

## Training and Technical Assistance Approach and Monitoring Activities

### TRAINING AND TECHNICAL ASSISTANCE PLAN

#### 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.

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.

Nebraska's ACSI survey identified two focus areas NDEE will be working to improve over the next PY2021 DOE grant period. The first action item the NDEE will focus on for improvement is communication. The Nebraska WAP conducts quarterly meetings with Subgrantees covering best practices and technical working group topics. These meetings help to open communication lines not only between the NDEE and Subgrantees but also between network Subgrantees to help establish strategies to the entire Nebraska WAP network more efficient and effective. The NDEE also holds virtual monthly progress meetings with each Subgrantee and meets via conference call or when there is an immediate concern that needs to be addressed. The development of these open communication opportunities has, and will continue to, provide a better communication between the state and the Subgrantees giving them more opportunities to communicate their issues and challenges and ensure that they are addressed.

The next area of focus where the NDEE scored low on, but still improved by 10 points is partnerships. Since the release of the survey the NDEE has worked to with our Weatherization Assistance Program network to identify potential partners that possibly have not been considered. NDEE will continue to work with the utility service industry to create partnerships that will benefit

our joint customers similar to our work with the Omaha Public Power District (OPPD) to collaborate and use their programs to enhance the Weatherization Assistance Programs in their service territory. This is a key partnerships in working towards leveraging funds from other utility companies to improve the energy efficiency in homes and provide additional funding to support energy efficiency projects that the Weatherization Assistance Program is unable to do if a measure does not SIR or if it is a deferral that needs some type of repair done prior to using the Weatherization Assistance Program. Nebraska is unique in the fact that we have not been able to access utility funds like some other states have done because Nebraska is a Public owned electric utility state, which up to recently has not been a resource for leveraging funds. NDEE will continue to seek out partnerships to improve the WAP.

#### **EXISTING OR PLANNED ACCREDITED TRAINING CENTER PARTNERSHIP OR WORKING RELATIONSHIP.**

At this time, the Nebraska WAP (NeWAP) network has a BPI Certified Quality Control Inspector at all but one Subgrantee and the other Subgrantee has contracted inspections with an individual with the required QCI Certification. Additionally, the majority of Subgrantees have an experienced Energy Auditor on staff, a number of which are BPI Certified or in the process of earning their certification. The relatively low demand for additional Energy Auditor and/or Quality Control Inspector training in Nebraska makes it more cost-effective for the NeWAP to outsource this training and testing to IREC Accredited Programs with BPI Energy Auditor/QCI Certified trainers, testers and facilities to receive quality training. Historically NeWAP BPI certified staff have met these Comprehensive Training requirements through Santa Fe Community College, the Energy and Environmental Training Center of Kansas City or Indiana Community Action Association and those working relationships will continue.

#### **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 expiration date for current Nebraska WAP Retrofitting Nebraska Installation Standards for Single Family and Manufactured Housing Field Guide is 04/22/2022 with the DOE submission due by 10/22/2021. During the 1<sup>st</sup> and 2<sup>nd</sup> quarters of PY 2021, Nebraska Grantee staff will work to incorporate and crosswalk the updated Standard Work Specifications (SWS) into the updated Field Guide. Information regarding the Nebraska WAP Field Guide and SWS updates incorporated will be distributed to all Subgrantee technical staff in quarterly Technical Working Group meetings and any modifications that would require a “hands-on” trainings will be handled as a **Specific** trainings in the 3<sup>rd</sup> and 4<sup>th</sup> quarters of PY 2021.
- NeWAP Subgrantees currently utilize local the network NEAT and MHEA program to identify the cost-effectiveness of energy-efficiency retrofit measures considered for implementation in weatherized homes. With the anticipated ORNL migration of NEAT and MHEA to the web, to insure a smooth transition to the web-based version on July 1, 2022, Nebraska WAP grantee staff will:
  - Identify a member of the Grantee staff, or contract with an individual with appropriate WAP experience and certifications, to work with representatives of Oakridge National Laboratory

(ORNL) as a Training Provider for the Nebraska WAP and to provide input on curriculum development, to participate in the ORNL train-the-trainer events.

