

Cook Inlet Tribal Council's
**Weatherization
Apprenticeship Program**

March 2010- December 2012

Department of Energy Grant# EE0002527



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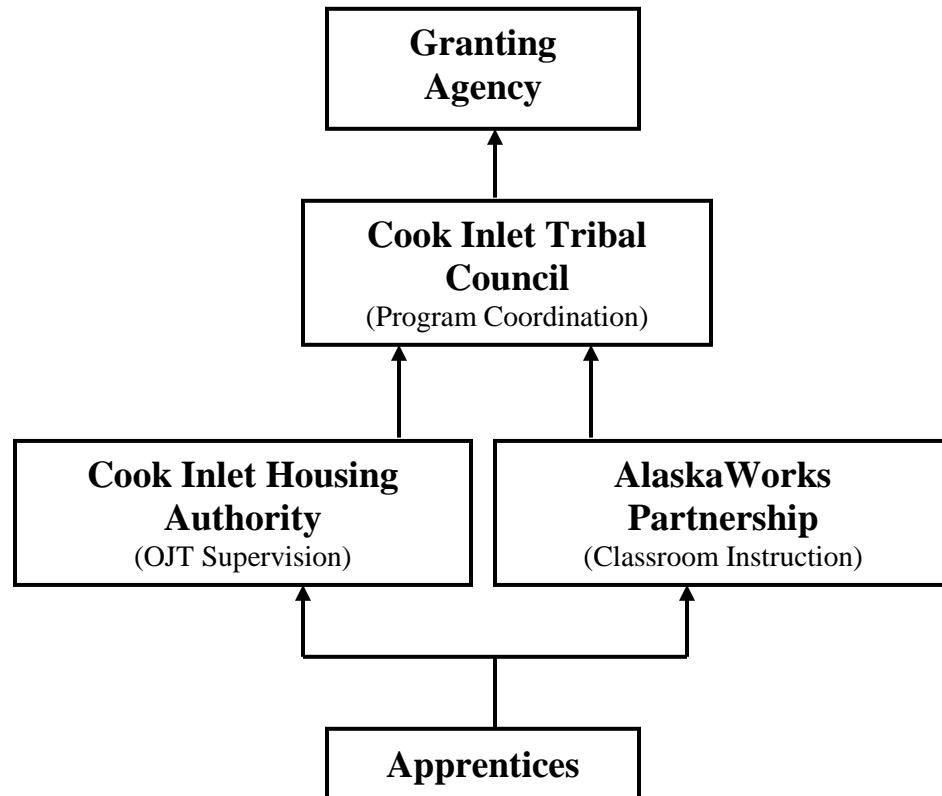
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Personnel Organization Chart

Executive Summary

The Cook Inlet Tribal Council Weatherization Apprenticeship Program was developed to provide a training program that will increase the availability of trained weatherization technicians in the Cook Inlet Region of Alaska that can work to improve the weatherization of tribal homes and lands in the Cook Inlet Region.

The policies and procedures described in this manual are presented as general guidelines on how CITC operates the apprenticeship program so that it can be replicated in the future for other organizations.

Project Overview

Weatherization improvement services will be provided to Native people by Native people because the proposed project will recruit, train and hire two full-time weatherization technicians who will then improve the energy efficiency of homes of Alaska. The Cook Inlet region was the focus of this project, which includes Anchorage as well as the 8 small tribal villages: The Native villages of Eklutna, Knik, Chickaloon, Seldovia, Ninilchik, Kenaitze, Salamatof and Tyonek.

The apprenticeship project is a partnership between three entities: Cook Inlet Tribal Council, the Cook Inlet Housing Authority and AlaskaWorks Partnership.

Cook Inlet Tribal Council's (CITC) Employment and Training Services Department is the lead agency of the project, overseeing grant requirements, payment distribution and coordination of services. CITC designed the program outline in addition to other management functions such as recruitment, program planning, partner coordination and tracking of apprentice progress and ensuring program outcomes are on target,

The Cook Inlet Housing Authority was selected as the OJT provider for numerous reasons. CIHA has been a partner with CITC for many years for a variety of projects. They have many years of experience in the community performing weatherization practices and currently have a weatherization program in the Cook Inlet Region that prioritizes native owned homes. This was an ideal fit for the grant.

