APPENDIX 303A
CAREER TECHNICAL SKILLS TRAINING (CTST) INSTRUCTIONS FOR COMPLETING CTST FORM

The CAREER TECHNICAL SKILLS TRAINING (CTST) FORM summarizes and requests approval for the annual plan of CTST projects for a center. This appendix provides definitions of terms used within the form and detailed instructions on the completion of the form. The form in its entirety is comprised of 25 (twenty-five) tabs:

- **Instructions.** The Instruction tab is highlighted in black and provides instructions on completing the form. Please see #1 below for more information.
- **Summary.** The Summary tab is for National Office of Job Corps (NOJC) use only. Users are instructed to not manipulate any of the cells in this spreadsheet or attempt to enter any data on this tab.
- **Signatures.** Please see #2 below for more information.
- **Project Tabs 1-20.** Please see #3 below for more information.
- **Reconciliation.** Please see #4 below for more information.
- **Review.** The Review tab is for National Office of Job Corps (NOJC) use only. Users are instructed to not manipulate any of the cells in this spreadsheet or attempt to enter any data on this tab.

The two tabs highlighted in red (Summary and NOJC Review) are for National Office of Job Corps use only. Centers are asked not to manipulate or enter data in any of the cells on these spreadsheets with red tabs. Centers are to enter data only in the tabs highlighted in green (numbered tabs [PY]-01-20); as well as the reconciliation tab for the periods ending December 31 and June 30. For more information on the reconciliation process, refer to PRH Appendix 303.

Centers are requested to provide as much information as possible and fill in all required cells based on the number of projects requested. When entering dollar figures in the costing of projects, users are asked to round all numbers up to the nearest whole dollar.

1. **INSTRUCTIONS TAB.** The instructions describe the use of the 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.

2. **SIGNATURES TAB.** Print this tab and circulate on center for all required signatures. This page should be printed and signatures collected; do not mark "Signature on file" or indicate similarly. Titles and required signatures differ by individual center and center operators, so it is the responsibility of each center to ensure that all necessary signatures are affixed. NOJC accepts no responsibility for any projects that are not expressly authorized for completion by center and/or corporate management. Once all required signatures are affixed, scan and upload the Signatures page to the “Attachments” section of [PY]-01 tab. Note that all signatories agree and confirm that they have read and agree to each project contained within the CTST submission. No exceptions will be made to this by NOJC.
3. **PROJECT TABS.** The following fields are required to be completed for each project requested for the applicable program year. Centers are to complete numbered tabs equal to the number of projects requested. For example, if the center is requesting seven CTST projects, they must complete tabs [PY-01 through PY-07]. Please note that the form will be updated each year to represent the appropriate program year. For example, the form exclusive for use in Program Year 2017 will be numbered 17-01 through 17-20; for Program Year 2018, 18-01 through 18-20; and so on. Please note that the descriptions below contain [PY] as a placeholder for the applicable program year. Individual projects involving less than $2,500 in direct project costs must be combined under one project number and titled “Miscellaneous Construction Projects.”

a. REGION: The center's region from the drop-down menu.

b. CENTER: The center name from the drop-down menu.

c. START DATE: Enter the estimated date work on the project is expected to begin.

d. PROJECT TITLE: For each project requested, provide a descriptive title of the project in plain English. For example, "New Lights Female Dorm (Bldg. 12) Bathrooms."

e. ESTIMATED # OF DAYS TO COMPLETE: Enter the number of calendar days in which the center expects to complete the project.

f. TRADE: From the drop-down boxes, select each on-center trade that will be involved with the project.

g. # OF SLOTS: Enter the number of slots assigned to the applicable trade (2.f above).

h. WORK DAYS: Enter the number of work days the applicable trade (2.f above) will be involved with the execution of the project. For example, if the project is expected to take four weeks to complete without holiday interruption and a Monday through Friday schedule, the estimated number of days to complete the project would be 20 days.

i. PROJECT DESCRIPTION AND NARRATIVE: Enter a descriptive narrative of the project in plain English. Be sure to include what kind of work will be completed, what the finished product(s) will be, how the work supports trade Electronic Training Achievement Record (e-TAR) line items, and what benefit the project will have to
trade students and the center as a whole. Do not limit the description to a listing of which e-TAR line items will be addressed by the work. Doing so is not a complete narrative description and will result in the CTST form being returned to the center and/or loss/forfeiture of CTST funding for the applicable program year. For more information on the execution of the Project Description and Narrative fields, please refer to Appendix 303b.

j. MATERIAL OR SUPPLY DESCRIPTION: List all the materials and/or supplies needed to complete the requested project. Populate the “# of Units” and “Unit Cost” columns for each Material/Supply listed. For each unit cost, round all numbers up to the next whole dollar. Do not manipulate cells in the “Line Cost” column. Doing so will erase built-in formulas which automatically calculate cells. 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 beginning the project. Centers must allow for this flexibility in the ordering process due to timing, changes, weather, safety issues, and local and state building codes, etc.

