



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 01-2020

TO: ALL WEATHERIZATION SUB-GRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER / *np*
DATE: 04/28/2020
SUBJECT: Mandatory Technical Training
EFFECTIVE DATE: Immediate

This notice is intended to outline required technical training for Virginia subgrantees' Weatherization Assistance Program technical staff and sub-contractors. This notice supersedes requirements set forth in Information Notice 01-2016 and Information Notice 06-2017.

All classes are available through the Energy Solutions Research and Training Center

Required for WAP Retrofit Installer Technicians (Crew Workers) (required within 6 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT)
- Lead Safe Weatherization (LSW)
- OSHA 10 or 30 or equivalent safety course

Required for WAP Crew Leaders (required within 9 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT)
- Lead Safe Weatherization (LSW)
- OSHA 30 or equivalent safety course
- HVAC Fundamentals (Online *or* Classroom)
- HEP* Crew Leader

Required for WAP Energy Auditors (required within 12 months of date of hire):**

- HEP* Retrofit Installer Technician (RIT)
- Lead Safe Weatherization (LSW)
- OSHA 10 or OSHA 30 equivalent safety course
- HVAC Fundamentals (Classroom)
- ASHRAE 62.2
- Hancock\HEAT Energy Audit Software
- HEP* Energy Auditor

Required for WAP Quality Control Inspectors:

- Lead Safe Weatherization (LSW)
- OSHA 10 or OSHA 30 equivalent safety course
- HEP* Quality Control Inspector certification

Required Lead training:

- ***Lead Safe Weatherization (LSW)***. DOE's WPN 17-7 mentions Lead Safe Weatherization (LSW) is no longer required to comply with DOE. However, **Virginia DHCD still requires** any employee or subcontractor operating as a Crew Worker, Crew Leader, Energy Auditor, or QCI attend this training.
- Weatherization crewmember and subcontractors operating in one of the aforementioned job roles modifying any of the following will be subject to LSW certifications:
These include, but are not limited to, ***interior components*** such as: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, windows and trim (including sashes, window heads, jambs, sills or stools and troughs), built in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners; and ***exterior components*** such as: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascia's, rake boards, corner boards, bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, windowsills or stools and troughs, casings, sashes and wells, and air conditioners.
- Subcontractors performing duties not related to job roles are not be required to attend LSW training but **must** be supervised by the subgrantee's EPA Renovate, Repair, and Paint (RRP) representative when necessary.
- ***Renovation, Repair and Painting (EPA RRP rule)***. At least one WAP crew worker, crew leader and/or sub-contractors working on Weatherization or LIHEAP jobs must complete this class and be accessible on lead-safe jobs. **It is highly recommended that more than one staff member be certified to prevent work stoppage due to lack of compliance.** Please be aware that this person must be physically present at the work site when signs are posted, while the work area containment is being established, and while the work area cleaning is being performed.

(ii) On or after April 22, 2010, no firm may perform, offer, or claim to perform renovations without certification from EPA under §745.89 in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

(3) Individuals . On or after April 22, 2010, all renovations must be directed by renovators certified in accordance with §745.90(a) and performed by certified renovators or individuals trained in accordance with §745.90(b)(2) in target housing or child-occupied facilities, unless the renovation qualifies for one of the exceptions identified in §745.82(a) or (c).

Visit <http://www.epa.gov/lead/pubs/renovation.htm#contractors> for details.

Required OSHA training:

- All WAP employees and subcontractors working on Weatherization and LIHEAP jobs must provide proof of OSHA or OSHA-equivalent training. ***

Required Licensing & Credentialing:

- All WAP Energy Auditors must be individually licensed by the Virginia Department of Professional and Occupational Regulation (VADPOR) as Residential Building Energy Analysts.
- Licensed Energy Auditors must work for firms registered with VADPOR to conduct Residential Building Energy Analysis **OR** hold \$100,000 in general liability insurance in individual's name. See www.dpor.virginia.gov for more information on the application requirements.
- All WAP Quality Control Inspectors (QCI) must hold a valid BPI HEP QCI certification as of July 1, 2015.
- Agencies must have a Master HVAC-licensed individual on staff or utilize a subcontractor with this license when repairing or replacing heating and cooling systems.

