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- Exhibit 5-1 Standard Operating Procedures
- Exhibit 5-2 Plan and Report Submission Requirements
- Exhibit 5-3 Minimum Staff Qualifications
- Exhibit 5-4 Required Staff Training
- Exhibit 5-5 Minimum Requirements for Replacing Vehicles Leased From the General Services Administration Prior to the End of the Lease
- Exhibit 5-6 GSA Vehicle Log
- Exhibit 5-7 GSA Vehicle Maintenance Log
- Exhibit 5-8 2110 Report for Center Contracts
- Exhibit 5-9 2181 Budget for Center Contracts
- Exhibit 5-10 SF 1034 Public Invoice, Center Contract Example
- Exhibit 5-11 Voucher Back-Up Sheet for Center Contracts and Example
- Exhibit 5-12 2110 Report for Outreach/Admissions and Career Transition Services
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- Exhibit 5-14 2181 Budget for OA/CTS Contracts
- Exhibit 5-15 SF 1034 Public Invoice, OA/CTS Contract Example
- Exhibit 5-16 Voucher Backup Sheet for OA/CTS Contracts and Example
- Exhibit 5-17 2110F Job Corps CCC Financial Report
- Exhibit 5-18 2110HQ Job Corps CCC National Roll-Up Financial Report
- Exhibit 5-19 Job Corps Quarterly Construction/Rehab Report
- Exhibit 5-20 Job Corps Emergency Funding Request Report
- Exhibit 5-21 B1 CRA – ETA 2110 Reconciliation
- Exhibit 5-22 Center Preventive Maintenance Plan (PMP) Checklist
APPENDICES

Appendix 501a Policies and Procedures for Job Corps’ PY 2019 Performance Management System—Center Outcome Measurement System
Appendix 502  Financial Management for Contract Centers
Appendix 503  Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements
Appendix 504  Taxation of Job Corps Contractors by States or Subdivisions Thereof
Appendix 505  Administration and Management of Job Corps Contractor-Held Government-Furnished Property
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Appendix 505b Administration and Management of Job Corps Contractor-Held Government-Furnished Property: Property Custodian’s Request to Designate Excess Property
Appendix 506  Alternative Fuel Information
Appendix 507  Request to Lease a GSA Vehicle
Appendix 508  GSA Annual Fleet Requirements Spreadsheet
Appendix 509  Financial Management for CCCs
Appendix 510  Monthly Staffing Reports
Appendix 511  Center Sustainability Measures Update
Appendix 512a USDOL/ETA Job Corps Demolition Package Part 1: Historic and Real Estate Checklist
Appendix 512b USDOL/ETA Job Corps Demolition Package Part 2: Environmental Checklist for Demolition of Buildings
5.0 **OBJECTIVES**

To enable Job Corps Centers (JCC), Outreach and Admissions (OA), and Career Transition Services (CTS) providers to deliver quality services by establishing systems that ensure:

- Effective program organization and management
- Program integrity and accountability
- Staff professionalism and development
- Services are provided in a cost-effective and fiscally responsible manner

To ensure that Job Corps provides safe, clean, well-maintained facilities that are adequately furnished and equipped to meet student needs.
5.1 PROGRAM MANAGEMENT

PURPOSE

P1. To establish and maintain systems that support the admission, career preparation, career development, and career transition of students.

P2. To monitor and track operations and outcomes to ensure program accountability, integrity, performance, and quality.

P3. To establish processes and assign responsibilities for handling media inquiries, and situations and circumstances when it is reasonable to anticipate media interest or participation.

REQUIREMENTS

R1. Goal Achievement

Centers operated by contractors and federal agencies, and Outreach and Admissions/Career Transition Services (OA/CTS) contractors, must establish:

a. Procedures to develop and clearly communicate goals to staff and students

b. Procedures to hold staff responsible for achieving communicated goals

R2. Quality Assurance

Centers operated by contractors and federal agencies, and OA/CTS contractors, must:

a. Establish procedures and conduct periodic self-evaluations and audits to ensure integrity, accountability, and prevention of fraud and program abuse. The Quality Assurance Plans and Procedures shall be submitted annually to the Regional Office for approval, as outlined in Exhibit 5-2. Approval of the Quality Assurance Plan shall be based upon:

1. The extent to which the oversight, monitoring, and assessment plan will provide a reasonable assurance of contractor/agency compliance and quality.

