

# 2025 WAP DOE Training & Technical Assistance Plan

## 1.0 – General Information

**Comments that do not generally fit into the available tables below**

**See 2025 IHCD WAP Policy & Procedure Manual for further information**

- Section 7 Funding & Production for T&TA budget category expenditure policies
- Section 11 Training for Training policies

IHCDA currently has 331 Home Energy Professionals:

- **Quality Control Inspector:** 46
- **Energy Auditor:** 35
- **BPI Energy Auditor:** 45
- **Shell Worker:** 44
- **Crew Leader:** 81
- **Mechanical Worker:** 66
- **Mechanical Helper:** 14

IHCDA utilizes monitoring to keep track of network workforce numbers and ensure all subrecipients have the available staff necessary to perform Weatherization. Additional T&TA funding is available to subrecipients for recruitment efforts, onboarding, and training of staff and contractors.

## 2.0 – Overall T&TA Plan

**Your overall T&TA Plan must incorporate suggestions and feedback from the following elements**

Feedback from internal and external reviews, examples include:

- Feedback from Department of Energy (DOE) Project Officers (PO) monitoring visits
- Internal state audits
- Grantee monitoring of the sub-grantees
- Office of Inspector General (OIG) reports
- American Customer Satisfaction Index Feedback, and
- Other. Examples include:
  - Training feedback
  - Training retention activities

IHCDA incorporates the following suggestions and feedback from the following elements

- Feedback from Department of Energy (DOE) Project Officers (PO) monitoring visits
- Internal state audits
- Grantee monitoring of the subrecipients
- American Customer Satisfaction Index Feedback
- Grant requirements
- Subrecipient training feedback
- Public comments during Public Hearing period
- Policy Advisory Council
- Benchmarking reports

**Existing or planned accredited training center partnership or working relationship.**

IHCDA and the subrecipient network utilize classes and trainings provided by Indiana Community Action Association (INCAA). INCAA is an IREC accredited organization. IHCDA intends to expand into other WAP Training Providers.

**Preparations for future/upcoming program requirements, examples include:**

- **Updated Standard Work Specifications**
- **Migration to Online Weatherization Assistant**
- **Inclusion of Specific Language from Weatherization Program Notices**

The SWS-Aligned Field Guide was approved by DOE on August 4, 2021. The Field Guide, Policy Manuals, and Program Guidances include language and directives from active WPNs and WAP

Memoranda. Subrecipients receive trainings and updates on the these documents, as well as updates to the Statewide Weatherization Database and Online Weatherization Assistant.
<b>What protocols are in place which ensure untrained staff are not left without supervisions during field operations?</b>
<p>Subrecipients will have 9 months and 45 days to train, test, and attain their designated certifications and obtain the required trainings unless a waiver is provided by IHCD. Untrained staff may not enter client units without supervision of an Indiana certified Weatherization Professional until successful completion of appropriate training courses. Retrofit Mechanical Helpers are also not permitted to be on the client premises without the Retrofit Mechanical Professional on site at any time.</p> <p>Subrecipients are required to ensure that all staff and contractors meet IHCD and applicable DOE training requirements and properly track training documentation. IHCD reviews the training documentation and tracking during their monitoring process to ensure compliance.</p> <p>The subrecipient must ensure that all persons meet the applicable certification and training requirements. If a subrecipient has been found to have a person who is working or has worked on a weatherization unit without the written requirements, IHCD may take the following steps:</p> <ul style="list-style-type: none"> <li>• Issue a written finding with a timeline for resolution of the non-compliance issues.</li> <li>• Require re-works or re-inspections at the subrecipient/contractor expense.</li> <li>• Require repayment of all funds claimed for the affected weatherization work.</li> <li>• Hold the subrecipients Wx financial claims until all issues are properly addressed.</li> <li>• Temporarily suspend the noncompliant person from performing work in Indiana's Weatherization Assistance Program.</li> </ul>
<b>Partnerships with the statewide home performance industry on training issues; if applicable.</b>
N/A
<b>How does analysis conducted, as detailed in Section V.6 of the Annual Application, influence the development of T&amp;TA activities and priorities?</b>
<p>To assess subrecipient effectiveness, IHCD uses a combination of monitoring and T&amp;TA. Subrecipients with deficiencies may be required to attend training specific to the needs. Subrecipient deficiencies and subsequent training include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Lack of managerial oversight</li> <li>• Inadequate technical, fiscal and database management</li> <li>• Ineffective client education procedures</li> </ul> <p>Reports are pulled weekly to review networkwide subrecipient unit production and expenditures. Monthly reviews monitor individual subrecipient production operations. Quarterly reviews monitor individual subrecipient production, administrative, and T&amp;TA operations. IHCD develops plans with subrecipients for reviews to the following scale.</p> <ol style="list-style-type: none"> <li>1. Contact via email or phone with subrecipient to warn of concerning trend</li> <li>2. One-time meeting with subrecipient to discuss areas of concern</li> <li>3. Regular meetings with subrecipient to discuss deficiency and develop goals to fix</li> <li>4. Placement of subrecipient on corrective action plan</li> </ol>