*HEP stands for Home Energy Professional. These courses meet the Job Task Analysis (JTA's) for the specific job roles being performed and are accredited by the Interstate Renewable Energy Council (IREC).

**Timeframe allowed for training is *reduced* when employee is elevated to higher classification. (i.e. Trained Crew Worker promoted to Crew Leader will be given 6 months for additional training. Crew Leader > Energy Auditor will be allowed 9 months for additional training.

***OSHA-equivalent training will be approved by DHCD on a case-by-case basis. It is the responsibility of the subgrantee to provide proof of equivalency i.e. certificates, training manuals, syllabi, etc.

- **It is the responsibility of the subgrantee to notify the training center and DHCD within 10 days when changes in staff or subcontractor; certifications, licensing, and job classification changes occur. Training records will be entered into Hancock based on the roles in which the employee are listed on the training tracking sheet. If any crewmember or subcontractor does not comply with this information notice, the software will prevent agencies from assigning the crews or subcontractors to work order in the software.**

Visit <https://www1.eere.energy.gov/wip/guidelines.html> for details.

COVID-19 Notices

- **Due to the current health concerns related to COVID-19 Virginia DHCD encourages individuals to attend online trainings to earn CEUs to maintain their certifications. DHCD also encourages all sub grantees to use this time to share best practices and areas where they would like to see additional training or guidance with DHCD staff and the training center so that we can work together to provide guidance and clarification on these areas.**
 - **BPI is allowing individuals with certifications, which are expiring during this pandemic to recertify online. Please contact the training center for additional information on recertifying your BPI certifications.**
 - **Va DPOR has extended the validity of licenses, which are expiring during the state of emergency until 30 days after the state of emergency is lifted. A copy of the Va DPOR notice is attached.**
 - **Due to the ongoing and constant changes that are occurring in response to COVID-19 Va DHCD will continue to honor any changes or extensions that may be issued by Va DPOR or BPI that pertain to the recertification or licensing of an individual, subgrantee, or sub contactor.**
 - **The period of time during the state of emergency will not count against an employee that was recently hired or promoted. For example, assume a new employee was hired as a crew worker one month before the state of emergency and the state of emergency lasts for three months. The months of the state of emergency will not count against 6-month period.**



Temporary Waiver of Regulations to Extend Validity of Expired Licenses, Certifications, Registrations and Other Authorizations

Effective March 18, 2020

On March 12, 2020, Governor Ralph Northam declared a state of emergency due to novel coronavirus (COVID-19). In the Declaration of State of Emergency Due to Novel Coronavirus, [Executive Order 51](#), the Governor directed state agencies to render appropriate assistance to prepare for and mitigate the effects of the coronavirus (COVID-19) outbreak. In doing so, he ordered authorization for the heads of executive branch agencies, on behalf of their regulatory boards as appropriate, and with the concurrence of their Cabinet Secretary, to waive any state requirement or regulation.

Pursuant to the authority granted to the agency head by Executive Order 51 (2020), I hereby extend the validity of licenses, certifications, registrations, and other authorizations issued by regulatory boards under the Department of Professional and Occupational Regulation that would otherwise (i) expire during the state of emergency and (ii) be eligible for renewal or reinstatement during the state of emergency under applicable regulations, until the 30th day after the date by which the state of emergency is lifted.

This waiver does not waive statutory requirements or limitations, nor does it amend or permanently extend the previous expiration date of affected licenses, certifications, registrations, and other authorizations.

This waiver shall take effect on March 18, 2020, and shall remain in full force and in effect until June 10, 2020, unless sooner amended or rescinded by further executive order.

Mary Broz-Vaughan
DPOR Director