2. The extent to which the contractor’s/agency’s data validation system ensures the accuracy and integrity of student outcomes and financial data.

3. The extent to which the contractor’s/agency’s quality assurance activities track and ensure that corrective action is taken to maintain outcomes and quality standards.

4. The degree to which the contractors/agencies document the results of inspections, tests, audits, and assessments.
b. Establish systems to ensure performance is accurately tracked and reported, and necessary corrective actions are taken to achieve the performance outcome goals and quality standards established by the National Director, Job Corps, and contained in Appendices 501a through 501d.

c. Conduct annual comprehensive assessments.

Job Corps Regional Offices shall:

a. Perform unannounced assessments on a risk management-based schedule. Regional Office Center Assessments (ROCAs) will occur twice during the life of a contract, ideally during Year 2 and Year 4. ROCAs for Forest Service centers will occur every 2 years. Assessments of centers on a Performance Improvement Plan (PIP) will occur annually. Targeted assessments, which may also be unannounced, will focus on program areas that are deficient in the initial or full assessment, or identified as potential causes of concern based on a risk analysis.

Triggers that could initiate a targeted or full assessment:

1. Unfavorable results of performance, operational and/or financial audits
2. Issues with student safety, security and culture
3. Constituent complaints (includes e-mails, telephone calls, and hotline report)
4. Unsatisfactory center progress in response to a PIP
5. Category of performance that is significantly below standard
6. Failure to address initially cited Regional Office Center Assessment (ROCA) weaknesses
7. Significant Incident Reports (either a very serious single incident or a negative trend)
8. Sharp decline in Student Satisfaction Survey results
9. Significant facility issues
10. Significant findings and concerns on operator annual assessments

b. Conduct audits of approximately 10 percent (contracted On-board Strength [OBS] or average CTS caseload) of all student records associated with performance measurements during center and CTS program assessments, using targeted samples generated by the National Office of Job Corps.
c. Document the results of program assessments and audits, and provide a copy of the completed report to the National Office and the contractor or federal agency. If excessive reporting problems are present, the extent of misreporting shall be brought to the immediate attention of the Office of Job Corps.

d. Assess liquidated damages from contractor’s base/incentive fee for instances of misreporting data based on the following schedule:

<table>
<thead>
<tr>
<th>Description</th>
<th>Liquidated Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid HSD/HSE Credits</td>
<td>$200 each</td>
</tr>
<tr>
<td>Invalid CTT Completion Credits</td>
<td>$500 each</td>
</tr>
<tr>
<td>Artificially Extending Enrollment</td>
<td>15% of the budgeted cost per day, per student</td>
</tr>
<tr>
<td>and/or Invalid Leave Days</td>
<td>The cost per day, per student is calculated as follows: (approved center operations budget that is in place for the contract year in which the misreporting occurs)/(duration of contract year in days)/(contracted student slots for the contract year)</td>
</tr>
<tr>
<td>Invalid Placement Credit</td>
<td>$750 each</td>
</tr>
</tbody>
</table>


Note: Invalid credits will be removed from each measure that is affected regardless of the report card (OMS, Outreach and Admissions Outcome Measurement System [OAOMS], Placement Outcome Measurement System [POMS], CTT Report Card [CTTRC]) or contractor responsible for the error (OA, Center, or CTS). For example, where verification of a HSD/HSE has been invalidated, credit would be removed for the HSD/HSE Attainment measure. In this instance, if the HSD/HSE was the sole determinant of his/her graduate status, the student would also be removed from the pool for any placement-related measure(s) in the OMS, POMS, and CTTRC report cards. Similarly, a credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are separate, or one and the same.

e. Require the operator to post the liquidated damages to the fee line applicable in the ETA 2110 form. The region will request an Annual Advanced Procurement Plan/Financial Operating Plan (AAPP/FOP) change to document the assessment or damages and recover the funds through a contract modification. Misreporting data by agency-operated centers shall be reported to the Office of Job Corps and the respective federal agency for corrective action.

