



Industrial Training and Assessment Centers

U.S. DEPARTMENT OF ENERGY

Expansion ITAC Onboarding Welcome Packet

Version 1.0 (January 2025)

Welcome to the Industrial Training and Assessment Center (ITAC) Expansion Onboarding Packet

Introduction

Welcome to the U.S. Department of Energy funded Industrial Training and Assessment Center (ITAC) Expansion program. This packet is designed to help provide answers and resources for frequently asked questions, as well as provide you with essential information about ITAC's services, programs, policies, and the resources available to support your success.

About Expansion ITAC Program

The [Industrial Training and Assessment Center \(ITAC\) Expansion program](#) is a workforce development initiative designed to enhance the skills of individuals working in industries critical to energy production, efficiency, and innovation. The program focuses on providing training, assessments, and certifications in a variety of technical fields, often related to energy production, renewable energy, and energy efficiency technologies.

Your Path to Success

This packet will guide you through key information that may be helpful as an Expansion ITAC awardee. Please see the next page for the Table of Contents. We look forward to supporting your growth and success within this program.

Let's Get Started!

Please review the following pages to learn more about your onboarding process, training offerings, policies, and other resources. If there is information you are looking for and do not find in this packet, please reach out to the ITAC Expansion Field Managers at itacfieldmanager@msu.edu and we will follow up to help answer your questions or direct you to someone who can.

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Expansion ITAC Report Guidelines

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The services provided by the Expansion ITAC programs to small and medium manufacturers (SMMs) vary across Centers. For the services provided to an SMM, a corresponding report should be completed and submitted to the Expansion ITAC Field Managers to demonstrate completion of this service to the SMM. These reports accomplish multiple purposes and provide a reflection of the authoring institution, the Expansion ITAC program, and the United States Department of Energy. The following guidance is provided. This is an adapted and shortened version of the guidance provided by the Rutgers ITAC Field Managers, to fit the Expansion ITAC's broader scope.

Suggested Content of an Expansion ITAC Report for Services Provided to the SMM

- Successful reports provide an accurate, comprehensive record of the service provided to the SMM, and provide information that is helpful and beneficial to the SMM;
- Reports should be **professional** in nature, and in an easy-to-read format;
- All pages, tables and figures should be **numbered**;
- The **cover page**:
 - o Report Number
 - o Date of services
 - o Center's ITAC Logo(s), and DOE logo
 - o Center contact information
 - o No other organization (vendor, utility, nonprofit) may display their logo on the cover page unless they have contributed financially to the assessment. They may be acknowledged within the report for their support
 - o The company's name and address should NOT be in the report
- The **2nd page**:
 - o **Disclaimer**, indicating that the Center does not warranty data, recommendations, or other information included in the report. An example is as follows:
 - *"The contents of this report are offered as guidance. The [center name] and all technical sources referenced in the report do not: (a) make any warranty or representation, expressed or implied, with respect to the accuracy, completeness, or usefulness of the information contained in this report, or that the use of any information, apparatus, method, or process disclosed in this report may not infringe on privately owned rights; (b) assume any liabilities with respect to the use of, or for damages resulting from the use of, any information, apparatus, method, or process disclosed in this report. This report does not reflect the official views or policy of the above-mentioned institutions. Mention of trade names or commercial products does not constitute endorsement or recommendation of use."*

- An **Executive Summary** of the **services provided** by the Center to the manufacturer, AND an **overview** of the Expansion ITAC program. An example is as follows:
 - *“This was completed by [center name] under contract with the Office of Manufacturing and Energy Supply Chains division of the U.S. Department of Energy (DOE). The Industrial Training and Assessment Center (ITAC) was established in 1976 by the U.S. Department of Commerce originally intended to lower rising energy costs resulting from the oil embargo. In 1978, the ITAC moved to the U.S. Department of Energy and was expanded to evaluate and improve efficiency of production procedures and waste management. The Expansion ITAC program focuses on providing hands-on job training for pursuing high-quality clean energy careers while helping small and medium sized manufacturers (SMMs) save money, save energy, improve performance, and reduce emissions. Expansion ITACs are based at labor unions, community and technical colleges, trade schools, and apprenticeship readiness providers.”*
- The **body** of the report should provide the outputs from the services provided to the SMM, as appropriate for the services being provided. If a Center is looking for specific guidance or feedback on this, please contact the Field Managers at itacfieldmanager@msu.edu. There is specific guidance developed specifically for ITAC programs conducting energy audits/assessment that has been developed by Rutgers.
A copy of this information is located here: [IAC Assessment Protocol](#)
- **Data Confidentiality and Privacy Statement (end of report):** A statement should be included indicating that all data provided by manufacturers as a part of participation in this program is considered confidential and will be treated as such. An example is as follows:
 - *“The [center name] acknowledges that facility data and its handling with care is important, so the center strives to be transparent with privacy measures. The site-specific data collected is used to prepare each facility’s individual assessment report. The company’s name and address do not appear in the report. Upon completion, the report is sent solely to the company it is created for. The report will not be sent to the Department of Energy, Environmental Protection Agency, Occupational Safety & Health Administration or any regulatory body. In addition, it will not be released to vendors, utilities or anyone else outside of the ITAC program. However, all of the [center name] reports are reviewed by an organization that acts as Field Managers for this program for the United States Department of Energy.*
 - *Some data from the report are entered into a national database available for public online access. This database is a valuable tool for manufacturers and researchers to evaluate impact of the overall program. The data entered into the database that is available for public access includes:*
 - *Center performing the service*
 - *State where facility is located*
 - *Service date(s)*
 - *Facility SIC/NAICS, principal product, floor area and number of employees*
 - *The ITAC’s work in your facility may be a good subject for a future case study; however, such a case study will be subject to facility review and approval.”*

