APPENDIX 303a

CAREER TECHNICAL SKILLS TRAINING (CTST) INSTRUCTIONS FOR COMPLETING FORM CTST-1, CTST-2 AND CTST-3

A. Form CTST-1 CAREER TECHNICAL SKILLS TRAINING ANNUAL SUMMARY summarizes and requests approval for annual plan of CTST projects for a center. The form **i**n its entirety, the Excel-based Form CTST-1 is comprised of six tabs:

- Instructions
- CTST Plan
- TRADE SIG – Trade Signatures
- ADMIN SIG – Administrative Signatures
- OTHER SIG – Other Signatures
- REVIEW – Office Of Job Corps Use Only

(1) The four tabs highlighted in red are required to be completed by the center; the green tab is required to be completed by the Regional Office. All questions should be answered completely. Unless otherwise noted, all white fields should be completed, using prescribed formats where indicated. Fields shaded in grey should not be manipulated.

(2) The instructions describe the use of this Microsoft Excel-based document to record CTST projects; describe each tab included in the document; and define the information and data to be entered into each field of these tabs.

(3) The CTST annual summary collects data and information for processing annual CTST plan, comprised of projects submitted using Form CTST-2.

Each Form CTST-1 is required to include:

(1) REGION: the center's region from the pull-down menu.
(2) CENTER: the center name from the pull-down menu.
(3) CONTRACT #: Enter the official contract number of the most recent DOL contract for the center operator. Do not use internal reference numbers. Forest Service centers should enter "USDA."
(4) Each of the following fields constitutes the record of a CTST project. Each CTST project record is captured in a single line of the table in this form, and all information can be found on each individual Form CTST-2.

a. **PROJECT ID**: Enter the six digit code from the Project ID field from the top of the Form CTST-2.

b. **TITLE**: Enter the text from the *Title* field at the top of each Form CTST-2.

c. **CTST REQUEST**: Enter the amount from the CTST Request field at the bottom of the Form CTST-2.

d. **CENTER TRADE OFFERINGS AND SLOT COUNT**: Enter the CTT trade and slot count in the designated fields.

e. **TOTAL COST REQUESTED:** Enter the amount from the *Total CTST Cost* field at the bottom of the Form CTST-2

f. **EST. VALUE**: Enter the amount from the Est. Value field at the bottom of the Form CTST-2.

g. **STATUS**: **FOR Regional Office of Job Corps USE ONLY -** Enter the current status of each CTST project before uploading Form CTST-1 to the Regional Share point folder. Do NOT erase or delete proposals that have been declined or withdrawn; follow instructions in PRH Appendix 303.

Do NOT enter information in the grey fields. These fields are automatically calculated from the data entered in the table.

(5) TRADE SIGNATURES: This tab provides a signature page to be signed and dated by center instructors and NTC representatives to indicate knowledge and approval of relative CTST projects included in the Form CTST-1. Failure to do so may result in delay of CTST processing or decline of projects.

a. **SIGNATURE**: Center instructors and NTC representatives should sign here after reviewing the CTST projects that relate to their trade.

b. **PRINT NAME**: Signatories should neatly print their name here after signing.

c. **DATE**: Signatories should neatly print the date of signing here after signing.

d. **TITLE**: Signatories should neatly print corporate title here after signing.

e. Each of the three corporate positions should provide the signatures on the Form CTST-1. Failure to do so may result in delay of CTST processing or decline.

This page should be printed and signatures collected; do not mark "Signature on file" or indicate similarly. The complete signature page should be scanned and attached to the Form CTST-1 in the *Attach* tab.

(6) ADMINISTRATION SIGNATURES: This tab provides a signatures page to be signed and dated by the Center Director, CTT Manager/CTST Coordinator, and Safety Coordinator to indicate knowledge and approval of all CTST projects included in the CTST plan.

a. **SIGNATURE:** The administrative positions indicated should sign here after reviewing all of the CTST projects.

b. **PRINT NAME:** Signatories should neatly print their name here after signing.

c. **DATE:** Signatories should neatly print the date of signing here after signing.

d. **TITLE:** Signatories should neatly print corporate title here after signing.

