

FORM CTST-2 - INSTRUCTIONS

FORM CTST-2 - CAREER TECHNICAL SKILLS TRAINING PROJECTION DESCRIPTION

PURPOSE: To summarize and request approval for annual plan of Career Technical Skills Training (CTST) projects for a center.

FORM: In its entirety, the Excel-based Form CTST-2 is comprised of 13 tabs:

INSTRUCTIONS

FORM - CTST PROJECT DESCRIPTION

EST 1 - MATERIALS AND SUPPLIES ESTIMATE

EST 2 - JOB-SITE POWER TOOLS AND EQUIPMENT ESTIMATE

EST 3 - EQUIPMENT RENTAL ESTIMATE

EST 4 - INSTALLED EQUIPMENT ESTIMATE

EST 5 - CONTRACTED SERVICES ESTIMATE

EST 6 - AGENCY TECHNICAL SERVICES ESTIMATE

EST 7 - MOTOR VEHICLE OPERATIONS/MAINTENANCE ESTIMATE

EST 8 - EQUIPMENT OPERATIONS/MAINTENANCE ESTIMATE

SHA - SAFETY HAZARD ANALYSIS

ATTACH - ATTACHMENTS

REVIEW - OFFICE OF JOB CORPS USE ONLY

HAZARDS - HAZARD CATEGORY DESCRIPTIONS

The 11 tabs highlighted in red are required documents, to be completed by the center. The green highlighted tab is a required document for the Regional Office. All questions should be answered completely. Unless otherwise noted, all white fields should be completed, using prescribed formats where indicated. Fields filled in grey should not be manipulated.

FULL INSTRUCTIONS CAN BE FOUND BY CLICKING THE LINK BELOW:



FORM CTST-2
INSTRUCTIONS