

EXHIBIT 5-2 PLAN AND REPORT SUBMISSION REQUIREMENTS

| Report Title | Frequency | Due Date | Destination | PRH Reference | Centers | Outreach/ Admissions | CTS |
|--|--|-------------------------|--|------------------------|---------|----------------------|-----|
| Financial Management, Subcontracting, Procurement, and Facility Reports | | | | | | | |
| SF-1034, Public Voucher (center) (OA/CTS) | Bimonthly Monthly | Bimonthly Monthly | Regional Office Regional Office | Chapter 5 Chapter 5 | X | X | X |
| ETA 2110, Financial Report | Monthly | 10th | Regional Office National Office | Chapter 5 | X | | |
| ETA 2110, OA/CTS, Financial Report | Monthly | 10th | Regional Office National Office | Chapter 5 | | X | X |
| ETA 2110S, Center Vacancy/Separation Report | Monthly | 10th | Regional Office National Office | Chapter 5 | X | | |
| B1 CRA – ETA 2110 Reconciliation | Quarterly (DOL and/or Operators may request more frequent updates) | 1/20, 4/20, 7/20, 10/20 | Regional Office National Office | Chapter 5 | X | | |
| Student Pay Bank Reconciliation | Monthly | 15th | Job Corps Data Center SAAS Manual | | X | | |
| ETA 2181, Center Budget | Annually and as required by contract modifications | | Regional Office National Office | Chapter 5 | X | | |
| ETA 2181, OA and CTS Budget | Annually and as required by contract modifications | | Regional Office National Office | Chapter 5 | | X | X |
| Construction/Rehab Report | Quarterly (and with each CRA Funding request) | 1/20, 4/20, 7/20, 10/20 | Regional Office National Office (via FNC/CRA/CTST website) | Chapter 5 | X | | |

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|---|--------------|--|--|---------------|---------|----------------------|-----|
| Center Preventive and Corrective Maintenance Plan | Annually | 90 days after contract award | Regional Office National Office (via FNC/CRA/ CTST website) | Chapter 5 | X | | |
| Preventive and Corrective Maintenance Schedules | Annually | Contract Anniversary | Regional Office National Office (via FNC/CRA/ CTST website) | Chapter 5 | X | | |
| SF 294, Subcontracting Report | Semiannually | 4/25, 10/25 | Regional Office | Chapter 5 | X | | |
| Physical Inventory of Nonexpendable Property | Annually | Contract Anniversary | Contracting Officer | | X | X | X |
| Personnel Reports | | | | | | | |
| Senior Staff Compensation Report | Annually | 1/10 | Regional Office | Contract | X | | |
| Staff Incentive Plan | Annually | Contract Anniversary | Regional Office | Contract | | X | X |
| Staff Training Plan | Annually | Contract Anniversary | Regional Office | Chapter 5 | X | X | X |
| Affirmative Action Plan | Annually | Contract Anniversary | Regional Office | Chapter 5 | X | X | X |
| VETS-4212 Report | Annually | 9/30 | Regional Office | Contract | X | X | X |
| Health Reports | | | | | | | |
| Health Services Annual Program Description | Annually | 8/15 | Regional Office National Office | Chapter 2 | X | | |
| Health Services Staffing Distribution | Monthly | 10th | Regional Office National Office | Chapter 2 | X | | |
| Health Care Guidelines | Annually | Contract Anniversary [contract centers; Program Year (CCC)] | Regional Office | Chapter 2 | X | | |
| Health Services Utilization Report | Monthly | 10th | National Office | Chapter 2 | | | |
| Alcohol Testing Summary | Quarterly | 1/10, 4/10, 7/10, 10/10 | Regional Office National Office | Chapter 2 | X | | |