Each of the three corporate positions should provide the signatures on the Form CTST-1. Failure to do so may result in delay of CTST processing or decline.

This page should be printed and signatures collected; do not mark "Signature on file" or indicate similarly.

(7) OTHER SIGNATURES: This tab provides a signatures page to be signed and dated by other necessary dignitaries to indicate knowledge and approval of all CTST projects reported on in this document and the truthfulness of the data contained herein.

a. **SIGNATURE:** The individual should sign here after reviewing all of the data and information reported and that it truthfully reflects the state of the CTST projects listed.

b. **PRINT NAME:** Signatories should neatly print or type their name here after signing.

c. **DATE:** Signatories should neatly print or type the date of signing here after signing.

d. **TITLE:** Signatories should neatly print or type their corporate title here after signing. Each of the three corporate positions should provide the signatures on the *CTST Bi-Annual Activity Report*. This page should be printed and signatures collected; do not mark "Signature on file" or indicate similarly.

(8) REVIEW (FOR REGIONAL OFFICE OF JOB CORPS USE ONLY): This tab provides Regional Office staff with a center summary on approval status and the checklist for project and summary review. This tab includes the following repeating fields:

a. **RECEIPT DATE @ REGION**: Enter the date the Form CTST-1 was received at the Regional Office.

b. **REGIONAL COR**: The federal Contracting Officer's Representative (COR) responsible for reviewing and submitting the center's plan to the National Office for review should type his/her name in this field.

c. **RECEIPT DATE @ NATIONAL**: National Office staff will enter the date the Form CTST-1 was received at the National Office.

d. **REPORT REVIEW/REGION RESPONSE**: Regional Office staff should choose a "YES" or "NO" response from the drop-down menu to answer each question. Responses that appear in red should be rectified before sending the center's CTST materials to the National Office for review.

The center's COR and the Regional Director should sign a printed copy of the completed page and the signature page should be scanned and attached to the Form CTST-1 in the Attach tab as instructed.

B. Form CTST-2 CAREER TECHNICAL SKILLS TRAINING PROJECTION DESCRIPTION summarizes and request approval for annual plan of CTST projects for a center. The form in its entirety is comprised of 12 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 - CONTRACTED SERVICES ESTIMATE
- EST 5 - AGENCY TECHNICAL SERVICES ESTIMATE
- EST 6 - MOTOR VEHICLE OPERATIONS/MAINTENANCE ESTIMATE
- SHA - SAFETY HAZARD ANALYSIS
- ATTACH – ATTACHMENTS
- HAZARDS - HAZARD CATEGORY DESCRIPTIONS
- REVIEW - OFFICE OF JOB CORPS USE ONLY

(1) The nine tabs highlighted in red are required documents, to be completed by the center. 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.

(2) Instructions describe the use of this Microsoft Excel-based document to record CTST projects; describe each tab included in the document; and define the information and data to be entered into each field of these tabs.

(3) FORM - CTST PROJECT DESCRIPTION is the principal record and used to develop, document, and request approval for an individual CTST project. It provides the detail for an individual project and key information is transcribed from it to the Form CTST-1 and Form CTST-3. This tab includes the following fields:

(1) REGION: Select the center's region from the pull-down menu.
(2) CENTER: Select the center name from the pull-down menu.
(3) START DATE: Provide the projected start date of the project.
(4) OUTCOME AND TRAINING DESCRIPTION: Please see Appendix 303b for sample description.

a. **PROJECT ID:** Enter a unique project number using a two-letter center abbreviation (e.g. "HF" for Harpers Ferry); the last two digits of the program year being applied for (e.g. "13"); and a sequential and unique reference number (e.g. "01" or "10"). Example, HF-13-01.

