

## **APPENDIX 508**

### **CAREER TECHNICAL SKILLS TRAINING**

Career Technical Skills Training (CTST) projects provide opportunities for students to learn and practice career technical skills and workplace competencies through projects that result in improved facilities, projects or finished products. Projects accomplished through the CTST program provide students with quality training in a wide range of skills required for employment in their chosen career fields.

#### **General Requirements**

1. The National Director of the Office of Job Corps will allocate CTST funds to support training projects for designated career technical training (CTT) programs that use projects in the Construction, Advanced Manufacturing, Automotive and Machine Repair, Information Technology (Network Cable Installation only), Transportation, or Renewable Resources and Energy industries as the primary method of training. Training provided in these programs should offer a minimum of 65 percent hands-on activities/project-based learning resulting in finished products, projects or improved facilities.
2. Additional programs and projects may be eligible for CTST funding if determined to be appropriate by the National Director.
3. CTST projects must be described by the center in an annual CTST Plan prepared for the upcoming program year, and submitted by February 1, annually using approved CTST Submittal forms from the Funded-Not-Corrected (FNC)/Construction, Rehabilitation, and Acquisition (CRA)/Career Technical Skills Training (CTST) Job Corps Citrix website. Upon completion of all required fields within the form, Centers will upload the completed form to the FNC/CRA/CTST Job Corps Citrix website for review and approval by the Regional Office, followed by the National Office. When National Training Contractor (NTC) trades are involved, the annual CTST Plan must be developed in full cooperation with the NTC instructor(s). An NTC representative must sign the CTST Plan or provide a letter of concurrence with it, as well as for any modification to the plan, submit to the National Office, as prescribed below.
4. CTST Plans must be based on providing a wide range of training experiences for students within the funding allocated by the National Office of Job Corps (NOJC), and the student training time available for CTST work during the program year. Every effort should be made to actively involve students in planning and budgeting CTST projects and should be considered part of their project-based learning process.

#### **Programs Eligible for CTST Funding**

1. The annual CTST program budget for each center must be determined on the basis of the total authorized training slots for the following career technical offerings which use hands-on, project-based learning as the primary method of training. The following program areas, both basic and advanced, are eligible for CTST funding (Basic and Advanced designation is provided through the Centers Approved Master Profile):

- Bricklayer
- Brick Masonry
- Building Construction Technology
- Carpentry
- Cement Masonry
- Construction Craft Laborer
- Electrical
- Facilities Maintenance
- Floor Covering
- Forestry Conservation and Firefighting
- Glazing
- Heating, Ventilation and Air Conditioning (HVAC)
- Heavy Construction Equipment Mechanic
- Heavy Equipment Operations
- Heavy Truck Driving
- Landscaping
- Machining
- Manufacturing Technology
- Network Cable Installation
- Overhead Line Construction
- Painting
- Paving Machine Operator
- Petroleum Technician
- Plastering
- Plumbing
- Sign, Billboard, and Display
- Smart Meter and Instrumentation Technician
- Solar Installer and Repairer (PV and Thermal)
- Stationary Engineering
- Surveying
- Tile Setting
- Underground Residential Distribution
- Urban Forestry
- Water/Wastewater Operator
- Weatherization
- Welding

### **CTST Funding**

1. Funding allocated to each center for CTST programming must be established by the National Office of Job Corps (NOJC) on a program year basis and per training slot for each eligible career technical training (CTT) program as specified above.
2. CTST funds must be maintained and accounted for by the center as a separate budget line item and not transferred to any other budget category.
3. Centers may use single project underrun to support/balance out existing approved project(s), provided single underrun project is in 100 percent completion status within the applicable CTST program year (PY) cycle.
4. The total estimated cost of the center's CTST Plan must not exceed the annual allocated funding level established by the National Director of the Office of Job Corps.
5. The center's annual CTST Plan must include estimated costs of individual CTST projects.
  - a. CTST funds may be used for the following:
    - (1) Materials, tools and supplies (including health, safety, and personal protection equipment (PPE) and public identification)
    - (2) Jobsite power tools (specific to the completion of CTST projects)
    - (3) Equipment rental
    - (4) Contracted services

- (5) Agency technical services (USDA Forest Service Civilian Conservation Centers [CCCs] only)
  - (6) Motor vehicle operations and maintenance
- b. The total combined costs for a CTST project contracted services and agency technical assistance must not exceed 50 percent of the total cost of the individual project for which it is requested.
  - c. The use of CTST funds for mock-up training must be limited to materials, jobsite power tools, and equipment necessary to construct installed training aids or work stations.
6. CTST funds must not be used to:
- a. Supplement budgets or operations that are unrelated to or beyond the scope of hands-on training.
  - b. Pay any center staff salaries.
  - c. Purchase separately funded career technical training, consumable materials used in classroom training, curriculum, training aids, audiovisuals, or texts.
  - d. Offset or prorate salary, administrative, or support costs above the center level.
  - e. Maintain, rehabilitate, or construct staff housing.
  - f. Subcontract for the purpose of accelerating a project completion date.
7. Funding for CTST off-center projects may be supplemented in whole or in part by the benefiting agency, but:
- a. Costs to Job Corps must be limited to those items that are directly related to student training, and essential heating, plumbing, and electricity.
  - b. Benefiting agencies/organizations must provide all technical assistance, materials, planning, design, and ancillary features and equipment that do not contribute to or involve student training.