Small and Medium Manufacturer (SMM) Qualifications for Expansion ITACs

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For a manufacturer to be considered a small and medium manufacturer (SMM), it must meet the following qualifications:

1. Must be a US-based Manufacturer (NAICS code: 31-33 / SIC codes: 20-39)
2. Fewer than 500 employees per site
3. No in-house energy professional on staff
4. Yearly Energy Bills: Greater than \$100,000, Less than \$3,500,000
5. Annual sales less than \$250M

If the manufacturer that you are working with does **NOT** meet these qualifications and your center wishes to work with them, you must submit a request for an exception, which will be reviewed by the ITAC Expansion Field Managers and/or DOE. The link for this request is here: https://msu.co1.qualtrics.com/jfe/form/SV_85QxfAFqG4D5tA2

How to Contact SSMs

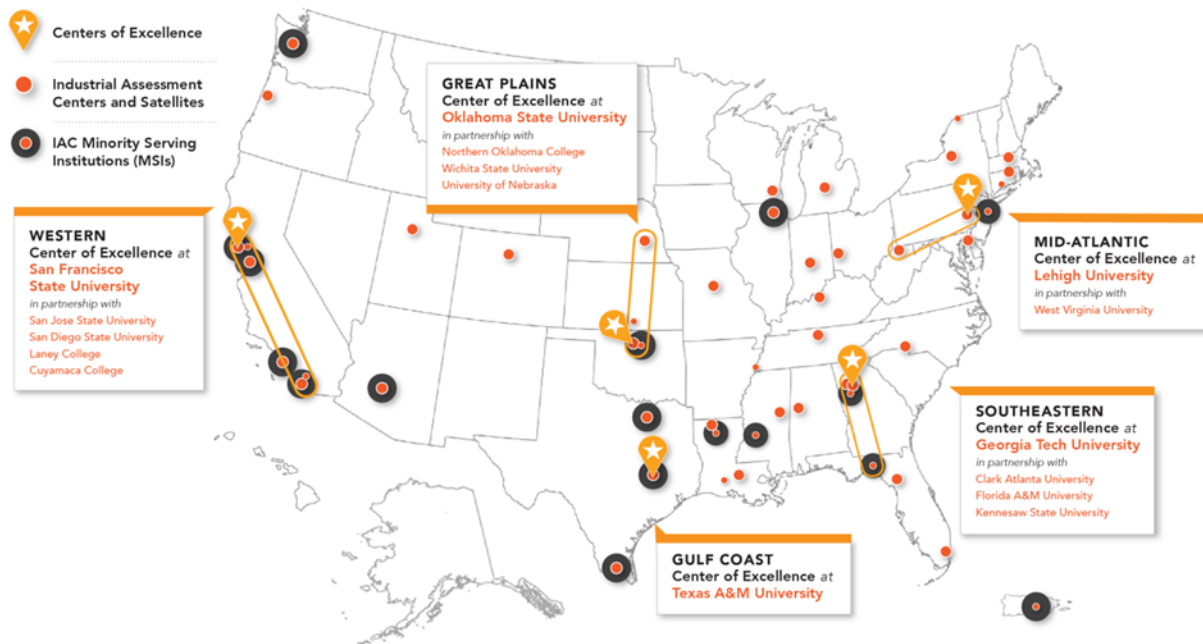
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Your ITAC center should aim to leverage community partnerships to identify potential SSMs. These can include local/regional Chamber of Commerce, local/regional economic development organizations, local labor unions, etc.

If you would like additional support in contacting potential SSMs, it is recommended to reach out to a Department of Energy Center of Excellence. More information can be found below.

Centers of Excellence:

The Department of Energy has established five regional Centers of Excellence from among the highest-performing existing ITACs: Georgia Tech, [Lehigh University](#), [Oklahoma State University](#), [San Francisco State University](#), and [Texas A&M University](#). These selected centers serve as regional hubs for the ITAC Program, advising other ITACs and collaborating with government, nonprofit, labor, and industry actors to support small- and medium-sized manufacturers in their respective regions.



