

Memorandum

DATE: Issued September 9, 2024, CARRIE SMITH
REPLY TO: CARRIE SMITH
ATTN OF: Carrie Smith, Retrofit and Readiness Program Manager, Weatherization Assistance Program
SUBJECT: Quality Work Plan-Multifamily Training Requirements
TO: Weatherization Assistance Program Grantees

Digitally signed by
CARRIE SMITH
Date: 2024.09.09
08:53:51 -07'00'

WAP Memorandum 136

INTENDED

AUDIENCE: Grantee Program Managers, Grantee Technical Managers, Subgrantee Program Directors, Subgrantee Technical Managers, Weatherization Training Centers

Weatherization Program Notice (WPN) 22-4 Quality Work Plan Requirement Updates includes guidance to support and verify work quality in the Department of Energy's (DOE) Weatherization Assistance Program (WAP).

Under Section 2: Inspections – Multifamily: Grantees had to include comprehensive training in the Grantee Training Plan for individuals signing off on work in multifamily and WAP field workers who work on multifamily buildings. Effective immediately, DOE will not require current and future Grantee Training Plans to include comprehensive training for multifamily buildings for Annual and Bipartisan Infrastructure Law related training activities. Future Grantee Training Plans must include specific training for multifamily buildings for individuals signing off on work and WAP field workers completing weatherization on these types of buildings. DOE will formalize this change in a future update to the Quality Work Plan guidance.

The following definitions for Comprehensive and Specific training are detailed in [WPN 22-4 Quality Work Plan Requirement Update](#)¹:

Definitions and Training Guidelines

- **Comprehensive Training:** Occupation-specific training which is part of an overall curriculum aligned with the topics within the given Job Task Analysis (JTA) being trained. Comprehensive training must be administered by, or in cooperation with, a training program that is accredited by a DOE-accepted credentialing body for the JTA being taught.
- **Specific Training:** Single-issue, short-term training to address technical skills or knowledge gaps. Conference trainings and any training not aligned with a Home Energy Professional JTA are included in this category.

DOE believes that this update to multifamily weatherization training requirements will help increase the WAP workforce capacity in serving low-income individuals and families who reside in this building types.

Please send questions about this update to your respective DOE Project Officer and/or wapta@hq.doe.gov.

¹ <https://www.energy.gov/sites/default/files/2021-12/wpn-22-4.pdf>