

APPENDIX 303

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 finished facilities or 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 shall allocate CTST funds to support training projects for designated career technical training programs that use projects in the Construction, Advanced Manufacturing, Automotive and Machine Repair, Transportation, or Renewable Resources & Energy industries as the primary method of training. Training provided in these programs should offer a minimum of 65 percent hands-on activity/ project-based learning resulting in finished products 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 shall be described by the center in an annual CTST plan prepared for the upcoming program year and submitted by February 1 annually to the Regional Office of Job Corps using approved forms. When National Training Contractor (NTC) trades are involved, the annual CTST plan shall be developed in full cooperation with the NTC instructor(s). An NTC representative shall sign the CTST plan or provide a letter of concurrence with it and for any modification to the plan submitted to the Regional Office, as prescribed below.
4. CTST plans shall be based on providing a wide range of training experiences for students within the funding allocated by the National Office of Job Corps, 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 shall 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. to the following program areas, both basic and advanced, are eligible for CTST funding::

Bricklaying
Carpentry
Cement Masonry
Construction Craft Laborer
Electrical
Facilities Maintenance

Floor Covering
Forestry Conservation and Firefighting
Glazing
Heating, Ventilation and Air Conditioning (HVAC)
Heavy Equipment Mechanic
Heavy Equipment Operator
Heavy Truck Driving
Landscaping
Machining
Manufacturing Technology
Overhead Line Construction
Painting
Paving Machine Operator
Plastering
Plumbing
Sign and Billboard
Smart Meter 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 shall be established by the National Office of Job Corps on a program year basis and per-training-slot for each eligible career technical training program as specified above.
2. CTST funds shall 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 under-run to support/balance out existing approved project(s), provided single under run project is in 100% completion status within CTST Program Year.
- 4.. The total estimated cost of the center's CTST plan shall 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 shall 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 and public identification)
 - (2) Job-site power tools (specific to the completion of a CTST project)
 - (3) Equipment rental
 - (4) Installed equipment
 - (5) Contracted services
 - (6) Agency technical services (USDA centers only)
 - (7) Motor vehicle operations and maintenance
 - (8) Equipment operations and maintenance
 - B. The total combined costs for a CTST project's contracted services, agency technical assistance, and installed equipment shall not exceed 50 percent of the total cost of the individual project for which it is requested.
 - C. The total costs for a project's job-site power tools shall not exceed 15 percent of the total cost of the individual project for which it is requested.
 - D. The use of CTST funds for mock-up training shall be limited to materials, job-site power tools, and equipment necessary to construct installed training aids or work stations.
5. CTST funds shall 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.
6. . Center operators may submit requests for additional CRA funds to supplement CTST monies when a long-term CTST proposal involves major on-center facility rehabilitation or replacement construction focused on a individual facility (as identified in Annual CTST Plans item 4 below).
- Such CRA construction fund requests should be submitted as directed using the Inventory of Needs (ION) website.
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 shall be limited to those items that are directly related to student training, essential heating, plumbing, and electricity.

- B. Benefiting agencies/organizations shall 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 shall be prepared and submitted using the most recently National Office-approved Forms CTST-1, CTST-2, and, if applicable, CTST-4; available for download from the JCDC Community website or directly from the Regional or National Office. Each center's annual plan shall include:

- A. A completed Form CTST-1 summarizing all proposed projects and CTST request amounts and estimates for project costs, appraised values of completed projects, student months of planned training, and include signatures by the Center Director, CTT Manager/CTST Coordinator, Safety Coordinator, Instructors, and NTC representatives for all trades represented in each individual project.
- B. A completed Form CTST-2 providing detail for each proposed project involving \$2,500 or more of direct project costs. Each Form CTST-2 is required to include:
 - (1) A unique project number formatted to identify the center, project year, and distinct project identifier suffix.
 - (2) The anticipated start date of the project and estimated number of non-holiday work days needed to complete the project.
 - (3) A list of the approved trades involved in the project and the estimated number of work days each trade will collectively be involved in the project.
 - (4) A narrative description of the project's final physical outcome including:
 - a. The distance of the project from the center, if applicable.
 - b. The identification number of any referenced facility survey.
 - c. The identification number of any existing on-center buildings being altered or upgraded or statement of intent to construct a new on-center structure and its location and situation in relation to existing facilities.
 - d. The dimensions of the addition and/or new structure including total square footage.
 - e. Basic design characteristics and fabrication techniques involved in the construction or renovation.
 - f. Details of any alterations to major building systems being made during the projects including structural; plumbing; heating, ventilation and air conditioning; electrical; and safety systems.
 - g. Identification and definition of phases of construction in which the project will be completed.
 - h. The agency/organization to benefit from the project.

