

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, projects 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, 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 activity/ 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 shall be described by the center in an annual CTST plan prepared for the upcoming program year, and submitted by February 1 annually using approved forms to the regional Share Point through the Job Corps Community Web site. 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. The following program areas, both basic and advanced, are eligible for CTST funding:

Bricklaying (Brick Masonry)
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
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 Operations
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 percent 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 CTST projects)
 - (3) Equipment rental
 - (4) Contracted services
 - (5) Agency technical services (USDA centers only)
 - (6) Motor vehicle operations and maintenance
- b. The total combined costs for a CTST project contracted services and agency technical assistance shall 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 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. 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, and 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 recent National Office-approved Forms CTST-1, CTST-2, and, CTST-3. The CTST forms have been modified and the CTST Form 4 is no longer required. Regional and National Offices will only accept the Excel formatted forms for CTST submittals; available for download from the regional Share Point/CTST folder. Completed forms are to be uploaded to the center's folder in the Share

Point/PY CTST folder. Please refer to Appendix 303a for instructions on how to complete form CTST-1, CTST-2 and CTST-3. Please refer to Appendix 303b for sample project descriptions.

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;
- 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, mock-ups and work stations;
- 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. 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, or if further distance is 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 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.

5. 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. No distance limitations are placed on Center to Center collaboration.

CTST Plan Submission and Approval Timeline

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 upload completed annual CTST plans using the current National Office-approved Forms CTST-1 and CTST-2 for the upcoming program year to the Regional Office Share Point/CTST folder 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 30. 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 and 2).
3. March 31 of each program year - The Regional Office will post completed, reviewed, and region-approved center plans to the Regional Share Point site for the National Office to review and finalize 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 27 and the Regional Office must submit complete, reviewed, and region-approved actions to Regional Share Point folder 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.
5. June 30 - The center shall spend all CTST funds on its designated plan and projects or forfeit unspent funds to the National Office.
 6. August 31 - The center will post a Form CTST-3 using the regional Share Point folder by August 31. The Regional Office will verify the information provided and complete their review of the Form CTST-3 by no later than September 30 of each year.
 7. CTST-3 bi-annual status report must cover July 1 through December 31 activity uploaded by COB January 31 on the regional Share Point folder. For the reporting period of January 1 through June 30 report must be submitted by COB August 31 each program year. The Regional Office will verify the information provided and complete their review of the Form CTST-3 by COB September 30 of each year.
 8. The expectation of the National Office is for all CTST funds obligated to the center contract to be expensed in a timely manner. In order to avoid excessive underruns at the end of the CTST reporting year (June 30) goods and services must be ordered and received on center by June 30. As a best practice to ensure compliance to the above issue it is recommended that centers make every attempt to use May 31 as an internal deadline or sooner.

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.