k. JOBSITE POWER TOOL AND EQUIPMENT ESTIMATE: List all the power tools and equipment needed on-site to complete the requested project. Populate the “# of Units” and “Unit Cost” columns for each power tool/equipment listed. For each unit cost, round all numbers up to the next whole dollar. Do not manipulate cells in the “Line Cost” column. Doing so will erase built-in formulas which automatically calculate cells.

l. EQUIPMENT RENTAL ESTIMATE: List all the rented equipment needed on-site to complete the requested project. Populate the “# of Units” and “Unit Cost” columns for each rental equipment item listed. For each unit cost, round all numbers up to the next whole dollar. Do not manipulate cells in the “Line Cost” column. Doing so will erase built-in formulas which automatically calculate cells.

m. CONTRACTED SERVICES ESTIMATE: List all the contracted services needed to complete the requested project. Populate the “# of Units” and “Unit Cost” columns for each contracted service listed. For each unit cost, round all numbers up to the next whole dollar. Do not manipulate cells in the “Line Cost” column. Doing so will erase built-in formulas which automatically calculate cells.

n. AGENCY TECHNICAL SERVICES ESTIMATE: This tab is to be completed by USDA Forest Service-managed centers only. List all the contracted services needed to complete the requested project. Populate the “# of Units” and “Unit Cost” columns for each contracted service listed. For each unit cost, round all numbers up to the next whole dollar. Do not manipulate cells in the “Line Cost” column. Doing so will erase built-in formulas which automatically calculate cells.

o. MOTOR VEHICLE OPERATIONS/MAINTENANCE ESTIMATE: List all the costs associated with motor vehicle operations/maintenance (travel to/from site or vehicle
use on site) needed to complete the requested project. Populate the “# of Units” and “Unit Cost” columns for each item listed. For each unit cost, round all numbers up to the next whole dollar. Do not manipulate cells in the “Line Cost” column. Doing so will erase built-in formulas which automatically calculate cells.

p. **ACTION/HAZARD DESCRIPTION:** This section assists in limiting student exposure to injury and fatality during the CTST project and provides reviewers with detailed risk assessment information. From the drop-down menus, select all the hazard(s) expected to be associated with the project being requested. From the page below, cut and paste the proposed control/abatement to match each selected hazard. 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 "Personal Protective Equipment (PPE) - Protective body clothing/footwear" and "PPE – Safety eyewear". 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.

q. **ATTACHMENTS:** Include all attachments in support of this project including architectural renderings, drawings, site plans, and measurements. Provide a concise narrative for each attachment. Missing documents may cause processing or approval delay. For projects proposing renovation or new construction of a structure or building, attachments should provide the following elements.

i. 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; building and construction types utilized; and approximate square footage.

ii. List and schedule of required licenses, authorizations, and/or permits.

iii. Plan to accommodate current building functions while construction/rehabilitation is underway.

iv. Centers 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.

DO NOT manipulate any fields or enter data in any cell in the CTST ENGINEERING REVIEW section. This section is for NOJC use only.
4. **RECONCILIATION TAB.** Each center is required to provide the total expenditures to date for each approved project biannually. Each centers’ approved CTST form posted on the Funded-Not-Corrected (FNC) application within the Job Corps Citrix environment must be updated with reconciliation data twice annually; once for the period ending December 31 (due January 31); and once for the period ending June 30 (due July 31). Please note that NOJC reserves the right to request more frequent reconciliation data, including quarterly requests. NOJC also reserves the right to take back CTST funds that have not been spent by a specified date.
   a. For each reconciliation period, enter (in whole, rounded up dollars) the total amount of funds spent on each project.

Please enter data only in green-highlighted cells. Do not enter data into or attempt to manipulate any cells highlighted in gray.

5. **MODIFICATIONS.** The two categories of CTST modifications are as follows.
   a. Administrative modifications are identified as those encompassing the provision of absent but required signatures or documentation or the correction of minor calculation errors. Centers must resubmit an updated and complete CTST form to the Funded-Not-Corrected application.
   
   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 shall:
      i. Withdraw the project via written request to NOJC identifying the project by project ID number and title.
      ii. Submit a complete replacement project (if applicable) via an updated CTST form uploaded to the Funded-Not-Corrected application. The revised CTST form must be followed up with formal notification to the Career Technical Training Unit within NOJC, summarizing the reason for the change and completion of all required fields above, as if submitting a new project for approval.

All modification requests will be handled by NOJC on an ad hoc basis, and the NOJC reserves the right to limit the number of modification requests processed in each program year cycle.