

1.1 INTRODUCTION

The job training program is in conjunction with Cook Inlet Housing Authority (CIHA), Wasilla Area Seniors, Inc. (WASI), Alaska Works Partnership, Inc. and the General Contractor to provide job training, trade apprenticeship and employment for constructing the project.

The job training program must target low and moderate income families during the construction of the project. One of the primary goals is for trainees to be prepared for meaningful employment opportunities after the program is completed. See Job Training Program Memorandum of Agreement and Job Training Program for specific program requirements.

1. Training will be provided by Alaska Works Partnership, Inc. and the General Contractor.
2. Trainees must be drug and alcohol free in order to remain eligible for employment and training opportunities with CIHA, WASI, Alaska Works Partnership, Inc. and the Contractor.
3. An adequate ratio of skilled trade workers must be employed to train apprentices.
4. The training partners participating in this program are CIHA, WASI, Alaska Works Partnership, Inc. (training sponsor), and the General Contractor.
5. Four (4) Trainees will receive on-the-job training, with at least two (2) Trainees receiving 20 hours each of classroom training.
6. The Job Training Program will be the responsibility of the General Contractor.
7. After completion of the training it is hoped that trainees will continue working at full journeyman wages at companies working on the Aspen House Senior Housing Development project or comparable projects.
8. The duration of this program is approximately thirteen (13) months.

1.2 REPORTING REQUIREMENTS

The Job Training Program requires the Contractor to provide monthly reports to CIHA. CIHA will provide the Job Training Report templates upon contract award and shall require the following:

1. Provide monthly reports with Contractor's pay application. CIHA reserves the right to delay or withhold payment to the Contractor if the Contractor fails to provide the report.
2. Report shall include: Names of employees trained under the program; Type of training provided to employees; Numbers of hours trained from start of training until the date of the report; Wages received to date under the training program; and, a summary of the employees' progress under the program.

Job Training Program

The job training program must target low and moderate income families during the construction or rehabilitation of the planned project. The trainees must be prepared for meaningful employment opportunities after the program is completed. Apprenticeship training in a recognized trade union is one example.

No points will be awarded under this criteria **without written commitments, a Memorandum of Understanding, and a detailed program summary** which specifies the goals and objectives for the program, the number of training positions, the target group of people, how the program will be funded, the skills learned by the trainees, the duration of the training and what future employment opportunities will be available to trainees.

AHFC will recapture any reservation or funding commitment made from GOAL funds if the applicant fails to implement and complete the proposed training program.

- 1. Generally, please describe the Job Training Program you propose. Also, please specifically identify the skills that will be learned during the program and the future employment opportunities that will be available to trainees.**

Wasilla Area Seniors, Inc.'s (WASI) proposed Job Training Program will be conducted in conjunction with Alaska Works and the general contractors and its subcontractors. The goal of the program is to provide job training, trade apprenticeship and employment opportunities to all participants. Ultimate responsibility for the program will rest with WASI. The job training program will train at least 4 unskilled persons in either general carpentry, electrical, plumbing or masonry work. Most of the training will be in the field and at least 2 of the 4 trainees will receive a minimum of 20 hours of classroom education. The training will focus on basic job safety, math, construction drawing interpretation, and the proper use of common tools and materials. Trainees will earn apprentice wages. After completion of the project specific job training program, it is hoped that trainees will retain meaningful employment with the contractors working on the WASI Housing Project Phase II or comparable projects.

- 2. Please identify the duration and concisely describe the specific outcomes for the program:**

Duration: The WASI Housing Project Phase II training program will start at the commencement of the vertical construction through completion of the project.

Outcomes: This job training program approach will enable participants to make informed choices and match capabilities with capacities. There should be few dropouts by participants who might be ill-suited to certain occupations or otherwise have made unwise career choices. The program will provide participants with training support services such as basic education and life skills training, and will provide opportunities to gain meaningful employment and continue working in their chosen trade.