The AlaskaWorks Partnership (AKWP) training facility was selected as another partner in this project as they could facilitate the classroom training needed for our apprentices. The facility is a joint effort amongst numerous entities (specifically the local unions) to provide training for local workers. AKWP provides industry recognized trainings in various trades that emphasize regional working conditions. They currently have a Weatherization track which fits perfectly into this grant.

Project Objectives

CITC Vision: To minimize our impacts to the environment by reducing global warming through energy efficiencies in existing and new buildings and an improved transportation system for tribal members.

The proposed project, the Weatherization Apprenticeship Program, will enable CITC to meet our company vision as described below:

Project Goal 1: Establish a tribal weatherization program as a joint collaboration between tribal organizations Cook Inlet Tribal Council and Cook Inlet Housing Authority.

- Objective One: Develop policies and procedures for: recruitment, screening and referral of eligible weatherization apprentices through CITC's Employment and Training Services Department.
- Objective Two: Determine the skills gaps of the current administrative staff of both CITC and CIHA in regard to core competencies in weatherization.
- Objective Three: Develop a training plan to improve the skills of CIHA and CITC administrative staff in regard to core competencies in weatherization.
- Objective Four: Improve the energy efficiency of tribal properties through the work of the two weatherization graduates trained through the Weatherization Apprenticeship Program.

Project Goal 2: Work toward achieving energy self-sufficiency on tribal lands within the Cook Inlet Region.

Objective One: Two Alaska Natives will successfully complete apprenticeships in weatherization.

Objective Two: Provide jobs to the two weatherization apprentices who will be hired by Cook Inlet Housing Authority as permanent staff upon graduation.

Objective Three: Explore the possibility of developing an intertribal consortium to service the weatherization needs of tribal members in Anchorage and the eight villages of the Cook Inlet Region.

Recruitment

CITC will use a variety of recruitment strategies to attract job seekers to participate in this apprenticeship program. The following strategies will be used:

- A flyer will be created to announce the availability of this training opportunity and outline application procedures. It will be distributed to the CITC Employment & Training Division, the local Housing Authorities, the State of Alaska One-Stop Job Centers, Cook Inlet Regional Tribal Service Providers, Alaska Native Education Foundations, Native Corporation Shareholder Development members, and any other entity within the service area to attract applicants to the program.
- Direct phone and e-mail contacts will be made to partner agencies who reach out to the population who might be interested in this program.

Screening & Selection

CITC requests that any applicant of the Weatherization Apprenticeship Program will at a minimum, include in their application the following documents:

- Resume
- Verification of a Valid Alaska Driver's License
- Verification of a HS Diploma/GED

CITC will screen applicants for the following:

- Timely submission of application
- Minimum requirements to enter program: Driver's License and HS Diploma/GED

- Timely arrival to interview
- Criminal History
 - Individuals with a Felony Conviction cannot participate in this program per CIHA personnel hiring policies.
- Responses to Interview Questions (scale from 1-5)

A panel interview will be utilized by CITC that assigns each applicant points on a scale. Those scoring the highest amount of points during the screening will be offered a position in the Apprenticeship Program.

Program Objectives

The CITC Weatherization Apprenticeship is a 2 year / 4,000 hour curriculum. Participant's progress in the program will be gauged on a tier system every 1,000 hours of training (*classroom and hands on experience*), eventually culminating in journeyman status upon graduation. Apprentices are expected to have excellent attendance in order to reach expectations on the timeline provided. Participants can expect to work 40 hour per week locally, although travel may be necessary to access different parts of the region.

Classroom training will be provided when available and is included into the 4,000 cumulative hours. Pay scale increases of apprentice's wages will occur in the same frequency, resulting as the following:

0 – 999/hrs. OJT -----	60% of Journeyman Wage
1,000 – 2,000/hrs. OJT and year 1 schooling complete-----	70% of Journeyman Wage
2,000 – 3,000/hrs. OJT -----	80% of Journeyman Wage
3,000 – 4,000/hrs. OJT and year 2 schooling complete -----	90% of Journeyman Wage

The classroom training schedule (*outline on page 13*) outlines both training components. However, training activities may change due to industry requirements. Certificate types and trainers are also subject to change.

In addition to training requirements, each apprentice is expected to complete bi-monthly timesheets (*Outline on Page 14*) and keep a daily journal. The purpose of both is to help keep track of progress and ensure program accountability.

Graduation and Post-Graduate Information

Apprentices are deemed graduates upon completing 3,640 on-the-job / 360 classroom hours with satisfactory participation and attendance (*evaluated by site supervisors*). The intended goal upon completion of the apprenticeship program is to be hired directly with the employer, and if no jobs are available to secure other full-time employment in a similar position. Other post-graduate plans are for each participant to become energy raters in the community and eventually teach other Alaska Natives similar skill sets.