Notify the Office of Job Corps and the Job Corps Data Center (JCDC) to remove invalid (High School Diploma/High School Equivalency [HSD/HSE], career technical training (CTT) completion, and Placement) credits from the Outcome Management System(s) (OMS).

f. Contracting Officers must exercise discretion when assessing liquidated damages in cases where an error or omission occurred, or when the action was determined to be careless or was the result of an innocent mistake. This is particularly true if the data was improperly recorded but the student outcome was likely achieved. For example, a
CTT completion, a HSD/HSE credit, or a placement credit that was incorrectly reported but there is verification that the student actually did earn the credit.

g. When a Contracting Officer becomes aware of apparent fraud, the matter should be thoroughly investigated. If the investigation leads the Contracting Officer to conclude there is a likelihood of fraud, it should be referred to the Regional Office of the Office of Inspector General (OIG) by filing an incident report. The Incident Report Form can be found at:


In addition to filing the report, the Contracting Officer will inform the OIG of the actions intended to address the incident. The Contracting Officer will make it clear that he/she intend to take these actions, unless the OIG specifically instructs the Contracting Officer not to do so. The Contracting Officer will then proceed with contract enforcement, unless otherwise directed.

**R3. Standard Operating Procedures and Plans**

Center contractors, agencies, and OA/CTS contractors must:

a. Establish standard operating procedures (SOPs), as shown in Exhibit 5-1 (Standard Operating Procedures), and submit them to the Regional Office for approval within 90 days of contract award. Updates and revisions shall be submitted as changes occur.

b. For agency-operated centers, provide up-to-date SOPs, as shown in Exhibit 5-1, with annual plans and amendments to SOPs submitted to the Department of Labor (DOL) Regional Office for approval by June 1 for the upcoming program year.

c. Career Development Services System Plan

Each Job Corps Center and each OA/CTS contractor must:

1. Develop a Career Development Services System (CDSS) Plan. The Plan must include:
   
   (a) An overview of the contractor’s/federal agency’s role in each phase of CDSS, as appropriate for each contractor/agency.
   
   (b) A description of how services will be delivered and coordinated with other partners for Outreach/Admissions, Career Preparation, Career Development, and Career Transition Periods.
   
   (c) The requirements shown in PRH Chapters 1-4, as applicable.

2. CDSS plans shall be submitted to the Regional Office for approval within 90 days of contract award. Agency centers shall submit the plan for approval when required by the DOL Regional Office. Approval shall be based on a determination that all required parts of the plan are in place, and that the plan is consistent with the overall
Regional CDSS Plan.

3. CDSS plans shall be kept current. Revisions shall be submitted to the Regional Office for approval prior to implementation.

**R4. Media Inquiries**

Responsibilities of federal contractors and others operating Job Corps centers, as well as Outreach and Admission, and Career Transition Services contractors:

a. Notify the Job Corps Regional Office (RO) responsible for the region in which the center is located of all media inquiries, and provide a copy of each inquiry if it was submitted in writing. The notice must be provided as early as practicable and should include the date, time, location, and point of contact for the request.

b. Coordinate with the RO to receive guidance on responding to incoming media inquiries before issuing a response.

c. Maintain the confidentiality of student information. Personally Identifiable Information (PII) and any other information capable of identifying a student should not be released without the student’s written consent. If the student is a minor, the written consent of the student’s parent or guardian is required before releasing information to the media or otherwise making it publicly available.

Responsibilities of ROs:

a. Forward media inquiries they receive to their designated contact in the regional Office of Public Affairs (OPA) for review and guidance on responding.

b. Notify the National Office of Job Corps before, or simultaneous to, providing notice to OPA.

**R5. Media Related Events**

Responsibilities of federal contractors and others operating Job Corps centers concerning media related events are below.

a. Provide the RO advance written notice of planned events or activities where media interest or participation might exist. This notice should include information sufficient for Job Corps and others to assess the level of media interest (e.g., type of event, date, location, participants, type of media interest or participation is anticipated, and any concerns related to the media’s interest or participation in the event).

b. Advise media organizations that Job Corps prefers they only interview students 18 years of age and older.
c. Provide written notice to students in advance of a media visit to their Job Corps center. The notice must inform students that they are not required to appear in media coverage or broadcasts, and can refuse to speak or be interviewed, filmed, photographed, or otherwise recorded during a media visit.

d. Refrain from taking disciplinary actions against students that limit the exercise of their First Amendment protections. These protections include, but are limited to, initiating media contact and publishing information about the Job Corps program.