<b>3.0 Workforce Credentials</b>
<b>Describe the following aspects of your T&amp;TA Plan related to workforce credentials.</b>
<p>Federally Required Credentials. Examples Include:</p> <ul style="list-style-type: none"> <li>• Environmental Protection Agency Lead Renovation, Repair, and Painting Program</li> <li>• Home Energy Professional's Quality Control Inspector Certification</li> </ul>
<p>Each subrecipient is required to have at least one EPA RRP Certified Lead Renovator on staff at all times. The certified renovator must receive training from an accredited program, and must take a refresher training every 5 years. Anyone who is paid to perform work that disturbs paint in housing and child-occupied facilities built before 1978 must be certified. The designated RRP Certified Lead Renovator must follow all lead requirements set forth by the EPA. It is recommended that the Crew Leader also hold the EPA RRP Lead Renovator Certification.</p>
Grantee/State Required Credentials. Examples Include:

- Building Performance Institute Building Analyst
- Grantee-Developed Certifications

All individuals must hold or be working toward one of the recognized certifications when performing weatherization work. The current positions that require certification are:

- Energy Auditor
- Quality Control Inspector
- Multi-Family Building Analyst
- Multi-Family Quality Control Inspector
- Crew Lead Shell
- Lead Renovator

IHCDA recognizes two certification types for Weatherization Professionals: Building Performance Institute (BPI) and Indiana Skills Verification (ISV). It is required to have either BPI certification or ISV certification, but it is not required to have both certifications at the same time. Other certification types are only allowable with IHCDA approval to perform weatherization. IHCDA recognizes the following credentials that may be attained through certification:

- Energy Auditor
- Quality Control Inspector
- Retrofit Installer Shell
- Retrofit Installer Mechanical
- Crew Leader Shell
- Healthy Home Evaluator
- Pre-Audit Inspector

#### **Building Performance Institute (BPI)**

BPI's [Certified Professionals](#) has credential designations for Energy Auditor, Quality Control Inspector, Crew Leader, and Healthy Homes Evaluator. IHCDA will only fund the first attempt for BPI testing for each designation. BPI certification lasts for 5 years before recertification is required. All BPI requirements regarding certification must be followed to maintain this certification. See BPI's [CEU Policies & Procedures Manual](#) for examples of trainings that apply toward at minimum 6 CEU annual requirement.

All BPI certified individuals are required to attend an Annual Competency Maintenance Training in years 4 and 5 of their certification. If a certification expires, then written notification must be sent to IHCDA with a request for extension and allowances for a timely recertification must be made.

#### **Indiana Skills Verification (ISV)**

IHCDA has established Weatherization certification standards known as ISV. All individuals desiring to become ISV certified must be subrecipient staff, contractors, or contractor employees holding a current contract with the subrecipient unless IHCDA provides prior written approval to the subrecipient and WAP Training Provider. Mechanical Helpers are not required to hold ISV certification.