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|---|--------------|---|--|-----------------------------|---------|----------------------|-----|
| Career Technical Training Reports | | | | | | | |
| CTST Form | Semiannually | 1/31, 7/31 | Regional Office | Chapter 5 | X | | |
| Annual Plans | | | | | | | |
| Career Development Services System Plan (Outreach, CPP, CDP, and CTP) | Annually | Contract Anniversary | Regional Office | Chapter 5 | X | X | X |
| Quality Assurance Plan | Annually | Contract Anniversary | Regional Office | Chapter 5 | X | X | X |
| Bloodborne Pathogen Control Plan | Annually | | Regional Office | Chapter 5 | X | | |
| CTST Plan | Annually | 2/1 | Regional Office | Chapter 5, Appendix 508 | X | | |
| Accessibility Plan | Annually | 6/30 | Provide during Disability Program Compliance Assessment | Chapter 5 | X | | |
| Recreation Program Plan | Annually | 90 days after contract award Contract Anniversary [contract centers; Program Year (CCC)] | Regional Office | Chapter 5, Section 5.1, R11 | X | | |
| Occupational Safety and Health Reports and Forms | | | | | | | |
| OSHA 301, Incident Report | As needed | Within 7 calendar days of supervisor notice | Employees' Compensation Operations and Management Portal (ECOMP) | Chapter 5 | X | | |
| OSHA 300, Log of Work-Related Injuries and Illnesses | As needed | Within 7 calendar days of supervisor notice | Employees' Compensation Operations and Management Portal (ECOMP) | Chapter 5 | X | | |

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| OSHA 300A, Summary of Work-Related Injuries and Illnesses | Annually | 2/1 through 4/30 | Post On-Center | Chapter 5 | X | | |
| CA-1, Employee Notice of Traumatic Injury | As needed | Within 7 calendar days of supervisor notice | Employees' Compensation Operations and Management Portal (ECOMP) | Chapter 5 | X | | |
| CA-2, Employee Notice of Occupational Disease | As needed | Within 7 calendar days of supervisor notice | Employees' Compensation Operations and Management Portal (ECOMP) | Chapter 5 | X | | |
| CA-6, Official Superior's Report of Employee's Death | As needed | Within 10 workdays after knowledge by supervisor of an employee's work-related death | Employees' Compensation Operations and Management Portal (ECOMP) | Chapter 5 | X | | |
| CA-7, Claim for Compensation | As needed | Within 5 calendar days of student signature | Employees' Compensation Operations and Management Portal (ECOMP) | Chapter 5 | X | | |
| CA-16, Authorization for Examination and/or Treatment | As needed | As promptly as possible after initial medical examination | U.S. Department of Labor, DFEC Central Mailroom (Paper form) | Chapter 5 | X | | |
| Child Development Center (CDC) Operation and Compliance Review | Semi-Annually | 4/20, 10/20 | Regional Office | Appendix 509 | X | | |
| Other | | | | | | | |

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|---|-------------------------|--|---|---------------|---------|----------------------|-----|
| Energy and Water Consumption Report | Monthly | 30th of each month | Regional Office National Office (via Energy Watchdog website) | Chapter 5 | X | | |
| Waste Disposal Report | Quarterly | 1/31, 4/30, 7/30, 10/31 | National Office (via FNC/CRA/CTST website) | Chapter 5 | X | | |
| Greenhouse Gas (Carbon Footprint) | Annually | 12/1 | National Office (via FNC/CRA/CTST website) | Chapter 5 | X | | |
| Environmental Health Inspections | Quarterly (fiscal year) | 3/31, 6/30, 9/30, 12/31; reports must be submitted within 15 days following end of quarter | Regional Office National Office | Chapter 5 | X | | |
| OA/Contractor Application Data Report | Monthly | 10th of each month | Regional Office | Chapter 1 | | X | |
| Monthly Fleet Report | Monthly | 10th of each month | National Office | Chapter 6 | X | X | X |
| Annual GSA Fleet Requirements | Annually | 8/15 | Regional Office National Office | Chapter 6 | X | | |
| Law Enforcement Agreements | Annually | 7/1 | Regional Office National Office (DROPI) | Chapter 5 | X | | |
| Center Safety and Security Standard Operating Procedures (SOPs) | Annually | 7/1 | Regional Office National Office (DROPI) | Chapter 5 | X | | |

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| Job Corps Emergency Funding Request Report | As needed | 1/20, 4/20, 7/20, 10/20 | Regional Office National Office (via FNC/CRA/ CTST website) | Chapter 5 | X | | |
| Non-Recurring Reports | | | | | | | |
| Significant Incident Reports: <input type="checkbox"/> Initial <input type="checkbox"/> Supplemental <input type="checkbox"/> Final | As needed | <input type="checkbox"/> Initial <input type="checkbox"/> Supplemental <input type="checkbox"/> Final | Regional Office National Office | Chapter 5 | X | X | X |
| SF 91, Motor Vehicle Accident Report | As needed | Within 5 working days | Regional Office | Chapter 6 | X | X | X |