b. **TITLE:** Enter a brief and descriptive title for the project. For instance, "New Lights Female Dorm (Bldg. 12) Bathrooms."

c. **EST. DAYS TO COMPLETE:** Enter the total number of working days necessary to complete the project. For instance, if the project is expected to take four weeks to complete without holiday interruption and a Monday through Friday schedule, the *Est. Days to Complete* would be 20 days. Manually enter the estimated date of completion to the right.

d. **TRADE / # SLOTS / WORK DAYS:** There are three fields to complete in this section, which are repeated across the form three times; offering 12 field sets for information. In the *Trade* field select an approved CTST-eligible trade from the pull down menu; immediately to the right, in the *# Slots* field, enter the number of approved training slots; and, immediately to the right of that field, in the *Work Days* field, enter the number of work days that trade is expected to be active on the work site. If entering another trade, move to the line below and perform the same entry sequence. If a Carpentry program has 24 approved slots and will be actively working on a project for half of the 4 full weeks a project will last, the entry should be Carpentry | 24 | 10 (4 full weeks = 20 complete days, and half of which is 10 work days.

e. **BUDGET:** The *Budget* section is comprised of three columns - *Category*, *CTST Funds Request*, and *Total*. The text appearing in blue in each CATEGORY line is hyperlinked to its corresponding estimate (*EST*) tab. For instance, clicking on the text *Materials and Supplies (Est. 1)* will open tab *Est. 1*, where the user should enter detailed estimate expense data for this category.

Do NOT enter amounts in the grey fields; these will be populated automatically using information provided in the estimate tabs (see instructions below) and the resulting inputs.

f. **OUTCOME DESCRIPTION:** Provide a brief and concise narrative describing: 1) the deficiency identified to justify the project and 2) the final product as a whole and its design characteristics and phases of construction. If applicable, identify multi-year project status here and accommodation plans devised to provide for normal center operations during construction.

g. **TRAINING DESCRIPTION:** Provide a brief and concise narrative that describes how students will fulfill each phase of construction as described in the *Outcome Description f*ield.

(5) EST 1 (MATERIALS AND SUPPLIES ESTIMATE) This tab assists in developing the CTST project budget and provides reviewers with detailed cost estimate information. Each line's *# of Units* and *Unit Cost* field automatically calculates the *Line Cost* field, and the sum of these fields is automatically calculated into *Sum Total*. The *Sum Total* amount automatically populates the *Materials and Supplies (Est. 1)* field in the *CTST Funds Request* column on the *Form* tab. This tab includes the following fields:

a. **MATERIAL OR SUPPLY DESCRIPTION (QTY. PER UNIT) -** Enter a description of the material or supply needed and, if sold packaged in a quantity, the quantity per package. For instance, "Barrel of 10 penny nails (10,000/barrel).” Note: NOTE: This list is an estimate only; instructors have the ability to ensure that the correct materials supplies and tools are ordered on the purchase requisitions based on the actual project requirements at the time of actual project starting. Center must allow for this flexibility in the ordering process due to timing, changes, weather, safety issues, & local and state building codes, etc.

b. **# OF UNITS -** Enter the quantity of single materials or supplies entered in the field to the left or, if sold in packaged quantities, the number of packages needed. For instance, if the project requires 100,000 10 penny nails and each barrel of nails includes 10,000, 10 barrels are required for the project and "10" would be entered in this field.

c. **UNIT COST -** Enter the cost of single materials or supplies entered in the far-left field or, if sold in packaged quantities, the cost per package. For instance, if each barrel of nails sells for $12.66, enter "12.66." The number entered will automatically format into dollars.

d. **LINE COST -** Do NOT enter data into the field. This field automatically calculates by multiplying the *# of Units* by the *Unit Cost*.