Georgia Tech: <https://iacgeorgia.org/>

Lehigh University: <https://luiac.cc.lehigh.edu/>

Oklahoma State University: <https://ceat.okstate.edu/det/great-plains-center/>

San Francisco State University: <https://iac.sfsu.edu/>

Texas A&M: <https://itac.engr.tamu.edu/>

Implementation Grant Information

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Information on the ITAC Implementation Grants can be found here:

<https://www.energywerx.org/itac>

Additionally, EnergyWerx is very responsive to questions on anything related to implementation grants. They can be contacted here: info@energywerx.org

Quarterly Scorecard Guidance

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For guidance on the completion of the quarterly scorecard, please follow the link below and upload your file(s). A member of the Field Manager team will review the documents and schedule a meeting to discuss in further detail.

https://msu.co1.qualtrics.com/jfe/form/SV_8v02e7As5AS1e8S

Additionally, you may always reach out to the Expansion ITAC Field Managers via email at itacfieldmanager@msu.edu (MSU and WDI).

Submit anonymous feedback to the Expansion ITAC program

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We welcome your feedback and suggestions on the Industrial Training and Assessment Center (ITAC) Expansion Program. Please follow the link below to provide your feedback, questions, suggestions and/or comments. If you wish to include your contact information, the Expansion ITAC Field Manager team will reach out to you directly. Otherwise, your comments, questions, suggestions, and feedback will be submitted anonymously and considered in future programming and training.

https://msu.co1.qualtrics.com/jfe/form/SV_6Kd74LZnMbvq78G

How to submit the final deliverables for the SMM

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To submit final deliverables for the SMM your program has performed assessment(s) and/or other service(s) for, please follow the link below. Upload a copy of the report and provide the information requested in the prompts. Upon review, the Expansion ITAC Field Manager team will reach out to you directly.

https://msu.co1.qualtrics.com/jfe/form/SV_eS9tjkbD572ZYTz

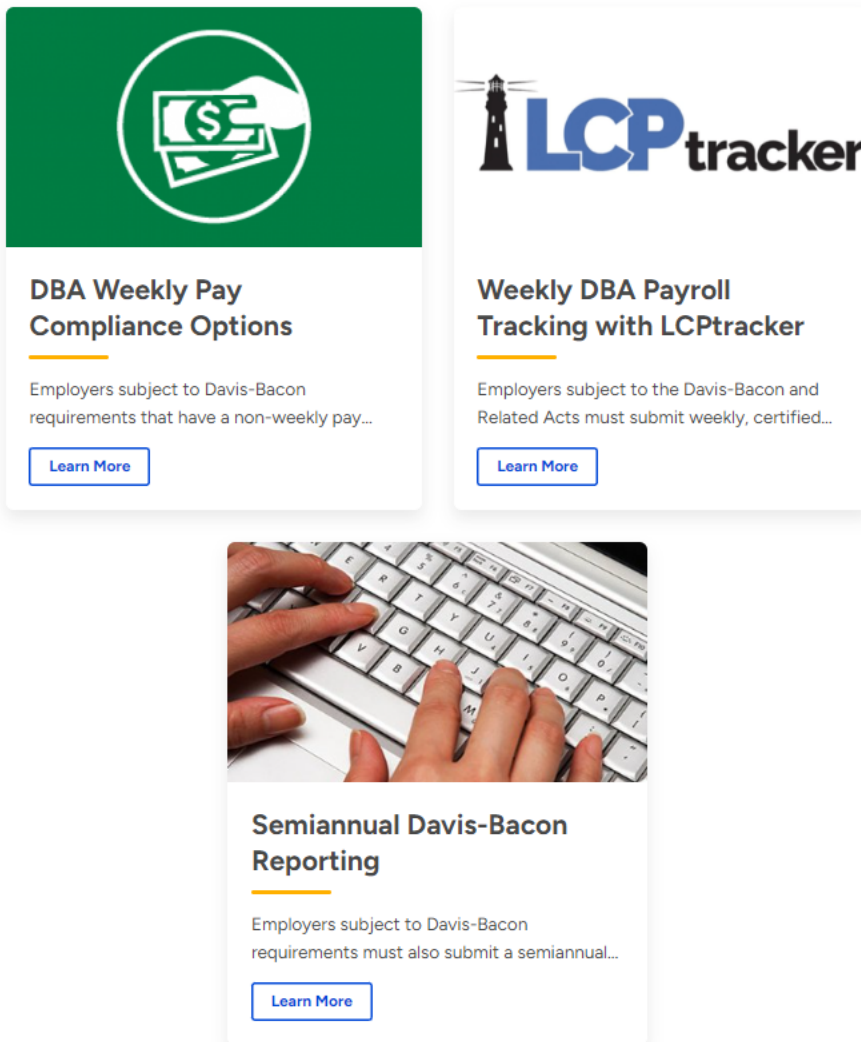
LCP Tracker & Davis-Bacon Act

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Information on the LCP Tracker and the Davis-Bacon Act can be found here:

<https://www.energy.gov/infrastructure/davis-bacon-act>

Follow the links within the website to navigate accordingly.