- Schedule, participate in and facilitate in the trainings of Subgrantee QCI and Energy Auditor staff members during the 3rd quarter of PY 2021.
- All Weatherization Program Notices are provided to the Subgrantee's Weatherization Program Managers for the appropriate dissemination among their staff. WPN information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual meetings. Information will also be provided to technical staff in quarterly Technical Working Group meetings or if needed in **Specific** "hands-on" trainings throughout the program year.

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

The Nebraska WAP requires Grantee, Subgrantee or sub-contracted staff, paid with weatherization funds, be supervised for all work activities until all appropriate training is completed and/or certification requirements are met. No untrained, unsupervised field staff are allowed on-site to perform weatherization activities.

Below are the training/certifications requirements for completing on-site work without direct supervision:

**Energy Auditor/QCI Staff:**

- Each Subgrantee to have on staff at least one BPI Energy Auditor (EA)/Certified Quality Control Inspector (QCI) or to contract inspections with an individual(s) with the required EA/QCI Certifications. Subgrantees replacing or hiring new EA/QCI staff must be certified or have the knowledge, skills and abilities to meet the Job Task Analysis (JTA) requirements and to secure their certification within six months of their hire date.

**Field Staff:**

- All existing field staff must have been trained, or in the case of new hires be trained, in the appropriate training covering their appropriate JTA, as developed by BPI, through an IREC certified facility (on-line or in-person).
- Replacement or new hires must receive their training within six months of their hire date and be supervised by trained and/or certified staff until such time that skills are satisfactorily demonstrated, and any required certifications are received.
- All existing technical and field staff must be RRP Certified. Subgrantees replacing or hiring new technical or field chief staff must be certified or have the knowledge, skills and abilities to secure their certification within six months of their hire date or be supervised by RRP trained/certified staff until such time certification is received.

Training will be made available to all field staff as per Section 4.0.

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

The NDEE Training and Technical Assistance plan reflects the current DOE Energy Auditor/Quality Control Inspector Weatherization Assistance Program initiatives while looking forward to implementing future program requirements that will allow Nebraska's WAP

network to meet all of the BPI Home Energy Professional Certifications. During PY2021 and beyond, the Nebraska WAP will make all training opportunities available, for a fee, to individuals, organizations and other interested parties that are not members of the Nebraska WAP Network.

**HOW DOES ANALYSIS CONDUCTED, AS DETAILED IN SECTION V.6 OF THE ANNUAL APPLICATION, INFLUENCE THE DEVELOPMENT OF T&TA ACTIVITIES AND PRIORITIES?**

- Program technical monitoring activities (in-progress and QCI) provide NDEE Monitors the opportunity to note and document specific Subgrantee, crew or contractors inconsistencies or concerns and provide/schedule on-site or Specific trainings to help alleviate any deficiencies. Examples of these types of past training opportunities include sidewall core density testing, CAZ testing (on-site and in group format) with newer, less experienced field staff, and on-site blower door testing with crews/contractors that have provided dubious testing results.
- The results of the Nebraska WAP Annual Consumption Evaluations are provided to all program Subgrantees during one of the program's quarterly Technical Working Group (TWG) meeting. The individual Subgrantee, as well as the state-wide, results are discussed with technical staff to evaluate "trends" being experienced by specific Subgrantees or within the program as a whole. Following the TWG meeting each agency is provided with each of their reviewed client charts, that shows the energy use impact of the weatherization services on their home. Subgrantee's review the client file associated with the chart(s) provided to help to educate their crews and/or contractors regarding the impact of the completed work and to address non-beneficial trends that they may be experiencing. The results of the Nebraska WAP Annual Consumption Evaluation is used by NDEE to develop training options or focus on missed energy-efficiency opportunities within the network to ensure upward savings trends. (i.e. adding Refrigerator Replacement as an additional electric savings ECM when the percentage of state-wide electric savings was reduced in conjunction with the full program implementation of ASHRAE 62.2).