<p>3. Identify the names and relationships of all participating training partners, including who will be doing the actual training:</p>
<p>Name: Wasilla Area Seniors, Inc. and Cook Inlet Housing Authority Relationship: Co-Developers Will they be doing the actual Training? No</p>
<p>Name: Alaska Works Partnership Relationship: Training Sponsor Will they be doing the actual Training? Yes, classroom training</p>
<p>Name: TBD Relationship: General Contractor Will they be doing the actual Training? Yes, field training</p>
<p>4. Identify how the program will be funded (include costs as separate line in Project Development Cost Table):</p> <p>The general contractor will include the cost of on-the-job and classroom training within their schedule of values, and the cost will be included in the development budget.</p>
<p>5. Identify the number of training positions and the target group of people who will be trained:</p>
<p>Number of positions: 4 Position Type: Carpentry, electrical, plumbing or masonry Target Group to be Trained: The program will target individuals from low and moderate-income families during the construction of the project.</p>
<p>6. Identify the number of hours that classroom training will be provided under this plan</p>
<p>Number of classroom training hours: 20 hours/person minimum Number of persons receiving classroom training: At least 2 Target Group to be Trained: The program will target individuals from low and moderate-income families during the construction of the project.</p>

Once this page has been completed, please include a printed copy of this form with the rest of the documents scanned into the system in response to the documentation requirements under this category.

**JOB TRAINING PROGRAM - MEMORANDUM OF UNDERSTANDING
WASI HOUSING PROJECT PHASE II PROJECT**

By and Between:

Cook Inlet Housing Authority, Wasilla Area Seniors, Inc.,
Alaska Works Partnership, Inc. and Contractor - TBD

This Memorandum of Understanding (MOU) effective November 1, 2022 is entered into by Cook Inlet Housing Authority ("CIHA") and Wasilla Area Seniors Inc. ("WASI") (Collectively, Co-Developers, with the proposed Aspen House Limited Partnership), Alaska Works Partnership, Inc. ("Training Sponsor"), and Contractor - TBD ("Contractor") (collectively, the "Parties"). The purpose of this MOU is to formalize a partnership and commitment between the Parties to provide job training, trade apprenticeship and employment opportunities to low and moderate-income families in conjunction with the construction of the WASI Housing Project Phase II project, a 40-unit senior housing development in Wasilla, Alaska (the "Project").

The Parties are committed to providing job and career training opportunities for a minimum of four (4) individuals during the construction of the WASI Housing Project Phase II. Training is to include at least 20 hours of classroom instruction for at least two (2) individuals receiving on-the-job training. Accordingly, individuals from low and moderate income families will receive first priority in employment, training and apprentice positions related to the development.

The Contractor agrees to provide job supervision and on-site training in various construction trades and coordinate with all other parties to this agreement in administering the job training program. Contractor agrees to ensure that an adequate ratio of skilled trade workers are employed to train apprentices during on-the-job work. All on-the-job training will be provided by qualified and skilled trade workers. All reports necessary to maintain the program and other relevant apprentice information will be gathered by the Contractor and reported to CIHA in writing on a monthly basis.

The Contractor retains full and exclusive authority for the management of its operations and the right to direct its own work force, including the hiring, promotion, transfer, discipline or discharge of its employees; the selection of contractors/foremen; the assignment and scheduling of work; the requirement of overtime work and the determination of when overtime shall be worked. No rules, customs or practices that limit or restrict productivity or efficiency shall be permitted or observed.

The Contractor and its employees shall comply with all applicable provisions of state and federal laws and regulations relating to job safety and safe work practices. Safety meetings with trade workers and apprentices will be scheduled and conducted periodically to comply with this requirement. All employees shall be required to use appropriate personal protective equipment as may be prescribed by state or federal safety and health standards. Participants must be drug and alcohol free in order to remain eligible for employment and training opportunities with all Parties to this MOU.

The Contractor will be responsible for any cost of on-the-job and classroom training components of this program, and the cost will be included in the project budget.

The term of this agreement is from November 1, 2022 to October 31, 2024, or determined by the construction period for the project. The job training program will start at the commencement of the vertical construction through the completion of the project. This agreement can be extended by mutual agreement of all parties and for a period stated in the amendment.