DBA Weekly Pay Compliance Options

Employers subject to Davis-Bacon requirements that have a non-weekly pay...

[Learn More](#)

Weekly DBA Payroll Tracking with LCPtracker

Employers subject to the Davis-Bacon and Related Acts must submit weekly, certified...

[Learn More](#)

Semiannual Davis-Bacon Reporting

Employers subject to Davis-Bacon requirements must also submit a semiannual...

[Learn More](#)

Additionally, feel free to contact a Field Manager to help connect you to a nearby ITAC center:

Jacob VanBoxel, vanboxe3@msu.edu, (231) 224-3155

Danielle Lares, dlares@miwdi.org, (336) 589-9086

SMM and Contractor Associations by Region Contact List for Strategic Partnerships

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Information on the SMM and Contractor Association can be found here:

State Manufacturing Associations-

<https://www.iqsdirectory.com/associations/state-manufacturing-associations.html>

Associations by Industry-

<https://www.iqsdirectory.com/associations/manufacturing-associations.html>

Follow the links within the website to navigate accordingly.

Additionally, feel free to contact a Field Manager to help connect you to a nearby ITAC center:

Jacob VanBoxel, vanboxe3@msu.edu, (231) 224-3155

Danielle Lares, dlares@miwdi.org, (336) 589-9086

Incentives For Strategic Partnerships, Focused Initiatives, and Location

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MESC Website: <https://www.energy.gov/save> (Last updated: January 31, 2025)

Overview

The key focus areas within the MESC portfolio include in [Manufacturing Capacity](#), [Workforce Deployment](#), and [Analysis & Strategic Investment](#). The following is a list of grants and resources associated with supporting energy, manufacturing, partnerships, and other related areas that may be helpful to your team.

Processing and Manufacturing Capacity

[Advanced Energy Manufacturing and Recycling Grants](#): BIL 40209

[Battery and Critical Mineral Recycling - Retailers](#): BIL 40207 (f)(4)

[Battery Manufacturing and Recycling Grants](#): BIL 40207 (c)

[Battery Materials Processing Grants](#): BIL 40207 (b)

[Defense Production Act: Electric Heat Pumps](#): IRA 30001 & DPA

[Domestic Automotive Manufacturing Conversion Grants](#): IRA 50143

[Energy Efficient Transformer Rebates](#): BIL 40555 (Energy Act of 2020, Section 1006)

[Extended Product Systems Rebates](#): BIL 40555 (Energy Act of 2020, Section 1005)

[Rare Earth Elements Demonstration Facility](#): BIL 40205

[Qualifying Advanced Energy Project Credit \(48C\) Program](#): IRA 13501

State and Local Government

[Battery and Critical Mineral Recycling - State](#): BIL 40207 (f)(3)

[State Manufacturing Leadership Program](#): BIL 40534

DOE Coal Communities Mapping Tool:

<https://arcgis.netl.doe.gov/portal/apps/experiencebuilder/experience/?id=09457c326145417595287951ed376a29>

MESC [Funding Opportunities](#)

In addition, many states also offer incentives for manufacturers to grow or expand, with incentives generally focused on promoting economic growth, job creation, clean energy, and technology innovations. These incentives vary depending on the state, but here are some common types as follows. If you are looking for detailed, up-to-date information specific to your business or region, we suggest checking the official websites for state-level economic development agencies or contacting a local economic development office to learn more about available programs and eligibility requirements.

Tax Incentives:

- **Corporate Income Tax Credits:** Many states offer credits that reduce the amount of corporate income taxes paid by manufacturers.
- **Sales Tax Exemptions:** Some states provide exemptions on sales tax for manufacturing equipment and materials.
- **Property Tax Abatements:** Local governments or states may reduce or eliminate property taxes for businesses that expand or build new facilities.

Grant Programs:

- **Training and Workforce Development Grants:** States often offer grants to manufacturers to train employees, particularly for specific skills in areas like technology, clean energy, and advanced manufacturing processes.
- **Energy Efficiency Grants:** Some states have programs to support manufacturers in adopting energy-efficient technologies or reducing carbon emissions.

Economic Development and Job Creation Programs:

- **Site Development Grants:** States may provide funds to help prepare land or facilities for new manufacturing operations.
- **Job Creation Incentives:** Manufacturers may qualify for financial incentives if they commit to creating jobs, particularly in rural or underserved areas.
- **Research and Development Incentives:** Many states offer tax incentives for R&D activities, especially in high-tech, clean energy, and innovative industries.

4. States with Notable Incentives for Manufacturers:

- **Texas:** Texas has a wide range of incentives, including **property tax abatements**, **sales tax exemptions** on manufacturing equipment, and **training funds** for manufacturers.