(6) EST 2 (JOB-SITE POWER TOOLS AND EQUIPMENT ESTIMATE): This tab assists the center in developing its budget for the CTST project and provides reviewers with detailed cost estimate information. Each line's *Quantity* and *Unit Cost* field automatically calculates the *Line Cost* field, and the sum of these fields is automatically calculated into *Sum Total*. The *Sum Total* amount automatically populates the *Job-Site Power Tools and Equipment (Est. 2)* field in the *CTST Funds Request* column on the *Form* tab. This tab includes the following fields:

a. **JOB-SITE POWER TOOLS OR EQUIPMENT DESCRIPTION -** Enter a description of the power tool or equipment necessary for completion of this CTST project. For instance, "Cordless 18v drill."

b. **QUANTITY -** Enter the quantity of single power tool or equipment entered in the field to the left. For instance, if the project requires 2 cordless drills, enter "2" in this field.

c. **UNIT COST -** Enter the cost of single tool or equipment entered in the far-left field. For instance, if each cordless drill sells for $56.75, enter "56.75." The number entered will automatically format into dollars.

d. **LINE COST -** Do NOT enter data into the field. This field automatically calculates by multiplying the *Quantity* by the *Unit Cost*.

(7) EST 3 (EQUIPMENT RENTAL ESTIMATE): This tab assists in developing the CTST project budget and provides reviewers with detailed

cost estimate information. Each line's *Quantity* and *Unit Cost* field automatically calculates the *Line Cost* field, and the sum of these fields is automatically calculated into *Sum Total*. The *Sum Total* amount automatically populates the *Equipment Rental Estimate (Est. 3)* field in the *CTST Funds Request* column on the *Form* tab. This tab includes the following fields:

a. **EQUIPMENT DESCRIPTION (RENTAL UNIT) -** Enter a description of the equipment to be rented and, in parenthesis, the rental unit. For instance, "150 psig air compressor trailer (day)."
b. **QUANTITY -** Enter the estimated quantity of rental units for the equipment entered in the field to the left. For instance, if the project requires the compressor for 15 days, enter "15" in this field.
c. **UNIT COST -** Enter the cost per rental unit for the equipment entered in the far-left field. For instance, if the compressor rents for $25.00 per day, enter "25." The number entered will automatically format into dollars.

d. **LINE COST -** Do NOT enter data into the field. This field automatically calculates by multiplying the *Quantity* by the *Unit Cost*.

(8) EST 4 (CONTRACTED SERVICES ESTIMATE): This tab assists in developing the CTST project budget and provides reviewers with detailed cost estimate information. Each line's *Quantity* and *Unit Cost* field automatically calculates the *Line Cost* field, and the sum of these fields is automatically calculated into *Sum Total*. The *Sum Total* amount automatically populates the *Contracted Services Estimate (Est. 5)* field in the *CTST Funds Request* column on the *Form* tab. This tab includes the following fields:

a. **CONTRACTOR/SERVICE DESCRIPTION -** Enter the name of the contractor (if known) and a detailed description of the service to be performed. For instance, "PNW Services - concrete cylinder compressive strength test."

b. **QUANTITY -** Enter the estimated quantity of the services entered in the field to the left. For instance, if the project requires one test, enter "1" in this field.

c. **UNIT COST -** Enter the cost per unit for the services entered in the far-left field. For instance, if each test costs $300.00, enter "300". The number entered will automatically format into dollars.

d. **LINE COST -** Do NOT enter data into the field. This field automatically calculates by multiplying the *Quantity* by the *Unit Cost*.

(9) EST 5 (AGENCY TECHNICAL SERVICES ESTIMATE): This tab is to be completed by USDA Forest Service-managed centers only. This tab assists in developing the CTST project budget and provides reviewers with detailed cost estimate information. Each line's *Quantity* and *Unit Cost* field automatically calculates the *Line Cost* field, and the sum of these fields is automatically calculated into *Sum Total*. The Sum Total amount automatically populates the *Agency Technical Services Estimate (Est. 6)* field in the *CTST Funds Request* column on the *Form* tab. This tab includes the following fields:

a. **CONTRACTOR/SERVICE DESCRIPTION -** Enter the name of the contractor and a detailed description of the service to be performed. For instance, "USDA Forest Service - Facilities - LEED audit."
b. **QUANTITY -** Enter the estimated quantity of the service entered in the field to the left. For instance, if the project requires one audit, enter "1" in this field.
c. **UNIT COST -** Enter the cost per unit of service entered in the far-left field. For instance, if each audit costs $5,000.00, enter "5000". The number entered will automatically format into dollars.
d. **LINE COST -** Do NOT enter data into the field. This field automatically calculates by multiplying the *Quantity* by the *Unit Cost*.