### **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**

- The Nebraska WAP requires each Subgrantee to have on staff at least one BPI Certified Quality Control Inspector or to contract inspections with an individual(s) with the required QCI Certifications.
- The Nebraska WAP requires all existing Subgrantee technical and field staff to be RRP Certified.
- The Nebraska WAP requires all Subgrantee technical and field staff to be trained in the appropriate training covering the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties.

**GRANTEE/STATE REQUIRED CREDENTIALS. EXAMPLES INCLUDE:**

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

The Nebraska WAP has no additional national or Grantee-developed credentialing requirements.

#### **SUBGRANTEE/LOCAL REQUIRED CREDENTIALS. EXAMPLES INCLUDE:**

- **CONTRACTOR LICENSING**

The State of Nebraska currently does not require state-wide or local jurisdictional licensing of contractors, excluding electricians, but numerous local jurisdictions do have local licensing requirements for specific construction trades that are involved in implementing weatherization work. NeWAP Policies and Procedures require subgrantees to develop and maintain a separate contractor file for each contractor that includes a checklist(s) of all required documentation to assist in reporting as well as NDEE and/or federal monitoring. Required documentation includes, but is not limited to: General Liability Insurance, Proof of Worker's Compensation Insurance or documentation of Sole Proprietorship with no employees, current signed contract, Current Contractor's Registration with the State of Nebraska, Current Electrical, Plumbing and Mechanical Licenses (as applicable) Proof of being a Lead Renovator Firm and Proof of Completing Lead Renovator Training.

#### **INDUSTRY REQUIRED CREDENTIALS. EXAMPLES INCLUDE:**

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

The Nebraska WAP has no additional equipment, vendor or manufacturer credentialing requirements.

#### **PROCESS FOR MAINTAINING WORKFORCE CREDENTIALS**

The Nebraska WAP incorporates the following into the NeWAP Policies and Procedures Manual to help ensure and/or maintain Subgrantee staff workforce credentials:

- Subgrantees replacing or hiring new QCI staff must be certified or have the knowledge, skills and abilities to meet the JTA requirements and to secure their certification within six months of their hire date.
- When subgrantees replace or hire new field staff they must be trained in the appropriate JTA, as developed by BPI, through an IREC certified facility (on-line or in-person) within 6 months of their hire date.
- Subgrantees technical staff replacement or new hires must receive training, in the Home Energy Professional Certifications, as developed by BPI, that most closely represents their job duties within six months of their hire date.

#### **HOW CREDENTIALS ARE TRACKED**

- NDEE has maintained spreadsheets that track all attendees of trainings that have been provided through the Nebraska WAP network since 2010 and additional spreadsheets has been developed to

track all Nebraska WAP network staff member trainings (per Subgrantee) who have completed additional virtual trainings or have received BPI QCI and EA Certifications.

- NDEE communicates in quarterly Technical Working Group meetings with Subgrantees regarding their staff training needs and possible new hire training requirements and will also collect individual Subgrantee training information requiring specific language or field work changes will be distributed to all Subgrantee management through monthly Subgrantee virtual progress and update meetings.
- NDEE staff will continue to update the training and certification spreadsheets and make modifications that will assist in tracking initial certifications, training, certification maintenance and continuing education requirements.

## 4.0 – TRAINING

### 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. 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

The Nebraska WAP is committed to increasing the network's expertise and numerous program technical training opportunities and hands-on workshops have been conducted with the goal to maximize energy savings, minimize production costs, improve quality of work, and foster management expertise.

#### Energy Auditor/Quality Control Inspectors:

As a result of this commitment, each Subgrantee in the Nebraska WAP network has on staff at least one BPI Certified Energy Auditor (EA)/ Quality Control Inspector (QCI), or contracts inspections with an individual(s) with the required EA/QCI Certifications, and the majority of have an experienced

Energy Auditor (BPI Certified) on staff. Any additional required Energy Auditor/Quality Control Inspector trainings will be outsourced to facilities where the network can receive quality training by an IREC Accredited Program with BPI Certified Trainers and Testers where Certification in these areas can be provided. The low demand for the Energy Auditor and Quality Control Inspector training in Nebraska makes it more feasible to outsource these training at random intervals, as needed, at this time.