### **Annual CTST Plans**

- 1. Plan Contents - Each center's annual CTST plan must be prepared and submitted using the annual CTST Form approved by the National Office, which shall be posted on the Job Corps Funded-Not-Corrected (FNC)/Construction, Rehabilitation, and Acquisition (CRA)/Career Technical Skills Training (CTST) website.
- 2. Project Selection - Centers must select CTST projects in accordance with the following priorities;

- a. Projects that address skill items on Electronic Training Achievement Records (e-TARs) for each career technical training (CTT) area to ensure a wide range of skills development and that ensure the training inherent in the proposed projects is geared to job placement in the field for which students are being trained
  - b. On-center construction, rehabilitation, and maintenance projects, including items identified in the facility survey (In situations where contracted services are required, priority must be given to projects that fulfill these services through another Job Corps center's or other career technical skills training program's participation, whenever reasonably possible.)
  - c. Off-center projects on federal, state, county, or municipal public lands (Priority must be given to those projects for which the benefiting agency provides the most financial support. Benefiting agencies must provide technical assistance, materials, and other resources.) Justification must be provided for projects that require more than one hour travel in each direction:
    - (1) Promote, preserve, or protect the economic self-interest of private individuals or groups, whether profit or nonprofit.
    - (2) Involve capital construction that would normally be provided through city funding, industry funding, or through bond issues.
  - d. Public service projects for nearby communities, limited to public lands or to support community-based organizations (Such organizations need not be involved in providing job training services. Community service projects must be considered on-center projects in establishing priorities, provided the cost to Job Corps does not exceed \$5,000.)
  - e. Repetitive or production-oriented projects that provide short-term or inclement weather activities, such as production of cattle guards, picnic tables, and other such items
  - f. Construction of cut-away displays, mock-ups and work stations
  - g. Special projects as assigned and approved by the National Office
3. Prohibited Projects - Centers must not include the following in CTST Plans:
    - a. Projects that displace currently employed or contractually required workers, or impair existing contracts for services
    - b. Costs of administrative direction, management assistance, or overall program planning and support provided by the center operator when such costs are not directly related to the planning or execution of any specific project
  4. Spike Camps/Off-Center Residential Facilities – Spike camps/off-center residential facilities must be established only in support of a specific CTST project proposal.
  5. Spike camp proposals must include full justification and meet the following criteria:

- a. Be located 75 miles or less from the center, or further distance if approved by the Regional Office
  - b. Be temporary and not maintained beyond the life of the CTST project
  - c. Provide academic and residential support services and supervision of students 24 hours each day, commensurate with the level of services provided at the center
  - d. Exclude beginning readers from participation
  - e. Provide student supervision by staff other than career technical training instructors during non- working hours
  - f. Provide adequate medical/dental coverage for students
  - g. Have prior inspection and approval by the Center Safety Officer
  - h. Provide adequate communications between the spike camp and the center
  - i. Be operational only during the training week. Students must be returned to the center at the end of the last training day of the week
  - j. Have prior agreement from any involved NTC
  - k. Maintain costs involved with the spike camp operation separately from center operations to enable analysis of cost-effectiveness of the operation
6. Center-to-Center Collaborative Projects
- a. Centers must make every effort to use existing CTST programs including those at other centers, when planning CTST projects.
  - b. Centers are encouraged to review local and distance centers for available CTST support for proposed projects that the existing center does not have the CTST program offering. No distance limitations are placed on center to center collaboration.

### **CTST Plan Submission and Approval**

1. National Office Approval - centers must not begin any CTST project construction without express approval by NOJC.
  - a. Centers not submitting by the deadline established by NOJC may be determined to have forfeited/or delayed availability to CTST funds.

- b. The NOJC Division of Education Services, Career Technical Training (CTT) Unit will maintain record of and manage the review process, including review by the Job Corps Division of Facilities and Asset Management, if necessary.
  - c. Centers may submit corrections or alternative/replacement projects using the annual CTST Form approved by the National Office and formally notifying the CTT Unit Supervisor of their intent to do so, but not later than April 30.
2. Allocations - The National Office, via CTT, will communicate final allocation status to the Regional Office not later than July 1 and the Regional Office shall distribute CTST funds to centers for CTST projects approved by the National Office between July 1 and July 31.
  3. 90 Day Rule - The Regional Offices shall place 100 percent of the center's allocation on the existing center operations contract unless said contract is scheduled to terminate/expire within 90 calendar days of the funds being made available to the Regional Offices. In cases where the contract is scheduled to terminate/expire within 90 calendar days, the Regional Office will place 100 percent of the available CTST funding on the new contract, once awarded.
  4. Spending of Funds by Centers - The center must spend all CTST funds on its designated plan and projects by March 31 or forfeit unspent funds to the National Office. Each center must also complete the reconciliation contained in the CTST form at least twice annually, or at a frequency directed by the NOJC. The bi-annual status report must be submitted for July 1 through December 31 activity by 5:00 p.m. Eastern Standard Time January 31. The reporting for the period of July 1 through June 30 report must be submitted by 5:00 p.m. Eastern Standard Time July 31.

### **Operation of CTST Projects**

1. Center management must designate a staff member to coordinate and manage CTST project implementation. NTCs involved with specific projects must assist the designated staff member in carrying out the plan.
2. The individual designated to oversee CTST projects must coordinate with all career technical training programs on center involved in CTST projects and the Safety Coordinator.
3. The Regional Office will report withdrawal and deferment of an approved CTST project and instances of unauthorized projects or expenditures in writing immediately to the National Office CTT Unit.
4. All major CTST projects in progress and all completed projects and products, including buildings, campgrounds, or other permanent projects, must be prominently marked as having been produced by Job Corps. All movable products must be identified by either affixing a marked, non-corroding metal plate or by branding/stamping the project with the Job Corps name or emblem.