(10) EST 6 (MOTOR VEHICLE OPERATIONS/MAINTENANCE ESTIMATE): This tab assists in developing the CTST project budget and provides reviewers with detailed cost estimate information. Each line's *Quantity* and *Unit Cost* field automatically calculates the *Line Cost* field, and the sum of these fields is automatically calculated into *Sum Total*. The *Sum Total* amount automatically populates the *Motor Vehicle Operations/Maintenance (Est. 7)* field in the *CTST Funds Request* column on the *Form* tab. This tab includes the following fields:

a. **OPERATION/PART/REPAIR DESCRIPTION -** Enter a detailed description of what operation of the motor vehicles will be performed, or what parts or repair services it may need to undergo during the project. For instance, "Daily roundtrip to work site - 40 miles" or "Oil change.”

b. **QUANTITY -** Enter the estimated quantity of the operation, part, or repair entered in the field to the left. For instance, if the project requires 15 roundtrip commutes to the work site, enter "15" in this field.

c. **UNIT COST -** Enter the cost per unit for the equipment entered in the far-left field. For instance, if each trip is estimated to cost $22.00 in gas and $10.00 in tolls, enter "32." The number entered will automatically format into dollars.

d. **LINE COST -** Do NOT enter data into the field. This field automatically calculates by multiplying the *Quantity* by the *Unit Cost*.

(11) SHA (SAFETY HAZARD ANALYSIS): This tab assists in limiting student exposure to injury and fatality during the CTST project and provides reviewers with detailed risk assessment information. The table simplifies the process by utilizing hazard categorization and hazard control and abatement strategy modeled on OSHA-developed standards. Each line in this tab comprises a single record and includes the following fields:

a. **ACTION/HAZARD DESCRIPTION -** Enter a detailed description of tasks identified with potential hazards and the hazard linked to the task. For instance, in a construction project requiring metal grinding in relatively close quarters, a task and hazard description could be described as "Worker grinding metal in close quarters of other workers - risk of sparks and projectiles from fragmenting metal and/or breaking grinding discs."

b. **HAZARD CATEGORY -** Select from the pull-down menu a category of precaution to mitigate the hazard that is identified. For instance, one category of the above example is "Struck by (Mass acceleration)"; identifying the possibility of flying metal debris hitting a co-worker. If assistance is needed in matching a hazard from the description field to a hazard category, click on the *Hazard Category* text at the top of the column; it is a hyperlink to a separate tab which has OSHA definitions of the hazard categories.

c. **PROPOSED CONTROL/ABATEMENT -** Select from the pull-down menu a category of control or abatement for the identified hazard. For instance, one category of the above example is "Engineering control - fully enclose the hazard to limit access/exposure"; identifying the use of an enclosed shield to limit the distance flying metal debris could travel. An entry in the *Action/Hazard Description* field may present several possible Hazard Category possibilities; each may be addressed using the same or different *Proposed Control/ Abatement* categories. For instance, the *Action/Hazard Description* used above may also produce the *Hazard Category* entry "Mechanical/Vibration (Chaffing/Fatigue)," identifying the possibility that the grinding disc may break and disperse. Furthermore, the *Proposed Control/Abatement* may be the same as the original record, or may involve other solutions. In this case, a solution to replace the grinding discs with a more stable product would result in a *Proposed Control/Abatement* of "Engineering control - Substitute cause of hazard with other material/process" or the use of protective gear would result in a *Proposed Control/Abatement* of "PPE - Protective body clothing/footwear" and "PPE - Safety eye ware". In such cases, the Action/Hazard Description should be repeated and the subsequent and unique *Hazard Category* and a *Proposed Control/Abatement* identified to specifically address the new record.

