

Training Topic(s)	Training Requested or Initiated by:	Tier 1 or 2 Training	Training Category	Worker Category (JTA)	Scheduled Date(s) of Training	Duration of Training (hours)	CEU(s) Offered	Training Center/Provider	Attendance Mandatory?	Estimated Costs	Grantee/Subgrantee/Contractor Participating in Training	Total Number of Participants	Actual Costs	Remarks/Comments
BPI Building Analyst	Subgrantee Request	Tier 1	Energy Auditor	Energy Auditor	TBD	24		GJA, other	Yes	\$10,800.00	Grantee, Subgrantee, Contractor			Workforce Development
HEP Installer	Program Requirement	Tier 1	Installer/Technician	Installer/Technician	TBD	24		GJA, other	Yes	\$48,000.00	Contractor			New, Incumbent Contractors
HEP Crew Chief	Program Requirement	Tier 1	Crew Leader	Crew Leader	TBD	24		GJA, other		\$19,200.00	Contractor			New, Incumbent Contractors
HEP Energy Auditor	Program Requirement	Tier 1	Energy Auditor	Energy Auditor	TBD	40		GJA, other	Yes	\$25,600.00	Grantee, Subgrantee, Contractor			Qualified Staff
HEP QCI	Program Requirement	Tier 1	QCI	QCI	TBD	Test only		GJA,other	Yes	\$3,000.00	Grantee, Subgrantee, Contractor			Qualified Staff
EPA RRP	Onsite Monitoring	Tier 2	Installer/Technician	Installer/Technician	TBD	8		Local Resources	as needed	\$11,700.00	Subgrantee, Contractor			As needed
DOE LSW	Subgrantee Request	Tier 2	Installer/Technician	Installer/Technician	TBD			TBD	as needed	TBD	Subgrantee, Contractor			Optional, Availability TBD
OSHA 10	Program Requirement	Tier 2	Installer/Technician	Installer/Technician	TBD	10		Local Resources	as needed	\$7,200.00	Subgrantee, Contractor			As need for new and incumbent Contractors
OSHA Confined Space	Program Requirement	Tier 2	Installer/Technician	Installer/Technician	TBD	16		GJA, other	Yes	\$7,200.00	Subgrantee, Contractor			All new Subgrantee staff and contractors
H&S Plan & WPN 22-7 Training	Onsite Monitoring	Tier 2	Energy Auditor	Energy Auditor	TBD	TBD		other	Yes	N/A	Subgrantee			Subgrantee Auditors and Coordinators
ASHRAE 62.2-2016	Onsite Monitoring	Tier 2	Energy Auditor	Energy Auditor	TBD	8		GJA, other	Yes	\$8,000.00	Grantee,Subgrantee, Contractor			All Auditors, Coordinators and Inspectors
WA 8.9 Cloud	Subgrantee Request	Tier 2	All Program staff	Energy Auditor	TBD	16		ORNL, CT WAP	Yes	N/A	Grantee, Subgrantee			Grantee, Subgrantee Technical staff
BPI Infiltration Duct Leakage (IDL)Training (Duct Sealing)	Onsite Monitoring	Tier 2	Energy Auditor	Energy Auditor	TBD	TBD		other	Yes	N/A	Subgrantee, Contractor			All Subgrantee Auditors, Coordinators, Inspectors
WA 10.0 Cloud	Program Requirement	Tier 2	All Program staff	Energy Auditor	TBD	16		ORNL, CT WAP	Yes	N/A	Grantee, Subgrantee			Grantee, Subgrantee Technical staff
NEAT	Program Requirement	Tier 2	All Program staff	Energy Auditor	TBD			CT WAP	Yes	N/A	Subgrantee			All Subgrantee Auditors, Coordinators, Inspectors
MHEA	Program Requirement		All Program staff	Energy Auditor	TBD			CT WAP	Yes	N/A	Subgrantee			(As above)
BPA Regional and National events	Program Requirement	Tier 2	All Program staff		TBD	24-32		BPA	Yes	2000-4000.00	Grantee, Subgrantee			Grantee and Subgrantee Certified Professionals
Hancock	Program Requirement	Tier 2	All Program staff		TBD	TBD		Vendor, CT WAP	TBD	TBD	Grantee, Subgrantee			Grantee, Subgrantee Administrative, Technical, Audit, Coordination and Inspection staff
Program/Administrative Technical Assistance	Program Requirement	Tier 2	Subgrantee Staff		As needed			CT WAP	Yes	\$1,500.00	Grantee, Subgrantee			
Technical Support	Program Requirement	Tier 2	All Program staff		As needed			CT WAP	Yes	\$1,500.00	Grantee, Subgrantee			
Monitoring	Program Requirement	Tier 2	All Program staff		As needed			CT WAP	Yes	\$1,500.00	Grantee Staff			
Client Education	Program Requirement	Tier 2	Subgrantee staff		As needed			CT WAP	Yes	\$1,500.00	Grantee, Subgrantee			