- **California:** California offers incentives for manufacturers focused on **green energy** and **advanced manufacturing**, such as the **California Competes Tax Credit** and the **Manufacturing Equipment Exemption**.
- **Ohio:** Known for providing **job creation tax credits**, **local enterprise zone programs**, and **research and development tax incentives** to manufacturers.
- **Michigan:** Michigan offers several **business tax credits** and **economic development incentives** for manufacturers, including grants for **job creation** and **energy efficiency** programs.
- **Georgia:** Offers **tax credits** for investments in new facilities, **job creation** credits, and **energy efficiency** incentives for manufacturers.
- **Tennessee:** Tennessee provides **property tax incentives** for manufacturing facilities and **job training programs**.
- **North Carolina:** The state has several incentives, including the **One North Carolina Fund**, which helps companies expand manufacturing and create jobs.

Post Award Budget Management

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For all questions related to funding/post award budget management, please contact the Department of Energy.

Program Manager:

Justin Smith

justin.smith2@hq.doe.gov

(240) 306-4559

Hannah Hauptman

Hannah.hauptman@hq.doe.gov

(240) 252-0412

Connecting With Other ITACs

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Find an ITAC Location near you

The ITAC network consists of over 50 centers at four-year institutions, community colleges, union training programs, and trade schools, as well as 5 regional centers of excellence.

To find an ITAC Location near you, follow this link:

<https://www.energy.gov/mesc/locationsindustrial-training-and-assessment-centers> and use the search bar or drop-down menu to filter results.

There will also be an Expansion ITAC website to help identify other centers near your location in the near future.

It might also be beneficial to contact an ITAC Center of Excellence:

Georgia Tech: <https://iacgeorgia.org/>

Lehigh University: <https://luiac.cc.lehigh.edu/>

Oklahoma State University: <https://ceat.okstate.edu/det/great-plains-center/>

San Francisco State University: <https://iac.sfsu.edu/>

Texas A&M: <https://itac.engr.tamu.edu/>

Additionally, feel free to contact a Field Manager to help connect you to a nearby ITAC center:

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Danielle Lares, dlares@miwdi.org, (336) 589-9086

Resources For Sector Partnerships

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Sample Partnership Roadmap

The following is an example of a sector partnership roadmap. This can and should be a “living” roadmap that is flexible and adaptable based on the circumstances and progress made by the sector partnership. Every partnership’s roadmap will look different, based on the regional context and industry needs. Many sector partnerships use a roadmap like this to indicate what will occur at future meetings, what work may be required of employers and partners in between, and what key milestones are ahead. The roadmap detail can be used on partnership meeting agendas to project what might be discussed at future meetings.

Meeting	Details/Components	Milestones and Take-aways
Kick-Off Meeting	Meeting Focus: <ul style="list-style-type: none"> • Introductions • Sector Partnership benefits, expectations, goals, and shared value creation • Review and validation of existing area collaborative efforts • Setting the stage with industry data • Discussion of major challenges/critical pain points • Narrowing to 1-3 functions/positions of focus • Focus on internal or external pipelines, or both • Preparing for next steps 	Meeting Takeaways: <ul style="list-style-type: none"> • Consensus on critical jobs of focus • Consensus on other talent management challenges • Expectations and roadmap set • Recruitment of additional partners • Introduction to next steps
<i>Post Meeting Follow-up Activities</i>	Employer Call to Action Between Meetings: <ul style="list-style-type: none"> • Recruit additional partners that should be at the table • Provide additional data to determine criticality of occupations 	Convener Responsibilities: <ul style="list-style-type: none"> • Collect employer data • Conduct data analysis by convener to share results of additional data
Meeting #2	Meeting Focus: <ul style="list-style-type: none"> • Discuss data analysis • Review existing and potential talent pools • Discuss focus groups or surveys for workers 	Meeting Takeaways <ul style="list-style-type: none"> • Agree upon action steps for Clarify objectives for focus groups or surveys • Identify potential new talent pools for occupations of focus
<i>Post Meeting Follow-up Activities</i>	Partner Call to Action Between Meetings: <ul style="list-style-type: none"> • Provide additional data on existing and potential talent pools 	Convener Responsibilities: <ul style="list-style-type: none"> • Collect additional data from partners • Begin designing focus group or talent survey • Develop communication plan to keep all partners knowledgeable

Sample Sector Partnership Kick-Off Agenda (*Annotated*)

Note: Use the following meeting agenda template as an example starting point for your sector partnership kick-off meeting. This annotated agenda template can be simplified to be used for a higher-level participant agenda. **Note:** This agenda is structured as a high-level kick-off meeting lasting 2- to 3-hours.

