **CONTRACTOR LICENSING**

Subrecipient/Local required credentials:

- State Contractor Licensing for required services, i.e., HVAC, plumbing, electrical, etc., where applicable
- Worker safety training, such as OSHA 10 Construction Safety Course.

INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:

- **EQUIPMENT/MATERIAL MANUFACTURE CERTIFICATION**
- **VENDOR CERTIFICATION**

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

NA

PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS

KWAP auditors are required to obtain, and maintain, their Energy Auditor Certification accredited by a DOE-accepted credentialing body, and receive comprehensive JTA aligned training. Comprehensive training will be closely aligned with credentialing requirements for the given task (i.e., energy auditor or QCI). Auditor and inspector training is based on a five-year training cycle. Individualized training plans will be allowed to be structured in the manner best suited for each agency, but most plans will focus on receiving intensive 1-2-week trainings every five years. This timetable is consistent and conducive to receiving intensive training in anticipation of re-certifications exams.

In addition to the DOE-accepted certifications, individuals are required to maintain their Kansas Weatherization Assistance Program (KWAP) Certification. This certification will be based on a three-year cycle and will be awarded after individuals receive their first DOE-accepted HEP certification (either Energy Auditor or QCI). The KWAP Certification allows individuals to work independently within the Kansas Weatherization Program. The KWAP certification will be suspended or terminated when individuals lapse in either their comprehensive training plans or DOE-accepted HEP certifications. KWAP certification may be suspended or terminated if state specified mandatory trainings are not completed.

KDHE RRP certifications are valid for 5 years.

HOW CREDENTIALS ARE TRACKED

KHRC tracks credentials during annual Programmatic 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)
-

K-WAP and Subrecipient staff will participate in national activities as they are planned. K-WAP will assure staff are able to attend these meetings and will encourage Subrecipient staff to take advantage of training opportunities by funding Subrecipient attendance with T&TA funds available to the K-WAP.

K-WAP staff will attend DOE mandated activities/events, NASCSP events, State Weatherization Directors' meetings, national DOE sponsored conferences, OMB/Wipfli trainings, and other staff development trainings as needed or required. Continuing education and conference attendance ensure Grantee effectiveness in administering and implementing the grant.

Annual training is provided on a variety of topics for the K-WAP network. Training is mandatory as announced. Annual training typically includes fiscal and technical training and may include training tracks at the annual Kansas Housing Conference.

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

In accordance with WPN 22-4, T&TA activities for WAP field staff are to be designed as Comprehensive or Specific training. Comprehensive training is occupation specific training which is part of an overall curriculum aligned with the topics within the given JTA being trained. Comprehensive training must be administered by, or in cooperation with, a training program that is DOE accredited. Specific training is single issue or issue specific, short-term trainings to address specific skills or knowledge gaps. Conference trainings and any training not aligned with a JTA are included in this category.

WAP field staff are only those technical staff members directly employed by Grantee and Subrecipient agencies, such as auditors, agency crew members, and inspectors. Contractors and contract auditors and inspectors are not explicitly included but may be eligible for T&TA funded training as long as a retention agreement is obtained. Contracted installers are not to be considered part of WAP field staff for the purpose of targeted T&TA activities.

Comprehensive training will be closely aligned with credentialing requirements for the given task (i.e., energy auditor, QCI, multifamily QCI). Auditor and QCI training will be based on a five-year training cycle. Individualized training plans will be allowed to be structured in the manner best suited for each agency, but most plans will focus on receiving intensive 1–2-week trainings every five years. This timetable is consistent and conducive to receiving intensive training in anticipation of re-certifications exams. Comprehensive training for crew based Retrofit Installer/Technician and Crew Leaders will be provided to agency employed crew members within 18 months of hire and within every five years thereafter. There are no Retrofit Install/Technician or Crew Leader testing or certification requirements at this time. Specific training will be obtained on an as-needed basis and on a rolling basis to fulfill certification CEU requirements.

Comprehensive training must be provided by a DOE approved and accredited training program. Training will be provided by the contracted training provider in the manner best suited for the situation and can be a hybrid of distance learning and/or in person training. Santa Fe Community College, and their affiliate trainer through Environmental Energy Consultants, has become a valued accredited training provider for the EA and QCI certifications and will be a K-WAP recommendation for Comprehensive training.

Attendance in training is mandatory as announced. Non-compliance may result in elevated risk status, state certification suspension, or contract termination.