(12) ATTACH (ATTACHMENTS): This tab provides a place to attach electronic documents that are specifically related to the CTST project; keeps all related information and materials in one electronic file, and keeps documents from getting lost or misplaced. Missing documents may cause processing or approval delay.

Attached documents may include those created by any Microsoft program and Adobe PDF files; common visual and movie file types, such as JPEG and WMV; professionally-produced technical and A/E drawings; and HTML-formatted files. Files with the following file extensions are accepted: .avi, .bmp, .csv, .doc, .docx, .dwf, .dwg, .gif, .htm, .html, .jpg, .jpeg, .mpg, .mpp, .mp4, .pdf, .png, .pub, .rtf, .tif, .tiff, .txt, .wmf, .wmv, .xls, .xlsx, and .xps.

The attachment process is made possible using Microsoft Excel's *Insert/Object* feature. To use this feature in Excel 2007, follow these steps:

1. Click in an empty Excel field in the *Attachment* column.

2. On the *Insert* tab at the top of the program window, click on *Object.*

3. On the *Object* window, click on the *Create From File* tab.

4. In the *Create From File* tab, make sure the *Display As Icon* check box is checked and use the *Browse* button to locate a document you want to attach; double-click on the file you want to attach, and click on the *OK* button.

5. Include a description of the document in the *Description* field to the right of your attachment.

(13) Separate cost estimates for materials and supplies, job-site power tools, equipment rental, contracted services, agency technical services (USDA centers only), and motor vehicle operations and maintenance.

(14) 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.

(15) 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.
   d. 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.

(16) 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. The following best practice is recommended: Submit one miscellaneous CTST-2 for all trades combined or submit one miscellaneous CTST-2 for each CTST trade offered.

(17) Modification to a previously submitted Form CTST-2 are identified as:
   a. <u>Administrative modifications</u> 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 Share Point website.

b. 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:

c. Withdraw the project via written request to the Regional Office of Job Corps identifying the project by project ID number and title.

d. 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.

(18) 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).

A. CTST-3 - CTST BI-ANNUAL ACTIVITY REPORT summarizes and report annual progress of Career Technical Skills Training (CTST) projects for a center. The Excel-based Form CTST-3 is comprised of six tabs:

- INSTRUCTIONS
- FORM – CTST BI-ANNUAL ACTIVITY REPORT
- ADMIN SIG – ADMINISTRATIVE SIGNATURES
- OTHER SIG – OTHER SIGNATURES
- ATTACH – ATTACHMENTS
- REVIEW – OFFICE OF JOB CORPS USE ONLY

(1) The four tabs highlighted in red are required documents for centers. The Regional Offices must complete the tab highlighted in green. Each center is required to submit a Form CTST-3 for the six month period ending December 31 and the one-year period ending June 30th to its Regional Office within 30 days of those dates. 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.

(2) INSTRUCTIONS - To describe the use of this Microsoft Excel-based document to report CTST project activity, describe each tab included in the document, and define the information and data to be entered into each field of these tabs.

(3) CTST BI-ANNUAL (twice a year) ACTIVITY REPORT – Submitted for the following timeframes. July 1 through December 31 activity by COB January 31. January1 through June 30 activity by COB August 31. This report is the principal record that is used to report CTST project status on a six month and annual basis as a summary. It provides detail for each project; center estimation on its completion cost and timeliness; and notes on circumstances regarding outstanding or uncompleted projects. If a project is not completed in the original CTST program year, center must include status of that project in the next CTST-3 submittal until it shows ups as 100% complete. This tab includes the following fields:

(1) REGION: Select the center's region from the pull-down menu.
(2) CENTER: Select the center name from the pull-down menu.
(3) CONTRACT #: Enter the official identification number of the most recent DOL contract for operation of the center in this field. Do not use internal reference numbers. Forest Service centers should enter "USDA".
(4) SUBMISSION DATE: Enter the date the Form CTST-3 is submitted to the Regional Office.
(5) ACTIVITY SUMMARY FROM PERIOD: From the pull-down menu, select the time frame of activity this report presents.