Timeframe	Agenda Item	Facilitation Notes	Responsible Party
00:00 - 00:00	Welcome and Introductions	<ul style="list-style-type: none"> Welcome from convener or employer champion (especially if an employer hosts your first meeting to set tone of industry partner commitment to cause) Introductions – name, organization, role, and <u>what they hope to get out of their participation.</u> 	Convener or employer champion
00:00 - 00:00	Introduction to Our Regional Sector Strategy Efforts	<ul style="list-style-type: none"> Overview of any strategic discussions to-date by key regional workforce leaders, employers, etc. Why the region is focusing on this industry Why the region is using a sector strategy model to approach common workforce challenges for the sector How the approach will streamline collection of needs of employers, workers, as well as streamline program and service delivery How this effort connects to other regional efforts and will help to coordinate those initiatives and partners 	Convener and employer champion
00:00 - 00:00	Mission, Vision, Goals, and Commitments	<ul style="list-style-type: none"> Discuss any mission, vision, goals, and commitments tentatively outlined and agreed upon by major partners (if this has occurred) Collect high-level feedback. Note: If a draft of these elements has already been created by the convener and any other lead regional partners, circulate ahead of time. Discuss roles and responsibilities. Discuss who might be the right person to attend meetings moving forward – and set expectations that others may need to participate throughout your efforts, based on their expertise. Communicate commitment to including industry <i>and</i> worker voice into solutions. 	Convener and employer champion
00:00 - 00:00	Laying the Groundwork with Industry Sector Data	<ul style="list-style-type: none"> Present industry data, focusing on: <ul style="list-style-type: none"> Data that indicated a need for a sector partnership focused on this industry sector. Initial data/staffing patterns that show those occupations for which demand or growth is high. Position this data as a starting point to generate conversation and solicit initial reactions. 	Convener or LMI expert
00:00 - 00:00	Employer Pain Points and Priorities	<ul style="list-style-type: none"> Open discussion to hear about industry partner pain points, indicating that this is an initial brainstorm and that future conversations will dig into more detail and prioritize pain points of focus for collaborative work. Capture the following: <ul style="list-style-type: none"> Occupational pain points – did the data support what’s most critical? Talent management pain points – are there challenges that aren’t specific to one position, but are impacting talent recruitment, retention, or development? Workforce and education/training system pain points – are there elements of our systems and processes that are confusing for industry or may need improvement. 	Employer partners (facilitated by convener)
00:00 - 00:00	Regional Workforce Successes and Challenges	<ul style="list-style-type: none"> Provide opportunities to explore what regional workforce efforts are going well, making an impact for both employers and workers. Could these things be scaled and/or replicated? Discuss other challenges. What isn’t going well in our regional workforce approaches? Where can we improve together? 	All partners, including employers (facilitated by convener)
00:00 - 00:00	Next Steps and Commitments	<ul style="list-style-type: none"> Summarize key themes. Detail anticipated next steps. Refer to any roadmap resources available. Obtain organizational commitment to sustained partnership and involvement. If applicable, present MOU or commitment forms that detail roles and responsibilities. Indicate any immediate next steps. 	Convener
00:00 - 00:00	Closeout	<ul style="list-style-type: none"> Thank partners for their leadership and commitment. Indicate any follow-up communications they will receive. 	Convener

Regional Sector Partnership MOU Template

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into on [date], by and between the following partners:

1. CONVENER: [Lead Organization Name], Located at [Address]
2. EMPLOYER PARTNER: [Employer Organization Name], Located at [Address]
3. TRAINING PARTNER: [Training Organization Name], Located at [Address]
4. BUSINESS SERVING ORGANIZATION: [Business Organization Name], Located at [Address]
5. ADDITIONAL PARTNERS AS NEEDED

Purpose

This MOU establishes a collaborative framework for the [Name of Sector Partnership], aimed at implementing sector strategies that address the workforce needs of the [Name of Sector] industry within the [Region/Area]. The partners agree to work together to achieve the following goals:

- Align education and training programs with [Specific Sector] industry needs
- Improve access to quality jobs and career pathways for all individuals, especially underserved populations
- Enhance the skills and employability of the local workforce
- Foster economic growth and competitiveness in the sector

Focus on order management and automation

Roles & Responsibilities

A. Convener: [Lead Organization Name]

The Lead Partner will:

1. Coordinate and facilitate all partnership meetings and activities.
2. Serve as the primary point of contact for the partnership.

3. Oversee the implementation of sector strategies and ensure alignment with regional workforce development goals.
4. Gather data and provide analysis
5. Track and analyze metrics and provide quarterly dashboards to the partnership
6. Manage and report on the use of any shared resources, including financial contributions and in-kind support.
7. Collect and analyze data to measure the impact of the partnership's activities.

B. Employer Partner: [Employer Organization Name]

[Employer Organization Name] will:

1. Participate in all partnership meetings and activities.
2. Provide insights and expertise on current and future industry workforce needs.
3. Offer opportunities for work-based learning, such as internships, apprenticeships, and job placements.
4. Assist in the development and refinement of training programs and career pathways to ensure they meet industry standards.

C. Training Partner: [Training Organization Name]

[Training Organization Name] will:

1. Participate in all partnership meetings and activities.
2. Design and deliver training programs aligned with the needs of the [Name of Sector] industry.
3. Provide data and feedback on training outcomes and participant progress.
4. Work collaboratively with employers to create relevant and effective training curricula.