R6. Center Visits by Elected Officials

Job Corps wants to be transparent about center operations while also ensuring student privacy, minimizing disruptions to normal center operations. From time to time, Federal, state and local elected officials may request tours or visits to Job Corps centers. Job Corps seeks to accommodate those requests whenever possible.

Federal contractors and others operating Job Corps centers often extend or receive unsolicited requests for tours or visits of centers. These entities cannot grant elected officials or their staff permission to tour, visit, or speak at Job Corps centers without prior notice and approval by the Department of Labor (DOL). The notice and approval process is outlined below.

a. The center operator must submit a written approval request to the RO. When possible, the center operator must submit the request at least ten business days before the proposed visit by the elected official or his/her staff.

b. The approval request must describe the purpose of the visit or appearance, and what news media, if any, may attend or accompany the official.

c. Job Corps’ RO must notify the National Office of Job Corps of the requested visit. Job Corps’ National Office will coordinate review of the request with DOL’s Office of Congressional and Intergovernmental Affairs and OPA. The National Office of Job Corps will also ensure that the RO and center operator are advised of any DOL visit guidance and requirements.

d. Center operators must comply with all DOL guidance and requirements for requested and approved visits by elected officials or their staff, including but not limited to the general prohibitions below.

1. Declared candidates for public office, including incumbents who have declared their intent to seek re-election, may not visit a Job Corps center for the purpose of campaigning at a Job Corps center.

2. Declared candidates for public office may not use the center, its grounds and facilities, and its staff or students for a campaign event or an event that could affect the candidate’s campaign, including debates and forums.
3. Declared candidates for public office may not use the Job Corps logo or other intellectual property associated with the Job Corps program for campaign materials, media, or any other purpose.

**R7. Reporting**

Center operators, federal agencies, and OA/CTS contractors shall submit reports in accordance with Exhibit 5-2 (Plan and Report Submission Requirements).

**R8. Records and Reports Maintenance**

Center operators, agencies, and OA/CTS contractors must maintain records and reports for three years. Records of disclosures of protected health information shall be kept for six years. Exceptions to this retention period shall be communicated by the National Office of Job Corps on a case-by-case basis.
5.2 PERSONNEL

PURPOSE

P1. To recruit, hire, and retain qualified personnel to deliver all program components.

P2. To ensure that staff members work in an environment that is fair and nondiscriminatory.

P3. To ensure the proper screening, training, and supervision of volunteers.

REQUIREMENTS

R1. Organization and Staffing

a. Center operators and Outreach and Admissions/Career Transition Services (OA/CTS) contractors must:

   1. Develop and submit a staffing plan (organizational chart) to the Regional Office for approval within 90 days of contract award.

   2. Submit current job position descriptions for Regional Office approval within 90 days of contract award.

b. Federal agency operators must develop and submit a staffing plan (organizational chart) to the Office of Job Corps and Regional Offices annually.

R2. Staffing Ratios

Center Operators must comply with the following staffing requirements:

a. The student-to-teacher ratio for academic instructional activities is 18:1. Career Technical Training (CTT) programs will remain unchanged and in accordance with revised Exhibit 3-6. Student-to-teacher ratios may not be changed except through the written approval of the Office of Job Corps. For purposes of defining CTT training slots, one full-time CTT student is equivalent to two CTT training slots. Therefore, a 15:1 student-to-teacher ratio is equivalent to a 30:1 slot-to-teacher ratio.

b. Student-to-staff ratios for national training contract (NTC) programs must be in accordance with contract provisions.

c. Minimum staffing levels for health programs are specified in Chapter 6, Exhibit 6-5 (Center Health Services Staffing Requirements).

d. All other staffing levels must be based on center configuration and must be approved by the Regional Office.
R3. Personnel Policies

Center Operators and OA/CTS contractors must:

a. Develop and implement personnel management policies to include hiring, supervision, evaluation, conduct, and disciplinary procedures.

b. Define standards for acceptable and unacceptable behavior between students and staff that protect individuals from exploitative, coercive, and traumatic experiences. Ensure that center rules for acceptable and unacceptable behavior are communicated equally, understood, and applied to all staff members. These rules, which should be included in the Employee Handbook, must provide a clear explanation and rationale for appropriate and inappropriate behavior, and clearly state the consequences for unacceptable staff behavior. Staff should know the legal consequences of unacceptable behavior, if applicable.

c. Establish labor management relations in accordance with agency guidelines for federally operated centers, and in accordance with the provisions of the National Labor Relations Act for contractors. The U.S. Department of Labor will not undertake conciliation, mediation, or arbitration of organizations, nor will Job Corps pay legal or other fees generated by such disputes as direct costs against contracts.

d. Develop and implement volunteer management policies to include volunteer screening, training, and supervision. At a minimum, plans should include background checks for all volunteers in accordance with state laws, and plans to ensure volunteers are covered by the contractor’s liability insurance while they are performing their assigned tasks.