The fields below, starting with Project ID through Balance provided on a single line constitutes an individual project record:

a. **PROJECT ID**: Copy each Project ID from the program year's Form CTST-1 and identify any other outstanding CTST projects still active.
b. **PERCENT COMPLETE**: Enter the estimated percentage of construction work days completed to-date for the specific project. For instance, a project that has not yet begun would be listed as zero and one that was completed would be 100%. A project estimated to last 120 days that has completed 80 work days, would be listed as 67%; while the same project going 20 days overestimate (140 days) would be listed as 117%.
c. **ACTUAL START DATE**: Enter the date work on this specific project, as described in the Form CTST-2, actually started.
d. **EST. COMPLETE DATE**: Enter the date the center anticipates completion of this specific project. If the project is complete, enter the actual date CTST activity on this specific project was completed.
e. **EST. WORKDAYS**: (Do NOT enter data in this field) The field will automatically calculate estimated number of workdays to complete this specific project, based on the Actual Start and Est. Complete Dates, for reference only.

f. **# OF TRADE SLOTS ACTIVE TO-DATE**: Enter the number of trade slots that have actively participated in construction on the project as of the Submission Date of this report. Calculate this by identifying the trades active in construction, and adding their collective approved slot totals. For instance, if the carpentry trade with 24 slots, the plumbing trade with 12, and the facility maintenance with 20 slots plan to participate in a project, but only the first two trades have been active in the project to-date, enter the number "36."

g. **CTST AMOUNT FUNDED**: Provide the total sum of CTST funds allocated for this specific project by the Regional Office.

h. **AMOUNT PAID OUT TO-DATE - CTST FUNDS**: Provide the total of CTST funds the center has received for this specific project as of the report's Submission Date.

i. **EXPECTED TO COMPLETE ON-TIME & ON-BUDGET?**: If the outcome described in the specific project's Form CTST-2 will cost more than the amount recorded in form's CTST Request Amount field at the bottom of the CTST-2; or if the actual completion date will fall more than 10 working days beyond the Estimated Completion Date provided at the top of its Form CTST-2; or the actual completion date will occur after the end (June 30) of the program year indicated at the top of the project's Form CTST-1, choose False from the drop-down menu. If none of these statements apply choose "TRUE" from the drop-down menu. If "FALSE" is selected, provide an explanation as to why in the Notes field below.

   Choose "COMPLETE" if the project has been completed, and provide photographic record of the Form CTST-2's stated outcome's completion in the Attach tab as instructed below. Choose

   "WITHDRAWN" if the project has been formerly withdrawn from consideration/ fulfillment and all CTST-funded performance on the project has ceased. If any work was completed on the project, provide photographic record of its completion attached in the Attach tab as instructed below. Photos should be collated into a single file, preferably PDF, for each project in both of the above cases.

   BALANCE: (Do NOT enter data in this field) This field will automatically calculate the estimated balance of CTST funds due.

j. **NOTES**: In this field, identify each project and provide explanation explaining expected completion or cost over-runs for each project to which a "FALSE" response was provided in the Expected To Complete On-Time & On-Budget? column. Providing explanation should not be considered a request for multi-program year project status or additional funding; any such requests should be made in writing to the Regional Office per Appendix 303 of the PRH.