ISV certification lasts for 5 years before recertification is required. IHCDA will only pay for the first attempt for an individual to pass ISV certification. In the case of a failed attempt, the subrecipient or contractor will be responsible for the cost of the second testing event. Attaining recertification for one certification will initiate the next 5-year cycle for all certifications the individual has and have the same expiration date. Crew Leader recertification testing is based on which certification expires first in the individual has more than one certification.

All ISV certified individuals are required to attend an Annual Competency Maintenance Training in years 4 and 5 of their certification. If a certification expires, then written notification must be sent to IHCDA with a request for extension and allowances for a timely recertification must be made.

Subgrantee/Local Required Credentials. Examples Include:

- Contractor Licensing

Specialty contractors who complete work units which results in changes to exhaust systems, ventilation systems or the tightening of the unit are required to complete a Daily Safety Test Out (DSTO) training from a WAP Training Provider and are required to complete a DSTO form upon completing their work on the unit. Or a representative from the subrecipient must complete the DSTO at the end of each specialty contractor workday when applicable.
<p style="text-align: center;">Industry Required Credentials. Examples Include:</p> <ul style="list-style-type: none"> <li>• Equipment/Material Manufacture Certification</li> <li>• Vendor Certification</li> </ul>
N/A
Process for Maintaining Workforce Credentials
All professionals must be certified by a WAP Training Provider that mandates at least 6 CEUs annually for recertification. The CEU requirement is per individual, not certification. Record of CEUs must be tracked by the subrecipient for all weatherization staff, crews, and contractors. Subrecipients must track the training connected to the claimed CEUs for review at time of monitoring. This tracking must include documentation verifying completion of the training, who performed the training and the length of time that the training lasted. The required training to obtain certification does not count toward CEUs. On-site T&TA from a WAP Training Provider may earn CEUs.
How Credentials Are Tracked
IHCDA will verify training records and qualifications of all Subgrantee staff, crew members and contractors annually. Subgrantees must be prepared to provide training documentation whenever it is requested by IHCDA. Training records must contain clear documentation and verification that the required and appropriate training was attended and completed. It is the responsibility of the subrecipient to identify within the client file each individual who entered the unit.

## 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) 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.

### Programmatic/Administration Training

- Financial (I.E., 2 CFR 200)
- Management (I.E., 10 CFR 440)

Hutson Homes provides additional T&TA for Subgrantees working below the current contract requirements and struggling to meet production goals. Training will evaluate and create processes in collaboration with the subgrantees to improve the following:

- Costs & Budgets
  - Tracking unit expenses
  - The process of approving expense sheets per unit for finance
  - Reporting unit cost in IWAP
  - Reconciling between indirect and direct unit costs
  - Reconciling direct unit cost with NEAT/MHEA
  - Finding minimum number of units required at current expenses
  - Tracking ACPU

- Production
  - Tracking units in production
  - Managing units in production
  - Statewide weatherization database reporting
  - Moving production forward
  - Evaluate monthly goals adding to production as needed
  - Writing a process for each step of completing a unit from Audit to QCI, reporting
- Compliance
  - Work on procurement and its process
  - Tracking of CEUs and certifications
  - On boarding new employees and contractors
  - Checks and balances between financial and weatherization production
  - Inventory processes and tracking
  - Compliance check lists

**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

INCAA covers all four DOE Job Task Analyses (Energy Auditor, Quality Control Inspector, Crew Leader and Retrofit Installer Shell). INCAA received their 5 year re-accreditation on May 29, 2024. INCAA has adopted and utilizes the NREL installer badge toolkit as common practice as well. INCAA has available the following classes and trainings for the annual DOE funding cycle:

- Quality Control Inspector
- Energy Auditor
- Crew Lead
- Retrofit Installer
  - Insulation
  - Airsealing
  - Shell
  - Mechanical

Introduction to Weatherization and OSHA10 are required for all Weatherization staff. The table below this section details out trainings in order of if they are mandatory, elective, or positional. Positional trainings become mandatory if it is for the specific position. For example, QCI and Program Management trainings are positional trainings required for QCIs and Program Managers, but not required for an Energy Auditor.