D. Business Serving Organization: [Business Organization Name]

[Business Organization Name] will:

1. Participate in all partnership meetings and activities.
2. Facilitate connections between the partnership and the broader business community.
3. Advocate for the partnership's initiatives and promote them within the business community.
4. Provide support in identifying and securing resources to sustain partnership

Governance & Decision-Making

The partnership will establish a Steering Committee composed of representatives from each partner organization. The Steering Committee will meet [monthly/quarterly] to review progress, make decisions, and provide strategic direction. Decisions will be made by

consensus whenever possible. In cases where consensus cannot be reached, a majority vote will be used.

Term & Termination

This MOU will remain in effect for a period of [number] years from the date of execution, with the option to renew upon mutual agreement of the partners. Any partner may terminate their participation in the MOU with [30/60/90] days written notice to the other partners.

Funding & Resource Allocation

Partners agree to collaboratively seek funding and resources to support the activities of the partnership. Contributions, whether financial or in-kind, will be documented and managed by the Convener. Any funds obtained will be used solely for the purposes outlined in this MOU and in accordance with any funding requirements.

Confidentiality

Partners agree to maintain the confidentiality of any proprietary or sensitive information shared during the course of the partnership. Such information will not be disclosed to any third party without the express written consent of the originating partner.

Signatures

By signing below, the partners agree to the terms and conditions outlined in this MOU and commit to working collaboratively to achieve the goals of the [Name of Sector Partnership].

Convener: [Lead Organization Name]

Signature: _____

Name: [Printed Name]

Title: [Title]

Date: [Date]

Employer Partner: [Employer Organization Name]

Signature: _____

Name: [Printed Name]

Title: [Title]

Date: [Date]

Training Partner: [Training Organization Name]

Signature: _____

Name: [Printed Name]

Title: [Title]

Date: [Date]

Business Serving Organization: [Business Organization Name]

Signature: _____

Name: [Printed Name]

Title: [Title]

Date: [Date]

Additional Partners as Applicable

Connections with Local Labor Unions

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Unions can assist in providing manpower to help administer energy assessment programs, particularly those focused on energy efficiency and sustainability. These programs often offer skilled workers, apprentices, or volunteers who are trained in areas such as energy auditing, technical assessments, and construction trades. Below are specific programs and unions that your team may consider marketing ITAC Programs, MESIC, DOE, and SMM Implementation grant too:

- LIUNA: (Weatherization Installer/Technician/Supervisor/Energy Auditor Program)-International
- IBEW (Renewable Energy Training Program) & (Skilled Electricians for Energy Efficiency Projects)
- UA (UA Green Plumbers Program)
- NABTU (Green Jobs Training)
- SMWIA (Green HVAC Training Programs)
- IUPAT-Painters Union (Energy Efficiency and Green Building Program)
- UMW-Utility Workers Union (Energy Efficiency and Renewable Energy Training Program)

More detailed information on each of these unions is listed below.

1. Laborers' International Union of North America (LIUNA)

- **Program Focus:** LIUNA is a large union that represents workers in the construction and energy industries. They often run workforce development programs that focus on green energy jobs, including energy efficiency retrofitting and energy assessments.
- **How It Can Help:**
 - **Skilled Labor for Energy Assessments:** LIUNA members can assist with on-the-ground energy assessments, audits, and retrofitting projects for small and medium manufacturers (SMMs).
 - **Training Programs:** LIUNA provides training in energy-efficient building systems and construction practices, making their members ideal for hands-on work in the energy assessment program.
- **Example:** The **LIUNA Training and Education Fund** offers training in energy-efficient technologies, which can be helpful for conducting energy assessments and implementing sustainability measures.
- **Link:** [LIUNA Training](#)

2. International Brotherhood of Electrical Workers (IBEW)

- **Program Focus:** IBEW represents electrical workers and offers programs related to energy systems, including energy-efficient technologies and renewable energy systems.
 - **How It Can Help:**
 - **Skilled Electricians for Energy Efficiency Projects:** IBEW-trained workers can assist with tasks such as installing energy-efficient electrical systems, lighting, and advanced energy monitoring systems as part of energy assessments.
 - **Training Programs:** The union offers training in sustainable energy practices, renewable energy technologies, and building systems, which could be leveraged for training energy assessors or technicians.
 - **Example:** The **IBEW Renewable Energy Training Program** trains electricians specifically in solar energy, energy storage, and other energy-efficient technologies, providing a skilled workforce for energy assessments.
 - **Link:** [IBEW Training](#)
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3. United Association (UA) of Plumbers, Pipefitters, and Sprinkler Fitters

- **Program Focus:** The UA represents workers in plumbing, pipefitting, and HVAC (heating, ventilation, and air conditioning). The union often focuses on green technologies, energy-efficient plumbing systems, and sustainable building practices.
 - **How It Can Help:**
 - **Energy Assessments:** UA members are skilled in plumbing and HVAC systems, which are critical in energy assessments to evaluate heating, cooling, and water systems for energy savings.
 - **Energy Efficiency Retrofits:** Skilled workers can assist with retrofitting inefficient systems to more energy-efficient models, contributing directly to the goals of energy assessments.
 - **Example:** The **UA Green Plumbers Program** offers training on water conservation and energy-efficient plumbing systems, which can be essential in performing energy assessments and suggesting improvements.
 - **Link:** [UA Green Plumbers](#)
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4. North America's Building Trades Unions (NABTU)