(6) ADMIN SIG (ADMINISTRATIVE SIGNATURES) This tab provides a signatures page to be signed and dated by the Center Director, CTT Manager/CTST Coordinator, and Safety Coordinator to indicate knowledge and approval of all CTST projects reported on in this document and the truthfulness of the data contained herein. This tab includes the following repeating fields:

a. **SIGNATURE**: The administrative positions indicated should sign here after reviewing all of the data and information reported and that it truthfully reflects the state of the CTST projects listed.
b. **PRINT NAME**: Signatories should neatly print or type their name here after signing.
c. **DATE**: Signatories should neatly print or type the date of signing here after signing.
d. **TITLE**: Signatories should neatly print or type their corporate title here after signing.

Each of the three corporate positions should provide the signatures on the CTST Bi-Annual Activity Report. This page should be printed and signatures collected; do not mark "Signature on file" or indicate similarly. The complete signature page should then be scanned and attached to the Form CTST-3 in the Attach tab as instructed below.

(7) OTHER SIG (OTHER SIGNATURES): This tab provides a signatures page to be signed and dated by other necessary dignitaries to indicate knowledge and approval of all CTST projects reported on in this document and the truthfulness of the data contained herein. This tab includes the following repeating fields:

a. **SIGNATURE**: The individual should sign here after reviewing all of the data and information reported and that it truthfully reflects the state of the CTST projects listed.
b. **PRINT NAME**: Signatories should neatly print or type their name here after signing.
c. **DATE**: Signatories should neatly print or type the date of signing here after signing
d. **TITLE**: Signatories should neatly print or type their corporate title here after signing.

Each of the three corporate positions should provide the signatures on the CTST Bi-Annual Activity Report. This page should be printed and signatures collected; do not mark "Signature on file" or indicate similarly. The complete signature page should then be scanned and attached to the Form CTST-3 in the Attach tab as instructed.

(8) ATTACH (ATTACHMENTS) This tab provides a place to attach electronic documents that are specifically related to the CTST project; keeps all related information and materials in one electronic file, and keeps documents from getting lost or misplaced. Missing documents may cause processing or approval delay.

Attached documents may include those created by any Microsoft program and Adobe PDF files; common visual and movie file types, such as JPEG and WMV; professionally-produced technical and A/E drawings; and HTML-formatted files. Files with the following file extensions are accepted: .avi, .bmp, .csv, .doc, .docx, .dwf, .dwg, .gif, .htm, .html, .jpg, .jpeg, .mpg, .mpp, .mp4, .pdf, .png, .pub, .rtf, .tif, .tiff, .txt, .wmf, .wmv, .xls, .xlsx, and .xps.

The attachment process is made possible using Microsoft Excel's Insert/Object feature.

To use this feature in Excel 2007, follow these steps:

1. Click in an empty Excel field in the Attachment column.
2. On the Insert tab at the top of the program window, click on Object.
3. On the Object window, click on the Create From File tab.
4. In the Create From File tab, make sure the Display As Icon check box is checked and use the Browse button to locate a document you want to attach; double-click on the file you want to attach, and click on the OK button.

Include a description of the document in the Description field to the right of your attachment.

(9) REVIEW (For Regional Office of Job Corps Use Only): This tab provides Regional Office staff with a center summary on approval status and the checklist for project and summary review. This tab includes the following repeating fields:

a. **RECEIPT DATE @ REGION**: Enter the date the Form CTST-3 was received at the Regional Office. Reports are due to the National Office 30 days after the submission deadline.

b. **REGION COR**: Enter the name of Regional Office Contracting Officer’s Representative (COR) responsible for reviewing and submitting this report to the National Office.

c. **RECEIPT DATE @ NATIONAL**: National Office staff will enter the date the Form CTST-3 was received at the National Office.

d. **REPORT REVIEW/REGION RESPONSE**: Regional Office staff should choose a "YES" or "NO" response from the drop-down menu to answer each question. Responses that appear in red should be rectified before sending this report to the National Office or explanation provided in the Notes field.

The center's Regional Office COR assigned to the center on the Submission Date of this report, or designated representative, and the Regional Director should sign a printed copy of the completed page, and the signature page scanned and attached to the Form CTST-3 in the Attach tab as instructed above.