WANTED

**2 Weatherization Apprentice
Positions**



**Turn in resume into your
Employment Specialist or
The Front Desk**

REWARD

Starting Pay \$14.27

Closes February 12th



INTERVIEW QUESTIONS

Applicant Name	Date	Time
Interviewed By		

Scoring the interview (50 possible)			
Interview (up to 35 points)		Appearance (up to 2 points)	
AK Driver's License (2 points)		Resume (1-4 points)	
HS Diploma or GED (2)		Education (1-5 points)	
Late to Interview (-4 points)			
Total Score			

Rating Key

Please Write score in each box under the Question Number after you have taken notes on the answer.

1-2: Appears to have little interest in construction trades; has little knowledge of the work and no related hobbies.

3-4: Has some interest in the trade; has some knowledge of the work and has related hobbies or interests.

5: Has a strong interest in a particular construction trade; understands the work and has many related interests and hobbies.

		Interview Questions	Comments
1		Class begins _____ and ends _____ and the hours are _____. Can you attend class all of these hours? What plans have you made to insure you will be able to attend and complete the training? Do you have reliable transportation?	
2		Can you tell us why you decided to apply at CITC Weatherization Program?	
3		What are your long-term goals? Why are you interested in construction?	
4		Briefly review your work history, construction and non-construction related.	
5		Do you enjoy working Independently, or with a Supervisor directing you?	
6		What qualities do you have that should help you succeed in this program?	
7		Describe a time you planned a project and completed it from start to finish. OR What would be your ideal job?	

Questions?

WEATHERIZATION APPRENTICE

JOB DESCRIPTION

Job Title:	Weatherization Technician
Department:	Employment and Training Services Department (ETSD)
Reports To:	ETSD Weatherization Coordinator
FLSA Status:	Non-Exempt, Full-Time Temporary

General Functions:

Under the direct supervision of the Cook Inlet Housing Authority Weatherization Supervisor this position performs all practices learned in weatherization training. Work involves developing experience and understanding of weatherization practices, to include but not limited to the following, Test and Diagnose weatherization measures, Attic space ventilation, baffling and insulating, Removal and replacing of single pane windows with thermopane units, Wall insulation and vapor barrier upgrades, Crawl space and basement vapor barriers, and insulation, Installation of new insulated door units, Weather-stripping of doors.

Duties and Responsibilities, including but not limited to:

- Attend required training at Alaska Works Partnership
 - Basic Building Science
 - Air Sealing Tools and Techniques
 - Insulation Materials
 - Tools and Application Techniques
 - Blower Door (Whole house air leakage) Testing
 - Other Entry Level Weatherization Practices
- Inspect buildings to identify required weatherization measures, including repair work, modification or replacement
- Perform various rehabilitation improvements in Cook Inlet Housing homes to improve energy efficiency
- Report to CIHA supervisor for work on time and follow their guidance
- Strictly follow and adhere to safety practices and procedures set forth in the CIHA safety manual
- Follow appropriate information to ensure timely scheduling of projects
- Simple record keeping, which includes daily journaling and weekly timesheet reports

- Other duties as assigned

Job Specifications:

- Perform variety of manual tasks
- Ability to understand the standard practices, processes, tool and materials involved in all areas of weatherization.
- Strong Communication skills with staff and coworkers
- Maintain good working relationships with others
- Ability to operate and maintain all of the required power and hand tools, in a safe and workman like manor.
- Physically able to lift and manipulate objects of up to 50 lbs.
- Follow established safety rules and regulations and maintain a safe and clean environment
- Ability and Willingness to travel in the performance of this position, regardless of the time of year.
- Install structures and fixtures, such as windows, frames, wood paneling, floorings, and trim, or hardware, using carpenter's hand and power tools

Qualifications:

- Anchorage resident
- High School graduate or GED
- Past Experience/Training Related to Construction

Native Preference:

Preference shall be given to eligible and qualified Alaska Native / American Indian applicants pursuant to P.L. 930638 Indian Self-Determination.