- (5) A narrative description of the project's training execution including:
 - a. A description of each trade's involvement in each phase of construction and basic steps each will accomplish.
 - b. A description of how the CTST project will integrate academic, career technical, and career success standards and competencies.
 - (6) Separate cost estimates for materials and supplies, job-site power tools, equipment rental, installed equipment, contracted services, agency technical services (USDA centers only), motor vehicle operations and maintenance, and equipment operations and maintenance.
 - (7) Estimates of additional funding provided directly from the CRA funding process and center/benefiting agency contributions.
 - (8) A Safety Hazard Analysis identifying project tasks and risks to participants and by-standers; categorization of each identified risk; and categorization of tactics that will be used to abate identified risks in each task.
 - (9) For projects proposing renovation or new construction of a structure or building, attachments within the Form CTST-2 should provide:
 - a. Single line technical drawings illustrating and/or describing the project outcome's location and situation; basic dimensions and construction features; adherence to federal standards and local code; if applicable, details of any major systems changes as identified above in item 4f; building and construction types utilized; and approximate square footage.
 - b. List and schedule of required licenses, authorizations, and/or permits.
 - c. Plan to accommodate current building functions while construction/rehabilitation is underway.
 - (10) Form CTST-2 may also, but are not required to, include supporting images that are numbered and include a caption or legend; technical specification documentation of equipment to be installed; letters of community support; and other such consequential records.
- C. Individual projects involving less than \$2,500 in direct project costs shall be combined under one project number and titled "Miscellaneous Construction Projects," and described on a single Form CTST-2.
- D. Modification to a previously submitted Form CTST-2 are identified as:
- (1) Administrative modifications are identified as those encompassing the provision of absent but required signatures or documentation or the correction of minor calculation errors. Centers will resubmit an updated and complete Forms CTST-1 and CTST-2 to the center's Regional Office of Job Corps

- (2) Major modifications are identified as those encompassing change in scope, project location or building identification, trade participation, fund request amount, or similarly significant project elements. Centers will:
 - a. Withdraw the project via written request to the Regional Office of Job Corps identifying the project by project ID number and title.
 - b. Submission of a complete replacement project (if applicable) identified using a new and unique project identification number, and accompanied by an updated and complete Forms CTST-1 and CTST-2 including updated signatures.
- E. Modifications to previously approved plans must be submitted and approved by the Regional and National Offices within the schedule provided below, prior to implementation, using the procedure documented above in item D.(1&2).

2. Project Selection

Centers shall select CTST projects in accordance with the following priorities:

- A. Projects that address skill items on Training Achievement Records (TARs) for each career technical training 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 shall be given to projects that fulfill these services through another Job Corps center's or other career technical skill training program's participation, whenever reasonably possible.
- C. Off-center projects on federal, state, county, or municipal public lands. Priority shall be given to those projects for which the benefiting agency provides the most financial support. Benefiting agencies shall provide technical assistance, materials, and other resources. Justification shall 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.
 - (3) Exceed 25 percent of the sum of the student training months of the center's CTST plan (unless approved in writing by the Regional Office).
- 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 shall 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 and mock-ups.
 - G. Special projects as assigned and approved by the National Office.
3. Prohibited Projects
- A. Centers shall not include the following in CTST plans: Projects that displace currently employed or contractually required workers, or impair existing contracts for services.
 - B. High-cost items such as bridge construction, major culvert construction, road paving, or sewage facilities to be accomplished by contract if:
 - 1. As part of the CTST project, the costs are in excess of 50 percent of the cost of the individual project.
 - 2. Such items are not part of a CTST project.
 - C. 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. Long-Term Proposal

A multi-year effort focusing on the construction of a single new facility or extensive rehabilitation of an existing facility, in phases over multiple program years shall be designated as a long-term proposal by the Office of Job Corps.

- A. Consideration of long-term proposal status and funding for long-term proposals shall regard the following:
 - (1) Proposals intended for long-term status that lack sufficient architectural/engineering planning must limit first year CTST projects to preparation activities that result in architect/engineer-certified plans and a Form CTST-4 describing the long-term proposal and outlining cost estimations for all phases of construction by program year.

Such proposals should be submitted using a Form CTST-2 for planning activities during the first program year. Such activities are limited to contracted and agency technical assistance costs involving advance survey, planning, and design of on-center construction.