- **Program Focus:** NABTU is a coalition of construction unions that work on workforce development initiatives, including those related to energy efficiency, sustainability, and green building practices.
 - **How It Can Help:**
 - **Skilled Workforce for Construction and Retrofit:** NABTU provides access to a trained workforce for construction projects, including energy-efficient building retrofits, assessments, and sustainability projects.
 - **Workforce Training:** NABTU members are trained in energy-efficient construction practices, green building certifications (e.g., LEED), and energy assessments.
 - **Example: NABTU's Green Jobs Training** focuses on providing union members with the skills to work on energy-efficient construction projects, helping them gain the expertise needed for energy assessments and retrofitting.
 - **Link:** [NABTU Green Jobs](#)
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5. Sheet Metal Workers' International Association (SMWIA)

- **Program Focus:** SMWIA represents workers in the sheet metal, air conditioning, and HVAC industries. The union is involved in energy-efficient technologies, including the installation and maintenance of HVAC and ventilation systems, which are key components of energy assessments.
 - **How It Can Help:**
 - **Energy Efficiency Assessments:** Sheet metal workers can help assess HVAC and ventilation systems, recommending upgrades to improve energy efficiency.
 - **Technical Expertise in Green Systems:** SMWIA members are trained in energy-efficient HVAC systems, which are crucial for assessing energy use in industrial settings.
 - **Example: SMWIA's Green HVAC Training Programs** focus on energy-efficient heating, cooling, and ventilation systems that can be incorporated into energy assessments.
 - **Link:** [SMWIA Training](#)
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6. International Union of Painters and Allied Trades (IUPAT)

- **Program Focus:** IUPAT represents workers in the painting, finishing, and glazing industries. The union is actively involved in energy efficiency through programs focused on insulating buildings, sealing windows and doors, and applying energy-efficient coatings.
- **How It Can Help:**

- **Energy Efficiency Retrofits:** Members can assist with insulation, weatherproofing, and painting energy-efficient surfaces, which are key recommendations from energy assessments.
 - **Training Programs:** IUPAT's training includes energy-efficient painting techniques and building envelope improvements that could be applied during energy assessments.
 - **Example:** IUPAT's **Energy Efficiency and Green Building Program** provides training on sustainable building practices, including the use of energy-efficient materials and techniques.
 - **Link:** [IUPAT Training](#)
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7. Laborers' Local 32 (Green Construction Training)

- **Program Focus:** Local unions, such as Laborers' Local 32, often offer specific **green construction training** programs that focus on energy-efficient construction and sustainability practices.
 - **How It Can Help:**
 - **Energy Audits and Assessments:** Workers trained in green building practices can assist with energy audits and assessments, especially in terms of identifying inefficiencies in energy use and suggesting improvements.
 - **Retrofit Work:** These workers can also be deployed for energy-efficient retrofitting projects, making physical improvements to equipment, insulation, and other energy-consuming systems.
 - **Example:** Local 32's **Green Construction Apprenticeship** program trains workers on energy-efficient building practices that will be useful when conducting energy assessments.
 - **Link:** [Laborers' Local 32](#)
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8. Utility Worker Unions (e.g., UWUA - Utility Workers Union of America)

- **Program Focus:** Unions such as the **Utility Workers Union of America (UWUA)** represent employees in the utilities sector, including those working on energy infrastructure and energy efficiency programs.
- **How It Can Help:**
 - **Energy Efficiency and Infrastructure Support:** UWUA members can provide technical expertise in energy systems, smart grid technologies, and energy-efficient utilities, making them valuable for energy assessments.
 - **Green Energy Projects:** Union members trained in renewable energy and energy efficiency could provide support in both the planning and execution of

energy assessments, particularly in areas related to utility systems and energy consumption.

- **Example:** UWUA's **Energy Efficiency and Renewable Energy Training Programs** provide workers with the skills needed to assess and improve energy use in manufacturing and industrial settings.
 - **Link:** [UWUA](#)
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9. Apprenticeship Programs and Local Unions

- **Program Focus:** Many local unions run **apprenticeship programs** in construction and energy efficiency fields. These apprentices can be deployed to assist with tasks such as energy assessments, retrofitting projects, and technical training.
- **How It Can Help:**
 - **Apprentices for Energy Audits:** Apprentices trained in energy efficiency or construction can assist with data collection, identifying energy-saving opportunities, and supporting the retrofitting of energy-consuming systems.
 - **Skilled Workforce for Green Jobs:** Apprenticeships in building trades and green technologies can provide an ideal workforce for energy assessment programs.
- **Example:** Many **trade unions** offer **green energy apprenticeships** in areas like construction, HVAC, and electrical work, which can be directly applied to energy assessment tasks.