T&TA Template Introduction

*This template was created to assist Weatherization Grantees to easily organize their annual training plan to meet the requirements of Weatherization Program Notice (WPN) 15-4. Once the plan has been approved by your Weatherization Project Officer, the Grantee can continue to use this template throughout the fiscal year to capture key metrics for each completed training course or session. At the end of the fiscal year, the Training & Technical Assistance (T&TA) planning and reporting template can be used to complete the training section (or as an attachment) of the **Annual Training, Technical Assistance, Monitoring and Leveraging Report**.*

Description of Information Fields

Column	Title	Description
A	Training Topic(s)	Record the specific topics you plan to offer the attendees, such as: ASHRAE 62.2 Policies and Procedures Updates Energy Auditor comprehensive
B	Training Requested or Initiated by:	Choose from the drop down menu. To add more options, select box.
C	Tier 1 or 2 Training	Identify if the training is Tier 1 or Tier 2 based on these definitions: Tier 1 Training: Comprehensive, occupation-specific training which follows a curriculum aligned with the Job Task Analysis (JTA) for that occupation. Tier 2 Training: Single-issue, short-term, training to address identified deficiencies in the field or office. Conference training are included in this category To add more options, select box.
D	Training Category	Select from the drop down list. To add more options, select box.
E	Worker Category (JTA)	Select from the drop down list. To add more options, select box.
F	Scheduled Date(s) of Training	Record the planned date or dates for each of the identified trainings.
G	Duration of Training (hours)	Record the total numbers of hours that the training session is scheduled for. It is important to include the hours so the total hours can be easily calculated at the end of the grant year. In addition, the Weatherization Assistance Program hopes to compile each Grantee's total training hours to help demonstrate the program's workforce development efforts.
H	CEU(s) Offered	When a planned training course offers CEUs, record the number of CEUs that will be offered.
I	Training Center/Provider	Identify the training center or trainer that is scheduled to lead the training. Please remember that all Tier 1 trainings must be administered by or in cooperation with a training program that is accredited by a DOE-approved accreditation organization for the JTA being taught.
J	Attendance Mandatory?	Indicate if attendance is mandatory or not for the identified workers.
K	Estimated Costs	Record the planned budget or costs for the specific training session.
L	Grantee/Subgrantee/Contractor Participating in Training	Please identify the Grantee, Subgrantees and/or contractors that participate in the specific training session. We suggest entering the organization's name and then the total number of employees from that organization in parentheses. For example: ABLE Agency (4) O'Malley and Sons (2) (State) Dept. of Energy (2)
M	Total Number of Participants	From the "Grantee/Subgrantee/Contractors Participating in Training" field, add up all of the participants and enter into this field.
N	Actual Costs	Enter in the final actual costs for the training once it has concluded.
O	Remarks/Comments	This is an open-ended field to provide Grantees the ability to include any details about the training or things to remember for future planning.

To add additional drop down choices in the categories, simply enter the additional choice in the blank spaces below in the applicable category

Training Requested or Initiated by	Tier 1 or Tier 2 Training	Training Category
Onsite Monitoring	Tier 1	Energy Auditor
Subgrantee Request	Tier 2	Crew Leader
Contractor Request		QCI
Customer Complaint		Installer/Technician
Program Requirement		All Program staff
CT WAP Update		Subgrantee Staff

To return to the Worksheet instructions tab. Select box.