Submitted Form CTST-2 should provide a comprehensive narrative description of the intended facility including a description of facility use, construction features to be integrated, inventory of accommodations and amenities, square footage, expected cost per square foot, and number of program years expected to complete.
 - (2) Proposals presented for long-term status with plans certified by an accredited architect/engineer may present a construction phase in the first program year.

Such proposals should be submitted using a Form CTST-2 outlining first program year activities and Form CTST-4 describing the long-term proposal and outlining cost and cost estimations for all phases of construction by program year.

- B. Forms CTST-4 and CTST-2 should share the same project identification number when initially presented. Long-term proposals will be identified in their entirety and over the life of the effort using the first year's project identification number. Subsequent program year phases shall be applied for using a Form CTST-2 with a unique project identification number and identifying the original approved project number.
- C. Modification to a long-term proposal altering the focus or outcome of the effort should be processed using the major modification process stated in Annual CTST Plans item 1.D.(1&2) using a Form CTST-4. Modifications should consider and document previously approved and performed project phases. Centers making major modification requests to long-term proposals that have a considerable amount of work completed may be obliged to complete the effort as originally proposed if extensive additional cost or effort is requested of the government
- D. Projects that are phases of officially-designated long-term proposals will be given preferential consideration for funding but a project's long-term status shall not be construed as explicit commitment by Job Corps to undertake the project.

5. Spike Camps/Off-Center Residential Facilities

Spike camps/off-center residential facilities shall be established only in support of a specific CTST project proposal. Spike camp proposals must include full justification and meet the following criteria:

- A. Be located 75 miles or less from the center.
- 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 other than career technical 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 shall 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 shall make every effort to use existing CTST programs including those at others 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.

CTST Plan Submission and Approval

1. Centers shall not begin any CTST project construction without express approval by the Regional and National Offices of Job Corps.
2. February 1 of each program year - All centers must submit annual CTST plans using the currently National Office-approved Forms CTST-1, CTST-2, and, if applicable, CTST-4 for the upcoming program year to the Regional Office of Job Corps by February 1.
 - A. Centers not submitting by the February 1 deadline may be determined to have forfeited/or delayed availability to CTST funds.
 - B. The Regional Office shall review all CTST plans and projects to certify forms are complete and meet the CTST program guidelines and to ensure funds will contribute to the effective and efficient meeting of prescribed standards, operational targets, and special objectives for each center in regards to student training, project based learning, facility maintenance and development, and health and safety issues.
 - C. The Regional Office shall respond with preliminary status of a plan to the center by March 20. If a plan or project is declined by the Regional Office, the Regional Office shall provide the basis for the decision to the center and allow the center to correct the shortcomings or withdraw project(s) and submit replacements up to its funding limit using the modifications process described above in Annual CTST Plans item 1.D.(1&2).
3. March 31 of each program year - The Regional Office will submit complete, reviewed, and region-approved center plans to the National Office for review and final consideration of plans for the upcoming program year by March 31. The National Office's Division of Education Services, Career Technical Training (CTT) Unit will maintain record of and manage the review process, including review by the DFAM, if necessary.
 - A. Regions not submitting by the March 31 deadline may be determined to have forfeited or delayed availability to CTST funds to their centers.
 - B. All communications from and to the center during this period should be initiated through the Regional Office.
 - C. Centers may submit corrections or alternative/replacement projects using the major modification process described above in Annual CTST Plans item 1.D to address projects that are declined by the National Office during this period.

- D. Modifications to previously approved CTST plans shall be submitted using the major modification process via the Regional Office as described in Annual CTST Plans item 1.D.(2).
 - E. All major modification actions must be submitted to the Regional Office no later than April 20 and the Regional Office must submit complete, reviewed, and region-approved actions to the National Office within 10 days of receipt.
4. July 1 of each program year - The National Office, via CTT, will communicate final status to the Regional Office no later than July 1 and the Regional Office shall distribute CTST funds to centers for CTST projects approved by the National Office as soon as funding becomes available and no sooner than July 1.
 5. June 30 - The center shall spend all CTST funds on its designated plan and projects or forfeit unspent funds to the National Office. The center will also submit a Form CTST-3 by June 30 to the Regional Office. The Regional Office will verify the information provided and forward the Form CTST-3 to the National Office within 30 days of receipt.
 6. CTST -3 bi-annual status report must be submitted for July 1st through December 31st activity by COB January 31. For the reporting period of July 1 through June 30th report must be submitted by COB July 31st each program year. The Regional Office will verify the information provided and forward the Form CTST-3 to the National Office within 30 days of receipt.

Operation of CTST Projects

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