Employee's Signature

Date

Supervisor's Signature

Date

Classroom Training Schedule

Course Title	# Hours	Dates	Certificate Type	Training Provider
Construction Safety	16	03/10	OSHA-10	AlaskaWorks Partnership
CPR / First Aid / AED Training	16	03/10	CPR Provider	AlaskaWorks Partnership
Renovator Initial – English	32	05/10	LSR Certificate	AlaskaWorks Partnership
Safety, Basic Procedures and Proper Tool Operation	40	n/a	Union Recognized Certificates	AlaskaWorks Partnership
Introduction to Carpentry	40	04/10	Union Recognized Certificates	AlaskaWorks Partnership
Building Code	8	9/10	Union Recognized Certificates	Wisdom and Associates
Building Techniques for Cold Climates	16	n/a	Union Recognized Certificates	Wisdom and Associates
Weatherization Tech I Curriculum	40	05/10	Union Recognized Certificates	AlaskaWorks Partnership
Blower Door Testing	16	n/a	Union Recognized Certificates	AlaskaWorks Partnership
Heating, Ventilating and Air Conditioning Systems	16	n/a	Union Recognized Certificates	AlaskaWorks Partnership
Air Tightness and Weatherization Training	40	10/10	BPI Certificate	Building Performance Institute
Combustion Safety Testing	8	n/a	Union Recognized Certificates	AlaskaWorks Partnership

On the Job Training Activities

OJT Activity	# Hours		
Crawl space	1000	Air Sealing	300
Attic Work	100	Bird screen	100
Fire caulking	100	Blow-in Insulation	300
Windows	1000	Bath Fan Installation	100
Duct / Mastic	100	Drywall Installation	100
Range head	100	Doors	100
Blower Door Testing	100	Foam Joists	100
Painting	100	Blue board Joists	100
Thermostat Replacement	50	Lead Testing	50
SVC	50	LED Base	50

Monday 10/17/11 Pad Hang Bathroom fan
Tuesday 10/18/11 " Bath fan trim out & Range hood
Wednesday 10/19/11 " build a soffit for the vent
Thursday 10/20/11 Princess Walker 9:30-11:30 Pad Hang 12:30-2:15
Princess Walker 3:50-3:50
Friday pick up windows for Tyner, cleaned out track
Monday Juan Rodriguez replaced windows 5
Tuesday Juan Rodriguez replace 5 windows
Wednesday Juan Rodriguez caulk windows, paint
Thursday Juan Rodriguez Seal belly blanket
Friday Graver Harris crawl space vapor barrier / fan
Monday Graver Harris bathroom fan, air seal
Tuesday Robert Johnson, Bong Xiong, Marylou Cady
Wednesday Marylou Cady
Thursday SICK DAY
Friday Marylou Cady fire-form fire wall, insulate crawl, fix faucet
Monday Shoveling snow in Mt. View w/ Alvin
Tuesday Fourplex S33 N. Flower crawl space vapor barrier
Wednesday Mmeat Mama Faifele
Thursday Marylou Cady Bathroom, crawl space insulation
Friday OFF Veterans Day 
Monday WORKed with Dan Bagley on energy assessment
Tuesday Shoveling/played w/ Alvin in Valley
Wednesday Juan Rodriguez, Marylou C, Willie B.
Thursday Helen S. Smeikes Co's crawl insulation
Friday Helen Soesher bathroom, bulbs, crawl air seal
Monday Juan Rodriguez door adjust
Tuesday 7757 see Irene Menelaga
Wednesday Helen Soesher



ETSD Weatherization Timesheet

Print Name:	Supervisor's Name: Eric Watson													
Position: Weatherization Apprentice	Supervisor's Phone: ext. 3320													
Department: Employment & Training Services	Supervisor's Fax: (907) 793-3301													
Pay Period Beginning Date:	Pay Period Ending Date:													

CIHA Hours	Sat.	Sun	Mon	Tue	Wed	Thurs	Fri.	Sat.	Sun	Mon	Tue	Wed	Thurs	Fri
Date:														
Hours:														
2-Week Total														

AWP Hours	Sat.	Sun	Mon	Tue	Wed	Thurs	Fri.	Sat.	Sun	Mon	Tue	Wed	Thurs	Fri
Date:														
Hours:														
2-Week Total														

Performance Evaluation:

Worksite Supervisor: Please rate the participant on the following job development skills at the end of each month.(3 being the best)

If this participant earns a low rating on one or more areas of the performance evaluation, please discuss improvement plan and enter a note, with this timesheet. Participant is given one pay period to demonstrate improvement.