Indiana will continue to work with WAP Statewide Training Providers to provide the needed Tier 1 and Tier 2 training as required by [WPN 22-4](#). IHCD may add Advanced Training to its course schedule if it is determined to be necessary.

**Tier 1 Training**

The WAP Statewide Training Provider continues to offer training for

- Quality Control Inspector
- Energy Auditor
- Retrofit Installer Shell
- Crew Leader.

**Tier 2 Training**

The WAP Statewide Training Provider continues to offer the following, but are limited to the following training opportunities:

- Moisture Assessment

- Daily Safety Test Out
- Retrofit Installer Mechanical
- Lead Safe Work Practices
- Applying ASHRAE 62.2 – 2016
- Optimizing Weatherization Resources
- Program Management
- SWS
- Client Education
- CAZ Pressure Diagnostics
- NEAT/MHEA/MulTEA training
- Mechanical Systems for Auditors
- Electric Furnace and Heat Pump Inspections
- Vent Systems and Combustion Air Requirements
- Boiler Inspections
- Carbon Monoxide and Combustion Analysis
- Oil Furnace Training
- New Furnace Installation Inspections

#### **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 Base 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
  - 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 technical training is provided in the following ways:

- Program, technical, fiscal, and administrative monitoring
- Energy modeling, claims, and database software updates
- Specific conditions described in the Training sections of the Health & Safety Plan
- Required supplemental trainings
  - Semi-Annual Managers Meeting
  - Administrative Meeting
  - Semi-Annual Technical Training

### **Air Conditioning and Heating Systems**

WAP Health & Safety Plan training on allowable activities. Licensing and/or certification for HVAC installers as required by authority having jurisdiction (AHJ). CAZ depressurization test and inspection training

### **Asbestos**

How to recognize suspected ACM. AHERA or other appropriate asbestos control professional certification/training is required to abate the ACM.

### **Biologicals and Unsanitary Conditions**

Weatherization Professionals receive training on how to recognize biological and unsanitary conditions and when those conditions are cause for deferral. Auditors are also trained in worker safety when coming into contact with biological and unsanitary conditions. All weatherization professionals are required to have infectious disease training.

### **Building Structure and Roofing**

Auditors are trained how to identify structural and roofing issues.

### **Code Compliance**

Auditors, QCIs, and contractors are all instructed how to determine what code compliance may be required.

### **Combustion Gases**

How to perform appropriate testing, determine when a building is excessively depressurized, and the difference between air free and as-measured CO. CO action levels.

### **Electrical**

Train how to identify electrical hazards. Instructed to avoid insulating over or dense packing around live knob and tube wiring while installing insulation in attics, floors, or walls. Instructed to always follow local (or AHJ) code whenever necessary.

### **Fuel Leaks**

Fuel leak testing and safety protocols are provided to all auditors, QCIs and HVAC professional.

### **Hazardous Materials Disposal**

The OSHA 10-hour training is required for all weatherization workers. Appropriate Personal Protective Equipment (PPE) for working with hazardous waste materials. Disposal requirements and locations. Health and environmental risks related to hazardous materials.

### **Injury Prevention of Occupants and Weatherization Workers**

All Weatherization Professionals are required to successfully complete an OSHA 10 course. All sub-grantees are required to have a written Injury and Illness Prevention Program. All sub-grantee staff/contractors are required to attend at least one Competent Maintenance Refresher at the IREC accredited training provider. All sub-grantee staff/contractors are required to attend any other emergency safety trainings when necessitated by the Grantee.

**Lead Base Paint**

Each subrecipient is required to have at least one EPA RRP Certified Lead Renovator on staff at all times. To become a certified renovator an individual must successfully complete an eight-hour initial renovator training course offered by an accredited training provider (training providers are accredited by EPA; or by an authorized state or tribal program). The course completion certificate serves as proof of certification. A refresher training for recertification is required every 5 years.