#### **Installer and Crew Chief Field Staff:**

Historically the Nebraska WAP provided Installer and Crew Chief training (specifically associated with the Installer Fundamentals, Installer Intermediate and Crew Chief JTAs) at the Laborers International Union of North America Local #1140 (LIUNA) training facility located in Omaha, NE. However, with recent personnel changes and the development of the Installer Badges Toolkit for PY 2021:

- In the 1<sup>st</sup> and 2<sup>nd</sup> quarters Grantee staff will work with the individual contracted to develop the Installers Badges Toolkit for inclusion in the Nebraska WAP as described below in the 4.0 – Training “Other” Section.
- During the 3<sup>rd</sup> & 4<sup>th</sup> quarters the Grantee Energy Conservation Program Coordinators and the Building Program Specialist will work with the Subgrantees state-wide to incorporate the badges training and verification program into the Nebraska WAP network.

Grantee staff will also work to develop and integrate into the network a system of verification for tracking which badges trainees have earned and to provide training options to address for fully issues and/or topics not specifically address by the badges.

Additionally, Subgrantees will be encouraged to include eligible field staff in weatherization industry conferences, trainings and workshops to help to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies.

#### **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

**Subgrantee technical staff:** Specific Training will be delivered to the network state-wide based on the specific training type and the facility needs. Specific Trainings will be scheduled at random intervals as needed and may include, but not be limited to, the following:

Anticipated Specific Trainings
Lead Safe Weatherization – RRP Certification
Mobile Home Weatherization
CAZ Testing
ASHRAE 62.2 Updates and Requirements
NEAT/MHEA Web-based Trainings
Blower Door Guided Air Sealing
Installing and Testing Dense Pack Insulation
Quarterly Technical Working Groups



HVAC Inspections and Testing
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In the case of both Comprehensive and Specific Training, opportunities will be available for a fee to individuals and organizations that are not members of the Nebraska WAP Network.

Additionally, specific training needs will be addressed as identified during inspections and monitoring completed by NDEE Technical Monitors, the Building Program Specialist, Fiscal Compliance Analyst, NDEE Grant Section Supervisor and USDOE Project Officers.

**CONFERENCES. EXAMPLES INCLUDE:**

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

NDEE Technical Monitors, Building Program Specialist and Subgrantee Technical Staff will attend (as needed) weatherization industry conferences, trainings and workshops to ensure that the Nebraska Network operates to meet the most progressive industry standards and technologies and to meet EA/QCI re-certification CEU requirements. Information provided as part of those trainings will be shared with all members of the Nebraska WAP through various training activities, Quarterly Technical Working Group meetings and onsite inspections.

NDEE and Subgrantee management and fiscal staff will attend industry related conferences, trainings, workshops and grant management webinars to increase their knowledge, skills and abilities in grant administration. An example would be continued participation in training and webinars that address grant administration, such as the NASCSP Annual Conference.

**OTHER, PLEASE SPECIFY:**

The Nebraska WAP will utilize T & TA funding to contract an individual, familiar with all of the aspects of the WAP, to develop the Installers Badges Toolkit for incorporation into the Nebraska WAP training program. During the 1<sup>st</sup> and 2<sup>nd</sup> quarters of this program year the contractor will work, in combination with the NDEE technical staff, to:

- select, define and develop a core set of “badges” based on Nebraska’s housing stock and typical energy efficiency and Health & Safety measure
- develop a “certification” process, supervisor qualifications process/requirement and timeline for implementation, and

- work with both the Grantee and Subgrantees to develop employee recognition and tracking options.

## 5.0 – TECHNICAL ASSISTANCE

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

### PROGRAMMATIC/ADMINISTRATION SUPPORT

Technical Monitors, a Building Program Specialist, a Fiscal Compliance Analyst and the Grant Section Supervisor are responsible for providing technical assistance, completing monitoring and evaluating the operation of the Nebraska WAP Subgrantees. NDEE believes that strong internal systems, oversight, training and technical assistance are essential to enable Subgrantees to achieve the objectives of the Nebraska WAP and will ensure quality weatherization work and adequate financial and programmatic management controls. NDEE combines onsite inspections on in-progress units with an extensive training and technical assistance program and administrative, fiscal and technical monitoring to identify areas where more specific training is required to:

- improve work quality,
- improve delivery of program services, and
- to correct Subgrantee administrative and management problems.