R4. Staff Qualifications

a. Center and OA/CTS contractors must ensure that all staff that are hired meet the minimum qualifications specified in Exhibit 5-3 (Minimum Staff Qualifications).

b. Center and OA/CTS contractors must request written approval or waivers from the Regional Director for the following:

1. Hiring staff who do not meet minimum qualifications as specified in the approved position descriptions, in which case, a professional development plan must be submitted and updated annually

2. Hiring relatives of current staff

3. The appointment, continued assignment, or change in employment status of the Center Director, Project Director, or senior staff. This also includes all supervisory personnel who report directly to the Center Director.

c. Regional Offices will not grant a waiver if it would negatively impact the center’s eligibility for accreditation or its ability to produce high school graduates.
d. Federal agency operators must advise the Regional Office of changes in employment status of Center Directors and senior staff.

e. Centers must request a waiver from the National Office prior to filling the following health and wellness positions if the minimum requirements set forth in Exhibit 5-3 are not met:

   1. Trainee Employee Assistance Program (TEAP) Specialist: A one-time, one-year waiver for the TEAP Specialist must include a professional development plan identifying the steps necessary to meet the minimum requirements within one year of employment. A copy of the license or certification must be shared with the National Office once obtained. If the license or certification is not achieved within one year, the waiver is terminated, and the staff member can no longer be employed as the TEAP Specialist.

   2. Center Mental Health Consultant (CMHC): A one-time waiver may be issued for CHMCs with a master’s degree or higher in behavioral health, and a license to practice independently in the state. This one-time waiver will only be considered if there is unsuccessful recruitment for a clinical/counseling psychologist or clinical social worker. Those approved for the one-time waivers will not be required to have a professional development plan.

      Providers must meet all requirements for license renewal to maintain an active license as set forth by their state boards. The one-time waiver for the CMHC covers the hiring period and is automatically renewed on an annual basis.

f. Centers must request a waiver from the National Office prior to hiring the following health and wellness positions if the minimum coverage requirements set forth in Exhibit 6-5 are not met:

   1. Nurse Practitioner (NP): A one-time waiver for the NP may be requested if an NP assumes more coverage than 2 hours/100 students/week with supervision. The supervising physician will be the center’s Medical Director. This supervision arrangement must be clearly defined as part of the NP contract and in the collaborative agreement.

      An annual waiver for the NP may be requested in independent practice states, where an NP with an active Drug Enforcement Agency (DEA) registration could serve as Medical Director.

   2. Physician Assistant (PA): A one-time waiver for the PA may be requested if a PA assumes more coverage that 2 hours/100 students/week. Supervision is always required, and the supervising physician will be the center’s Medical Director. This supervision arrangement must be clearly defined as part of the PA contract and in the collaborative agreement.
g. Regional Health Specialists will review all health and wellness staff waivers prior to National Office approval/denial of the request.

R5. Background Checks and Credential Verification for Employees of Job Corps Contractors

Center Operators and other Job Corps contractors, which include all sub contractors of a Job Corps contractor (collectively referred to below as “Job Corps Contractors”), must conduct a nationwide (to include all United States territories) criminal background check on all employees and all applicants for employment prior to making an offer of employment. Each background check and any employment decision based upon them must conform to the requirements set out below. Further, Job Corps Contractors must verify that all applicants receiving an employment offer and all employees have obtained all licenses, certifications, or other credentials required, and that the individual is in good standing with the licensing body for their profession.

a. All criminal background checks must be conducted by a third-party background checking company in accordance with the Fair Credit Reporting Act, and result in a written report from the third-party company.

b. All criminal background checks must include a review of the history of all state (including United States territories) and Federal criminal convictions.

1. Decisions on the employability of applicants and continued employment of employees must only be made on records of convictions, not arrest records or indictments.