It is required by the EPA that “anyone who is paid to perform work that disturbs paint in housing and child-occupied facilities built before 1978 must be certified”. This includes all firms, even sole proprietorships and special trade contractors including electricians, plumbers, painters, and carpenters. The designated RRP Certified Lead Renovator must follow all lead requirements set forth by the EPA.

**Mold/Moisture**

Each Subgrantee’s crews or contractors receive specialized training in moisture awareness, ventilation, indoor air quality, and mold hazards. A mold awareness course is offered by the training and technical service provider and teaches Weatherization technicians and auditors how to identify the conditions that promote mold growth. This class identifies treatment options for less extensive mold conditions and best Weatherization practices to prevent mold growth. This class also discusses the health aspects related to mold and moisture issues for both workers and clients. This course is intended to prepare technicians and auditors to know how to safely proceed with Weatherization services or when to defer the home until serious mold and moisture conditions have been eliminated.

**Pests**

Weatherization Professionals are trained how to assess the presence and degree of infestation, associated risks, and need for deferral through various courses by the WAP Training Provider. These courses include but are not limited to competency maintenance refreshers, client education.

**Radon**

Auditors, assessors and inspectors must have knowledge of radon, what it is and how it occurs, including what factors may make radon worse, and precautionary measures that may be helpful. Workers must be trained in proper vapor retarder installation. EPA’s Radon Zonal Map for Indiana.

**Ventilation and Indoor Air Quality**

Weatherization Professionals are trained on where to install smoke and carbon monoxide alarms.

**Worker Safety**

The OSHA 10-hour training is required for all Weatherization Professionals. All sub-grantees are required to have a written Injury and Illness Prevention Program. All sub-grantee staff/contractors are required to attend at least one Competent Maintenance Refresher at the IREC accredited training provider. All sub-grantee staff/contractors are required to attend any other emergency safety trainings when necessitated by the Grantee.

**OSHA 10**

All weatherization professionals working in Indiana Weatherization are required to successfully complete OSHA 10. All new Weatherization Program Managers must complete a Program Management class from a WAP Training Provider.

**Training Provider**

Subrecipients may train at the WAP Training Provider location or have on-site T&TA provided by staff directly upon request. At the beginning of each DOE program year, subrecipients are required to submit a list of all in-house and contractor Weatherization Professionals to IHCD and the WAP Statewide Training Provider. IHCD will only fund training for weatherization professionals on the submitted and updated list.

**Semi-Annual Managers Meeting (SAMM) & Administrative Meetings**



SAMMs are held twice per year and administrative meetings are held when deemed necessary. It is required for subrecipient Weatherization Program Managers to attend all SAMMs and administrative meetings provided by IHCD. It is recommended that Financial staff and other Weatherization Program staff also attend.

#### **Semi-Annual Technical Training (SATT)**

Each subrecipient is required to send at least one technical representative for their field staff/contractors to all Semi-Annual Technical Trainings (SATT). Violating this requirement will be reviewed in monitoring and brought up to the Weatherization Manager and Executive Director.

#### **Conferences. Examples Include**

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

IHCD sets aside funding resources to DOE approved conferences, including the following:

- Energy Out West
- NASCSP Winter Conference
- NASCSP Fall Conference
- HPC Conference
- State Association Conference

IHCD also participates in Bimonthly NASCSP Region 4 meetings held online.

#### **Other, please specify:**

The below schedule details the specific trainings as detailed in Section 4. These trainings are revised annually and provided to the network at least once through the Program Year (April 1 – March 31).