### TECHNICAL SUPPORT

NEWAP Technical Monitors and the Building Program Specialist are responsible for completing inspections and providing technical assistance activities as part of the Program Monitoring and Compliance Strategy. Technical assistance provided may include but is not limited to:

- staff training,
- policy interpretation,
- State Plan and Field Guide & Installation Standards clarification,
- working with Subgrantees to address deficiencies, and
- training Subgrantees on new and existing weatherization techniques.

Training is essential for staff development and is provided on an ongoing basis to upgrade the quality of service delivered by the WAP Technical Monitors. Each monitor is expected to research and attend training opportunities offered through the Nebraska WAP Training Network, which will enable them to gain additional knowledge and skills in building science principals, weatherization technology, furnace technology, and diagnostic equipment.

Technical Monitoring activities includes but are not limited to:

- **Onsite Inspection of In-progress Units** completed by NDEE Technical Monitors that are BPI Certified Quality Control Inspectors to provide technical guidance or assistance to Subgrantees and to verify compliance with program installation requirements. Some Subgrantees are monitored each month, while others are monitored more infrequently depending on production and identified needs to

address quality and/or health and safety concerns. A minimum of 10 percent of weatherized homes for each Subgrantee will be completed with additional inspections completed if recurring inconsistencies are experienced.

- **Quality Control Inspections** on units submitted for reimbursement to NDEE as per Section 3 of WPN 15-4. These inspections will include, but not be limited to diagnostic testing, client file review and energy audit review. Five (5) percent or greater of all completed units will be inspected for each Subgrantee that utilizes a separate Energy Auditor and Quality Control Inspector. Ten (10) percent or greater of all completed units will be inspected for each Subgrantee that utilizes one person to perform both the Energy Auditor and Quality Control Inspections.
- **File Review Monitoring** completed on every weatherized home receiving an In-Progress or Quality Control Inspection.
- February 1, 2018 NDEE implemented a more accountable process for NeWAP Technical Monitoring reporting and follow-up procedures. NDEE Technical Monitors started a process where after they have completed an in-progress monitoring or a QCI monitoring visit, they write-up a report to the Subgrantee identifying any findings, concerns, recommendations, commendations, or best practices, and identify any corrective actions that are required. The report will be reviewed and signed by the NDEE Grant Section Supervisor and sent to the Subgrantee within 30 days of the monitoring visit. The Subgrantee has 30 days to respond and resolve any corrective actions if needed. NDEE will utilize a tracking spreadsheet and use the NDEE online database to ensure all follow-up on Technical Monitoring has been completed in a timely manner.

The NDEE Building Program Specialist completes a **Desktop Energy Audit Review** on review on ten (10) percent of weatherized home. The audits are reviewed to ensure that the appropriate audit tool is used, input values are in accordance with program requirements, energy efficiency measures identified based on SIR's are implemented, etc. Issues and concerns associated with the reviews are discussed in Technical Working Group and any procedural changes are incorporated into the audit process.

**Administration/Fiscal Compliance Monitoring** is an extremely important aspect of weatherization program management and NDEE believes that a successful monitoring program improves Subgrantee operations, identifies problems early enough for corrective action, promotes quality work and is essential in assisting Subgrantees in fulfilling program objectives.

- The Fiscal Compliance Analyst conducts an Administrative/Fiscal Compliance Monitoring annually with each Subgrantee consisting of both an administrative review and a fiscal review. Prior to monitoring the Fiscal Compliance Analyst will review the Subgrantees required annual audit and previous year's Administration and Fiscal Compliance Monitoring to ensure the Subgrantee has resolved any findings from these audits and monitoring.