Specific Technical Training

- Topics identified during monitoring visit(s)
- Energy Modeling
- Health & Safety. All H&S topics in WPN 22-7 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

Specific T&TA is provided as a regular component of fiscal, programmatic, and technical monitoring.

Quarterly weatherization directors' meetings and annual inspector retreats are preferred mechanisms to address areas of common concern with regard to training and policy for current initiatives and future program requirements. Additional T&TA needs will be identified through feedback from these events, and from technical field monitoring.

Annual updates to the State Plan and Subrecipient Procedure Manual provide opportunities to gather network staff and provide specific training and program updates. Mandatory trainings are provided when technical guides (i.e., SWS) and policies and procedures are updated (i.e., H&S policy, energy audit procedures).

Additional, specific training will be provided on an as-needed basis. The specific need and technical expertise required will determine the training provider. State technical staff, state and national training providers, or network partners can provide specialized and short-term training. Attendance in specialized training is mandatory as announced.

Conferences. Examples include:

- **Energy OutWest**
- **Building Performance Association**
- **National Association for State and Community Service Providers**
- **Community Action Partnership**

K-WAP staff will attend DOE mandated activities/events, NASCSP events, State Weatherization Directors' meetings, national DOE sponsored conferences such as Energy OutWest and the Home Performance Conference, OMB/Wipfli trainings, and other staff development trainings as needed or required. Continuing education and conference attendance ensure Grantee effectiveness in administering and implementing the grant.

Other, please specify:

5.0 – Technical Assistance

Describe the technical assistance activities included in the T&TA budget category.

Programmatic/Administration Support

Programmatic and administrative support is readily available through onsite, written, and telephone communication with Subrecipient staff as requested.

KHRC meets with subrecipients quarterly to discuss emergent issues. This type of communication helps maintain consistency in the services provided throughout the state. Each of these meetings will serve a core group of the weatherization workforce, in addition to including a gathering of program directors to discuss the program. These meetings include a Program Director and, when necessary, staff discussion covering a specific topic, including fiscal, administrative, and technical issues.

Technical Support

Technical Support is readily available and provided to subrecipient staff through the following methods:

- Questions and/or technical assistance is continuously available for all subrecipient staff with a simple phone call. Discussions are followed up with an email that summarizes the discussion as necessary. Questions asked on multiple occurrences may require an addition to the SharePoint frequently asked question (FAQ) section.
- Virtual support is provided utilizing platforms such as Microsoft Teams, FaceTime, etc.
- Subrecipient onsite or network trainings
- KHRC maintains a SharePoint site for technical resources, templates, training videos, and FAQs.

Additional technical support methods are created/utilized on an as-needed basis to improve program administration, effectiveness, and delivery of services.

Health & Safety Support Activities

H&S support is readily available and provided to subrecipients staff through the following methods:

- Questions and/or technical assistance is continuously available for all subrecipients with a simple phone call. Discussions are followed up with an email that summarizes the discussion, as needed. Questions asked on multiple occurrences may require an addition to the SharePoint frequently asked questions (FAQ) section.
- Virtual support is provided utilizing platforms such as Microsoft Teams, FaceTime, etc.
- Subrecipient onsite or network trainings
- KHRC maintains a SharePoint site for technical resources, templates, training videos, and FAQs.

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.)

Approximately 38% of the Grantee T&TA funds will be allocated for program oversight and travel by state monitors.

Other, please specify

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
Client education has been provided over the years by different methods in each area of the state, ranging from detailed discussions with clients during pre- and post-inspections to access to program-related publications and handouts. At the post inspection clients receive and sign a Weatherization Maintenance Recommendations and Client Education Form that provides general education and maintenance recommendations for items in their home. As the program has become more technology-oriented, state staff encourages Subrecipient staff to use the technology to demonstrate energy-saving techniques and to explain the outcome of poor energy habits and bad energy decisions. KHRC and subrecipients also try to participate in state energy expos or outreach events in which client education is provided.
CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 22-7 ○ 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
Health and safety client education is provided by intake staff, energy auditor, contractors, and final inspectors as questions and topics are address throughout service delivery. Clients are required to review and sign the Occupant Pre-existing or Potential Health Condition Screening form, the Hazard Identification Notification form, the Radon Informed Consent Form, and the Lead Safe RRP Pamphlet. The following additional topics may also be covered as applicable: • Appropriate use and maintenance of HVAC units. • Hazards of disturbing suspect asbestos containing materials • Any combustion safety concerns, including carbon monoxide and gas leaks • Mold and moisture issues • Proper use and requirements of ASHRAE ventilation.