The Contractor must adhere to all the elements set forth in this job training program MOU.

This MOU will be assigned to the future LIHTC limited partnership.


Signatures of Representatives:

COOK INLET HOUSING AUTHORITY


By: Carol Gore
Its: President/CEO


DATE: 11/29/2022

WASILLA AREA SENIORS, INC.


By: Marlene Munsell
Its: CEO

DATE: 12/06/22

ALASKA WORKS PARTNERSHIP


By: Alexis Cowell
Its: Director

DATE: 11/29/2022

CONTRACTOR (TBD - UPON CONTRACTOR SELECTION)

By:
Its:

DATE: _____

The General Contractor Procurement Solicitation and the General Contractor Contract will include a requirement to satisfy the Job Training Program obligations as identified in this Job Training Memorandum of Understanding.

ATTACHMENT A
MEMORANDUM OF UNDERSTANDING
WASI Housing Project Phase II Job Training Program

Statement of Purpose:

Training for at least four (4) unskilled persons will be provided and the intention of this training program is to provide on-the-job training under the daily supervision of a journeyman level craftsman.

Training Will Stress the Following:

- Basic job safety requirements per OSHA
- Contractor and trade specific good practices
- Introduction to common tools and their proper use
- Introduction to building materials and proper use
- The application of basic math to field construction problems

Classroom Curriculum (20 hours mandatory per individual. At least 2 of the 4 trainees will receive classroom training, for example from the following training.):

- Basic carpentry and trades math
- Accurate measuring and field layout
- Safe use of power tools
- Building science
- Building health and safety
- Theory of blower door use
- General air sealing and attic weatherization
- Home weatherization trouble-shooting theory
- Safe weatherization methods

Apprentice Qualification and Selection Procedures:

- All participants must be 18 years or older and hold a high school diploma or GED.
- Applicants will be interviewed by contractor foremen or project managers.
- Applicants must pass a drug test.
- Applicants must provide their own transportation to the job site.
- Applicants must provide their own set of basic tools to include a knife, pencil, cutting pliers, hammer, wrenches and hacksaw or other tools to be specified by the contractor. All specialized tools and equipment will be provided by the contractor.
- New applicant hires will be subjected to a 30-day probationary period. After that, they will work throughout the construction contract period.

Participant Recruitment:

The contractor will advertise for applicants through local media sources, union halls or other community programs that place low to moderate income individuals to work.

Wages:

Participants will be approximately 80% of the trade specific market wage in the particular field that training is taking place, unless a higher rate is required under a registered apprenticeship program.

Program Goal:

To provide significant mentoring to unskilled workers and thereby increase their skill and knowledge of construction trade requirements so that they can earn a meaningful wage, gain job security and become more marketable in the future.

ASPEN HOUSE SENIOR HOUSING DEVELOPMENT

CONTRACT #23T-DV-103

CONTRACTOR NAME

JOB TRAINING REPORT (check one): Monthly: _____, 2023
 Final: (indicate project period)

Describe any changes that occurred from the Job Training Program you proposed*:

Describe how, if at all, the specific goals and objectives may have changed*:

Identify the names and relationships of all training partners*:

Alaska Works Partnership, Inc. (Training Sponsor), Cook Inlet Housing Authority (CIHA), (General Contractor) and Wasilla Area Seniors, Inc. (WASI)

Identify the total cost of the program (**final report only**):

Identify the number of people trained during the ____ month* or __ entire project (check for final report) and the positions they each received training for including total hours worked (i.e. name and job trained for):

Identify what future employment opportunities will be available to trainees (**final report only**):

Identify the number of hours of classroom training done during the ____ month* or ____ entire project (number of hours, attendees and subject matter. Be sure to attach certificates. Check for final report) :

ASPEN HOUSE SENIOR HOUSING DEVELOPMENT

CONTRACT #23T-DV-103

CONTRACTOR NAME

Other Comments, Pros and Cons:

Submitted by: _____

Signature: _____

Title: _____

Date: _____

*All fields required