The financial review will include:

1. A check of the contract files against contract procedures
2. Sample journal entries
3. Inventory reconciliation
4. Cost categories

5. Administrative expenses
- The program administration review will include:
    1. The outreach support level and client application process
    2. Reviewing client files for compliance with all federal and state WAP rules and regulations regarding mandated documentation of: household income, client certification of eligibility, owner/landlord permission for weatherization, rent declaration, fuel release statement, inspection statement, lien/debt statement, a complete Building Check & Job Order form/site-specific audit, complete material cost information, funding source designation, final quality control inspection and client release
    3. Client certification and prioritization system
    4. Inspection/quality control systems
    5. Subcontracting system
    6. Review of goals for serving elderly, disabled, and families with Children under 6 years old, high-energy use and high-energy burden
    7. Review of procurement systems
  - A minimum of 20 client files of all USDOE and LIHEAP units completed in the time period being reviewed during the Program Compliance Administrative/Fiscal Monitoring visit will be examined. NDEE staff will review Subgrantee management systems to ensure compliance with rules, regulations, and mandated file documentation. Material records will be examined and inventory will be inspected to verify the adherence to Federal specifications. The financial review will encompass the examination of all completed programs not previously reviewed.
  - NDEE will issue a report within thirty (30) calendar days to the Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Program Monitors and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

***Administrative/Fiscal Monitoring Schedule for PY2021:***

- **Blue Valley Community Action**  
April 25 – 28, 2022
- **Central Nebraska Community Action Partnership**  
August 23 – 26, 2021
- **Northeast Nebraska Community Action Partner**  
November 1 – 4, 2021
- **Community Action Partnership of Lancaster and Saunders Counties**  
May 23 – 26, 2022
- **Community Action Partnership of Mid Nebraska**  
June 6 – 9, 2022
- **Northwest Community Action Partnership**  
October 4 – 7, 2021
- **Southeast Nebraska Community Action Partnership**  
March 21 – 24, 2022
- **Habitat for Humanity of Omaha**

March 7 – 10, 2022

***Resolution Strategy***

NDEE issues administrative/fiscal compliance monitoring reports to the Subgrantee Weatherization Program Director, Agency Executive Director and the Board President detailing the monitoring findings within thirty (30) calendar days after the monitoring visit along with recommendations for Subgrantee improvement. The Subgrantee is required to respond within thirty (30) calendar days with a corrective action plan that includes steps to be taken to address findings identified during the onsite monitoring. NDEE Administrative and Fiscal Compliance Monitor and staff will follow-up during onsite visits to ensure that the corrective actions are implemented as directed.

***Quarterly Technical Working Group*** meetings attended by technical staff personnel from each Subgrantee with NDEE technical staff provide training opportunities to discuss technical issues, specific problems, innovative solutions, and program direction. Technical Working Group meetings will continue to meet on a quarterly basis in PY2021 and will communicate regularly on an as needed basis through email or by conference call.

**HEALTH & SAFETY SUPPORT ACTIVITIES**

**Quarterly Technical Working Group**

Meetings attended by technical staff personnel from each Subgrantee with NDEE technical staff provide training opportunities to discuss technical issues, specific problems, innovative solutions, and program direction. Technical Working Group meetings will continue to meet on a quarterly basis in PY2021 and will communicate regularly on an as needed basis through email or by conference call.

**Lead Safe Weatherization Training**

Lead safe weatherization training, as needed, will be offered through the Nebraska WAP Training Network during the 2021 Program Year. NDEE will continue to ensure that WAP Network staff and crews receive training and ongoing technical assistance regarding Lead-Safe Weatherization work practices through the WAP Training Network and through monthly site visits to observe Lead Safe Weatherization practices of crews and contractors.

**Lead Safe Weatherization Site Visits**

NDEE Technical Monitors make periodic unannounced site visits to homes that are being weatherized to observe that the required lead-safe work practices are being used by crews and contractors. This is an opportunity to clarify and demonstrate best practices related to lead-safe weatherization.

**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.)**

The staff that is responsible for technical monitoring are listed by their position title and percentage of funds associated with administrative or technical monitoring by each person under this award. (This is not a percentage of all awards, such as LIHEAP and USDOE funding, but based on how it is paid as a percentage when working on monitoring activities related to this award.)