ATTENDANCE	Is on time and meets the schedule regularly.	Circle one
ATTITUDE	Is motivated, accepts direction and criticism.	1 2 3
DEPENDABILITY	Follows through on work assignments.	1 2 3
WILLINGNESS TO LEARN	Attempts to improve and acquire new skills.	1 2 3
APPEARANCE	Appears well groomed and dressed appropriately.	1 2 3
INTERPERSONAL RELATION	Develops rapport with coworkers, supervisors, and public.	1 2 3
<u>NOTE:</u>		

This timesheet was reviewed by the CITC staff on: _____ Initial: _____

Participant's Signature/Date

Worksite Supervisor's Signature/Date

Project Summary / Lessons Learned

The CTC Weatherization Apprenticeship concluded programmatic functions on September 30, 2012. Although there were many lessons learned throughout the grant, curriculum development was effortless due to the preexisting relationship with our partners. We were fortunate to have one participant complete the 4,000/hr. curriculum and have successful post program placement with a local Weatherization provider (RuralCAP). In addition to this success, we have completed the program handbook which can be used as a guide for apprentices as well as a replication tool for other agencies.

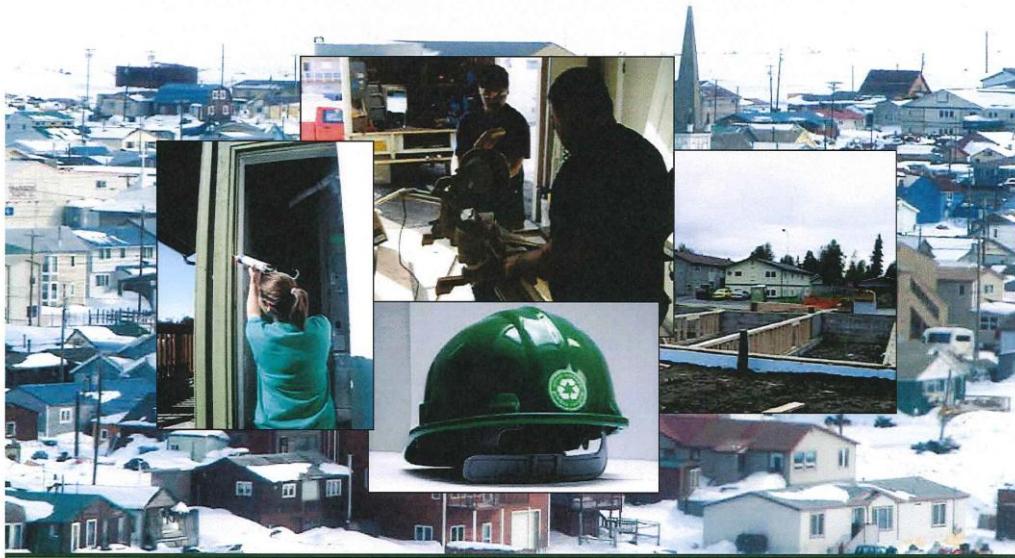
We also encountered challenges along the way. They are listed below:

Participant attrition – We had 2 participants quit the Weatherization Apprenticeship (*not simultaneously*) before graduating. This was significant as the program only accommodated 2 participants. CITC quickly filled any vacancies and debriefed to review each situation. We identified a more stringent application/interview process as a possibility for avoiding future occurrences.

Post Program Employment Placement – The initial goal of this apprenticeship program was for our graduates to be placed in the Cook Inlet Housing Authority Weatherization Program. However, due to funding limitations we were unable to make this placement. We were able to address this issue by contacting local agencies and assisting the participants develop pre-employment skills (resume building, job interview practice, and other soft skills). This is a challenge that is heavily dependent on funding and employment climate, both of which can be unpredictable.

Development of Tribal Weatherization Consortium and Replication of CITC Weatherization Apprenticeship – Both of these goals were in progress, but not complete before the end of the grant. We did perform outreach with local (Cook Inlet Region) tribal entities in an effort to duplicate the apprenticeship model, as well as the Department of Labor Apprenticeship Office for the State of Alaska. All of our documents have been shared and we have offered to be a TA provider for interested agencies.

