

APPENDIX 303

CAREER TECHNICAL SKILLS TRAINING

Career Technical Skills Training (CTST) projects provide opportunities for students to learn and practice career technical skills and work place competencies through work on projects which 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 Director of Job Corps shall allocate CTST funds to support training projects for designated career technical training programs that use work on construction or manufacturing projects as the primary method of training. Training provided in these programs should offer a minimum of 65% hands-on activity resulting in finished products or improved facilities.
2. CTST projects shall be described by the center in an annual CTST Plan, prepared for the upcoming Program Year and submitted to the Regional Office for approval by February 1st, annually. When National Training Contractor (NTC) trades are involved, the annual CTST Plan shall be developed in full cooperation with the NTC instructor(s). The NTC shall sign-off or provide a letter of concurrence on the annual CTST plan and any modification to the plan being submitted to the Regional Office.
3. 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.

Programs Eligible for CTST Funding

1. The annual CTST budget for each center shall be allocated on the basis of the total authorized training slots for the following career technical offerings which use work on construction or manufacturing projects as the primary method of training:

Carpenter

Painter

Cement Mason

Plasterer

Bricklayer

Heavy Equipment Operator and Mechanic

Truck Driver

Glazier

Sign Painter

Electrician

Plumber
Paving Machine Operator
Stationary Engineer
Solar Installer & Repairer
Building and Apartment Maintenance Worker
Tile setter
Floor Coverer
Pointer, Caulker, Cleaner
Welder (when the program results in an end product)
Landscape Gardener
Surveyor
Construction Technology

CTST Funding

1. Funding allocated to CTST for the Program Year shall be established by the National Office of Job Corps, on a per training slot basis 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. The total estimated cost of the center's CTST Plan shall not exceed the annual allocated funding level established by the Director of Job Corps.
4. 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 and supplies
 2. Contracted services
 3. Technical assistance
 4. Installed equipment
 5. Health and safety protection equipment
 6. Vehicle operations
 7. Work site protection
 8. Public identification
 9. Equipment rental
 - b. Total combined costs for contracted services, technical assistance and installed equipment shall not exceed 50% of the total cost of any individual project.

- c. The use of CTST funds for mock-up training shall be limited to materials necessary to construct permanently installed training aids.
5. CTST funds shall not be used to:
 - a. Supplement budgets or operations which are unrelated to or beyond the scope of hands-on training.
 - b. Pay any center staff salaries.
 - c. Purchase separately funded career technical training equipment, consumable materials used in classroom training, 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 capital construction/rehabilitation fund requests to supplement CTST funds, when a planned CTST project proposal involves on-center major facility rehabilitation or replacement construction.
 - a. Such requests shall be submitted to the Regional Office and forwarded to the National Office for approval. Requests shall include:
 1. Full justification of the need.
 2. Total amount of funding needed for the life of the CTST project, prorated by Program Year.
 3. Explanation of services and costs per item/service.
 - b. Combined capital/CTST funding requests shall be considered when:
 1. Subcontracts for specialized services and/or purchase of equipment to be permanently installed are beyond the scope of the center's career technical training capability.
 2. Construction/rehabilitation portions of the project, services, or equipment installation are to be accomplished totally by subcontract.

Such requests shall not be approved when:

1. The purpose of the request is to conserve CTST funds.
2. Funds are requested as a substitute for those percentages of CTST project funds authorized for contracted services or installed equipment in on-center construction projects.

7. Funding for CTST off-center projects may be supplemented in whole or in part by the benefiting agency.
 - 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 such as landscaping, carpeting, air conditioning, road surfacing, decorations, furnishings and other items 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 forms found in the Job Corps Forms Handbook. Each center's annual plan shall include:

- a. A Career Technical Skills Training Project Plan (CTST-1) which includes a listing of all proposed projects and summarizes estimates for cost, appraised value of the completed projects and student months of training planned.
- b. An Individual Project Proposal (CTST-2) for each proposed project involving \$2,500 or more of direct project costs. Each CTST-2 shall include:
 1. A narrative description and justification for the project.
 2. A project number (once approved, the project shall carry the same number throughout its existence).
 3. Finished or in-progress technical plans and designs, including the nature and amount of funds used for these plans and designs.
 4. Cost estimates for materials and supplies, contracted services, technical assistance, installed equipment, vehicle operations, and equipment rental.
 5. The distance of the project from the center, if applicable.
 6. Types of training involved in the project.
 7. Student-months of training for each career technical area involved in the project.
 8. Estimated appraised value of the completed project.
 9. The agency/organization to benefit from the project.
 10. A safety hazard analysis.
 11. A description of how the CTST project will integrate academic, career technical and career success standards and competencies.
- c. Individual projects involving less than \$2,500 in direct project costs, may be combined under one heading "Miscellaneous Construction Projects", and described on a single CTST-2 form.

- d. Long-term accounting information (CTST-4), including a detailed break-down of cost estimates for each year of the proposed project for any project proposed to have a life span of more than 1 year.
- e. On-center projects involving major rehabilitation or new construction shall include the following additional information:
 1. Single line drawings
 2. Building type
 3. Approximate square footage
 4. Plan to accommodate current building functions while construction/rehabilitation is underway
 5. Documentation of, or request for National Office approval
- f. The center's CTST plan modification to a previously approved plan shall be signed by the following:
 1. Center Director
 2. CTST program coordinator (or individual who prepared the plan)
 3. National Training Contractor designee (for those projects where NTC students are involved)
 4. Center Safety Officer
- g. Modifications to previously approved plans must be submitted prior to implementation.

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 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.
- 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 1 hour travel in each direction.
- c. 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. Such projects shall not:

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 handled through city funding, industry funding or through bond issues.
 3. Exceed 25% of the student training months of the center's annual CTST projects.
- d. Center staff housing construction or improvement projects.
 - 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.

3. Prohibited Projects

Centers shall not include the following in CTST Plans:

- a. Projects which 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% 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. Future Program Year Projects

Proposals for future Program Year projects shall be submitted for technical assistance costs involving only advance survey, planning and design of on-center projects contemplated for periods beyond the upcoming Program Year. Such proposals shall include:

- a. Description of the project, size and scope
- b. Location
- c. Estimated costs

Approval of such advance costs shall not be construed as commitment by Job Corps to undertake the project. Once advance planning is completed, the project shall be submitted as part of the annual CTST Plan for the appropriate year.

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.

CTST Plan Submission and Approval

1. All centers shall submit annual CTST plans for the upcoming Program Year to the Regional Office by February 1st. Modifications to previously approved CTST Plans shall be submitted to the Regional Office prior to initiation of the project.
2. The Regional Office of Job Corps shall have approval authority for all CTST projects, with the exception of the following, which shall be forwarded to the National Office of Job Corps for review and approval:
 - a. For leased centers, all projects involving major rehabilitation of a building or new construction.
 - b. For DOL-owned centers, all projects for:
 1. New construction
 2. Rehabilitation estimated to cost more than \$50,000
 3. Changes to any building's structural, major mechanical, plumbing, or electrical system
 - c. For all centers, projects for which the costs of specialized technical assistance, subcontracted services, and/or equipment to be permanently installed are in excess of 50% of the total cost of the project. (Prior to receiving National Office approval, the center shall not advertise for bids on such projects.)
 - d. On-center projects for which supplemental capital funds are requested.

- e. Project proposals about which legal questions, safety issues, or policy interruptions have been raised.
- f. Projects which involve establishment of Spike Camps.
3. The Regional Office shall respond to the center's plan by April 1st. If an annual plan or project proposal is disapproved, the Regional Office shall provide the basis for disapproval to the center.
4. For projects requiring National Office approval, such approval/disapproval shall be provided by July 1st.
5. Centers shall not begin any project which has been disapproved or has not been approved by the Regional or National Offices.
6. Regional Offices shall distribute CTST funds to centers for approved CTST projects as soon as funding becomes available after July 1st of each Program Year.

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 cancellation 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 instances of unauthorized projects or expenditures immediately to the National Office.
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.