NDEE administrative/fiscal personnel:

- Grant Section Supervisor: 80% administrative/20% T & TA
- Fiscal Compliance Analyst: 30% administrative/70% T & TA

NDEE Technical Monitoring Personnel:

- Building Program Specialist: 100% T & TA
- Two (2) Energy Conservation Program Coordinators: 100% T & TA

The NDEE Monitoring Strategy includes the following monitoring and program review activities for each Subgrantee:

Nebraska Department of Environment and Energy				
Program Monitoring and Compliance Strategy				
Monitoring/Review Activity	Purpose	Conducted by:	# of Units	Frequency
Onsite Inspection of in-progress units	Provide technical guidance or assistance to Subgrantees on in-progress projects. Includes lead safe monitoring, training, and/or technical assistance.	(2) WAP Technical Monitors/Certified Quality Control Inspectors	10% of all units for each Subgrantee	Monthly or every other month as needed to reach targeted percentage of unit per Subgrantee.
Onsite badge training and verification	Incorporate the Nebraska WAP badges training and verification program into the network and verify trainee certifications into the tracking tool.	(2) WAP Technical Monitors/Certified Quality Control Inspectors	N/A	Monthly or as needed based on Subgrantee field staff new hire dates

Quality Control Inspection	Quality Control Program Inspections including final diagnostic testing, or on-site monitoring of completed units submitted for reimbursement to NDEE. Includes client file review and energy audit review.	(2) WAP Technical Monitors/Certified Quality Control Inspectors	Minimum of 1 per month per Technical Monitor – 2 per month.  10% of all units for each Subgrantee.	Monthly	
On-Site File Review Monitoring	Subgrantee agency office client files	(2) WAP Technical Monitors/Certified Quality Control Inspectors  and  Fiscal Compliance Analyst	File review for each completed project that receives an onsite inspection and during annual Program Compliance Fiscal Monitoring.	Monthly or every other month to ensure that file review is completed for every unit inspected by a WAP Technical Monitor. Annual during Program Compliance Fiscal Monitoring.	
Lead Safe Weatherization	Assure that lead-safe procedures are implemented as required.	WAP Technical Monitors	n/a	At least once per quarter/ per sub-grantee and per crew/contractor.	
Program Compliance Administrative/ Fiscal Monitoring	Comprehensive review of Subgrantee program administration including a financial review and a systems monitoring.	Fiscal Compliance Analyst	n/a	At least once annually for each Subgrantee.	
Desktop Energy Audit Review	Review energy audits submitted with reimbursement requests to ensure the appropriate audit tool is used, input values are appropriate, energy efficiency measures are identified and implemented according to SIR's for appropriate measures.	Building Program Specialist	10% of all completed units	Sampling from Reimbursement Requests	

## 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

The Nebraska WAP approach to client education has been designed to enhance program participants' understanding of home energy efficiency improvements, to increase energy savings, and to contribute to the ongoing effectiveness of installed weatherization measures. Educational materials prepared by NDEE and federal program initiatives are provided to our Subgrantees to provide important client education to each WAP client. Subgrantees will be required to provide (at a minimum) the following client educational materials in verbal and written format:

- Prior to Weatherization
  - Radon Informed Consent/Consent to Perform Work Form WX6
  - Home and Safety Home Screening Questionnaire Form WX7
  - Renovate Right (occupants of all buildings built pre-1978)
  - Lead Hazard Pre-Renovation Form WX3
  - Health and Safety Checklist Form WX8
- During Weatherization
  - Weatherization Deferral Notice Form WX4
  - A Brief Guide to Mold, Moisture and Your Home
  - Nebraska Mold Assessment and Release Form WX5
  - EPA's a Citizen's Guide to Radon
  - Combustion Equipment Safety Fact Sheet
- Following Weatherization
  - Nebraska Weatherization Program — Even More Dollar and Energy Savings Brochure
  - ASHRAE 62.2 Fact Sheet
  - Consumer Product Safety Asbestos Fact Sheet

NDEE developed Weatherization Forms and Factsheets are available for download to all Subgrantees and program clients on the NDEE website at <https://neo.ne.gov/programs/wx/wx-resources.html>

### CLIENT EDUCATION ACTIVITIES REGARDING H&S ISSUES AS INDICATED IN WPN 17-7

- 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