<b>Training Topic</b>	<b>Training Category</b>	<b>Training Type</b>	<b>Requirement Type</b>	<b>Training Provider</b>
Quality Control Inspector	Technical	Specific	Elective, Positional	INCAA
Energy Auditor	Technical	Specific	Elective, Positional	INCAA
Retrofit Installer Shell	Technical	Specific	Elective, Positional	INCAA
Crew Leader	Technical	Specific	Elective, Positional	INCAA
Moisture Assessment	Technical	Specific	Mandatory	INCAA
Daily Safety Test Out	Technical	Specific	Elective, Positional	INCAA
Retrofit Installer Mechanical	Technical	Specific	Elective, Positional	INCAA
Introduction to Weatherization	Technical	Comprehensive	Mandatory	INCAA
OSHA 10	Technical	Specific	Mandatory	INCAA
Lead Safe Work Practices	Technical	Specific	Mandatory	INCAA
Applying ASHRAE 62.2 – 2016	Technical	Specific	Mandatory	INCAA
Optimizing Weatherization Resources	Technical	Specific	Mandatory	INCAA

Program Management	Technical	Specific	Elective, Positional	INCAA
SWS	Technical	Specific	Mandatory	INCAA
Client Education	Technical	Specific	Mandatory	INCAA
CAZ Pressure Diagnostics	Technical	Specific	Mandatory	INCAA
NEAT/MHEA/MulTEA training	Technical	Specific	Elective	INCAA
Mechanical Systems for Auditors	Technical	Specific	Elective	INCAA
Electric Furnace and Heat Pump Inspections	Technical	Specific	Elective	INCAA
Vent Systems and Combustion Air Requirements	Technical	Specific	Mandatory	INCAA
Boiler Inspections	Technical	Specific	Elective	INCAA
Carbon Monoxide and Combustion Analysis	Technical	Specific	Mandatory	INCAA
Oil Furnace Training	Technical	Specific	Mandatory	INCAA
New Furnace Installation Inspections	Technical	Specific	Elective	INCAA
Costs & Budgets	Programmatic	Specific	Elective	Hutson Homes
Production	Programmatic	Specific	Elective	Hutson Homes
Compliance	Programmatic	Specific	Elective	Hutson Homes

<p align="center"><b>5.0 – Technical Assistance</b></p> <p align="center">Describe the technical assistance activities included in the T&amp;TA budget category</p> <p align="center"><b>Programmatic/Administration Support</b></p> <p>IHCDA is available for support on a daily basis for the subrecipient network. Subrecipients may receive assistant through phone, email, or online meetings. More serious needs may schedule an on-site visit from IHCDA or WAP Training Provider staff. IHCDA will host network-wide administrative meetings to address specific network issues, knowledge gaps, and emergent issues on an as needed basis. IHCDA will specifically provide individual meetings for sub-grantees struggling to meet spending and production goals, as well as regular meetings for those on more serious corrective action plans.</p> <p align="center"><b>Technical Support</b></p> <p>Reflects the same schedule and plan as Programmatic Support.</p> <p align="center"><b>Health &amp; Safety Support Activities</b></p> <p>Reflects the same schedule and plan as Programmatic and Technical Support. Specific activities described in the Health &amp; Safety Plan.</p> <p align="center"><b>Monitoring</b></p> <p>What percentage of T&amp;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).</p> <p>22% of T&amp;TA funding is allocated to monitoring.</p> <p align="center"><b>Other, please specify</b></p>
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<p align="center"><b>6.0 Client Education</b></p> <p align="center">Describe what current and planned client education materials and/or activities are included in the T&amp;TA budget category. Only those paid for with T&amp;TA funds need to be mentioned.</p> <p align="center">Note: This does not include training workers to deliver client education. This should be described in the Training section above.</p> <p align="center">Client education activities prior to, during, and after weatherization which address the weatherization process and energy savings details</p>
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Subrecipients provide the occupants with the information and tools they need to protect the weatherization materials installed and actively participate in saving energy in their units. Providing client education is mandatory. The client education must include but is not limited to the education required in [WPN 22-7](#) and the Health & Safety Plan. Additionally, education about energy use and energy conservation must be shared with each household throughout the weatherization process. Materials can be found at [Intelligent Weatherization](#), [NASCS](#), and [EPA](#).

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 Base 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
- Window Repair, Door Repair
- Worker Safety
  - OSHA
- Additional topics as described in Health & Safety Plan

Specific conditions described in the Client Education sections of the Health & Safety Plan