Cook Inlet Tribal Council's Weatherization Apprenticeship



March 2010 – March 2012

Cook Inlet Tribal Council Vision



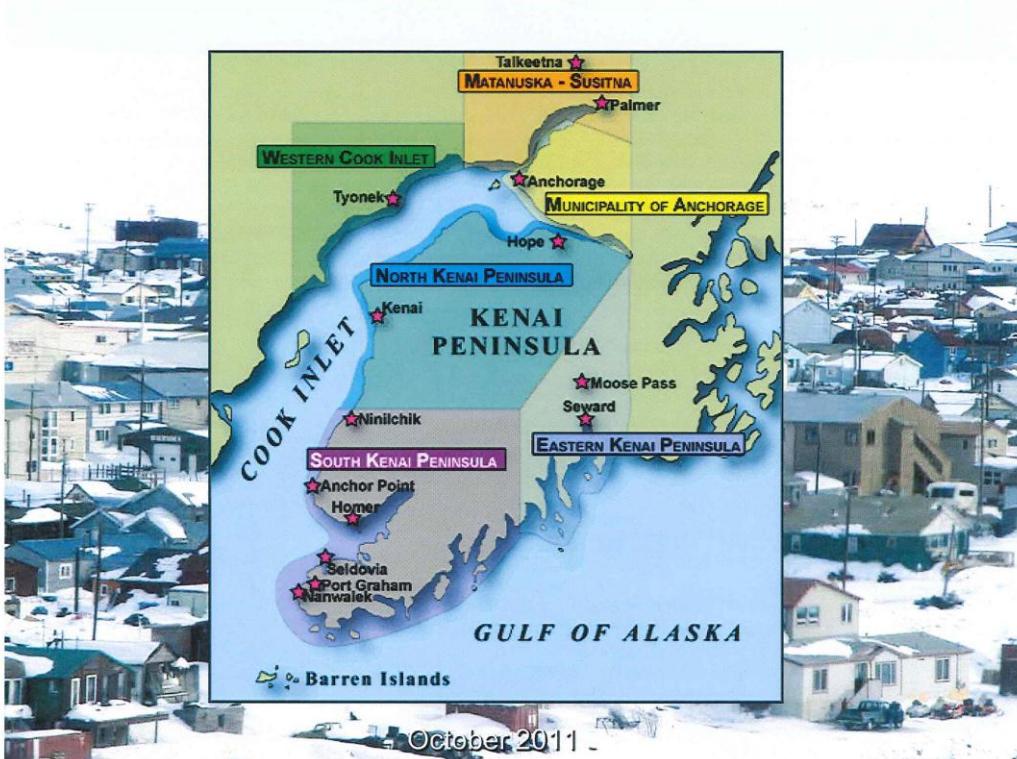
“To minimize our impacts to the environment by reducing global warming through energy efficiencies in existing and new buildings and an improved transportation system for tribal members.”

CITC Weatherization Apprenticeship



Overview:

Weatherization improvement services will be provided to Native people by Native people because the proposed project will recruit, train and then hire two full-time weatherization technicians who will then improve the energy efficiency of homes of Alaska Natives / American Indians residing in the Indian areas, within the Cook Inlet Region of Alaska, including Anchorage.



October 2011

Partnerships



The project is a partnership between three entities, with Cook Inlet Tribal Council as the lead agency:

**Cook Inlet Tribal Council
Cook Inlet Housing Authority
Alaska Works Partnership.**

Partnerships



Cook Inlet Tribal Council

– Responsible for the applicant recruitment, program development and oversight, fiscal management and job placement of the Weatherization Apprenticeship Program

– One-stop agency provides a variety of services for participants

Partnerships



Alaska Works Partnership

- Apprentices will enroll in AKWP to receive the required classroom training, which will prepare the applicants to become weatherization technicians through a combination of coursework and skills training
- Provides Union recognized training and certifications for Anchorage residents

Partnerships



Cook Inlet Housing Authority

- Provides the OJT and supervision for our apprentices throughout the curriculum
- The curriculum utilized for this grant is the B.E.E.S. (*Building for Environmental and Economic Sustainability*), which was developed and used in the housing authorities weatherization program

Project Outline



Recruit two Alaska Native / American Indian apprentices to complete a 4,000 hour Weatherization Apprenticeship program which includes the following:

- 360 hours of classroom training related to weatherization
- 3,640 hours of job training hours under Cook Inlet Housing Authority supervision
- Placement into CIHA as Weatherization Journeymen following successful completion of the program

Current Project Status



- Our program is currently 75% complete in the expected timeline
- Both apprentices have completed over 3,000 hours OJT
 - 360 hours were classroom training
- Travel while in program
 - Seldovia, Seward, Tyonek and many others
- Future training will include advanced weatherization building and possibly energy auditor certification
- Program Timeline and Graduation