2. Consideration must be given to any conviction or release from incarceration during the 7 years prior to the date of the applicant’s application for employment or the initial employment date of an employee, except for convictions referenced in subparagraph c.1 below.

c. Disqualifying convictions

1. If an employee or applicant for employment has been convicted or adjudicated responsible as a juvenile of any of the crimes listed below, regardless of when the conviction or adjudication occurred, that employee or applicant cannot be employed by a Job Corps Contractor:
   (a) Murder;
   (b) Child Abuse; and
   (c) Rape or Sexual Assault.
2. Health-and-wellness staff, or any other employee with access to prescription medications, cannot be employed by a Job Corps Contractor if they have been convicted of the following crimes:
   (a) Fraud, theft, larceny, and similar crimes involving deception; and
   (b) Drug-related offenses.

d. If an employee or applicant for employment has been convicted or released from incarceration for a crime not identified in c.1., the Job Corps Contractor must determine the relevance of the record of conviction or release from incarceration to the duties of the position of the employee or position for which the applicant is applying. In making an employment decision, the Job Corps Contractor must use an individualized assessment for each applicant and employee.

1. Individualized assessment means that the Job Corps Contractor must:
   (a) Inform the individual that he/she may be excluded because of past criminal conduct;
   (b) Provide an opportunity to the individual to present additional information regarding the criminal conduct and demonstrate that the exclusion does not properly apply to them; and
   (c) Consider whether the additional information provided by the individual shows that the policy as applied is not job-related and consistent with business necessity.

2. In doing an individualized assessment for an employee or applicant with criminal convictions, the Job Corps Contractor must consider the following:
   (a) Whether the conviction was a felony or a misdemeanor;
   (b) The nature of the conviction(s) and the facts underlying it, and whether they involve serious or repeated violence;
   (c) The amount and frequency of contact the employee has, or the applicant will have with students;
   (d) The age of the employee or applicant at the time of the conviction;
   (e) Whether the employee or applicant has a history of multiple convictions that suggests a pattern of criminal behavior or bad judgment;
   (f) The length of time between the conviction and/or completion of any sentence and the employee’s initial employment date or applicant’s application to work at the center; and
   (g) Any evidence of rehabilitation in the time period since the conviction.

e. When asking questions about criminal records, inquiries must be consistent with business necessity.
1. Questions must be limited to records for which exclusion or potential exclusion would be job related for the position in question.

2. Information about applicants’ and employees’ criminal records must be kept confidential and used only for the purpose for which it was intended.

f. For each employee or applicant hired, the Job Corps Contractor must document:

1. That he/she conducted a background check according to the requirements above;

2. What, if any information from the background check, factored into the Job Corps Contractor’s employment decision; and

3. Details of the individualized assessment the Job Corps Contractor undertook in accordance with the above before making an employment decision based on the information from the background check.

g. Job Corps Contractors must conduct a new background check for each employee every 3 years. The documentation requirements in f. above apply.

h. Job Corps Contractors also must verify that all employees and applicants for employment or other individuals providing services under an agreement or contract have obtained all licenses, certifications, or other credentials required under state and Federal law, and that the individual is in good standing with the licensing body or regulatory authority for his/her profession. Job Corps Contractors must verify this information every 3 years.

i. Requests for exceptions for the hiring or continuation of employment restrictions imposed by this policy must be made in writing to the National Director. The National Director may waive the requirements in this policy for an employee or applicant for employment based on compelling evidence that such an exception is in the best interest of Job Corps, and Job Corps students and staff.

j. Job Corps Contractors may continue to use existing criminal background check procedures, provided those procedures are stricter than and do not conflict with the procedures outlined in the policy above. If a Job Corps Contractor’s existing policy is less stringent or inconsistent with the policy outlined above, the Job Corps Contractor must modify the policy so that it is in line with the requirements outlined above.

R6. Staff Coverage

Center operators must provide coverage for staff absences for those positions that have
direct staff/student interaction. Use of students or volunteers for this purpose is prohibited. All substitutes must be trained in safety procedures.

R7. Staff Performance Appraisal

Center operators and OA/CTS contractors must develop a staff performance appraisal system that allows for documentation of staff competence, to include:

a. Maintaining staff requirements specified in Exhibit 5-3 (Minimum Staff Qualifications)

b. The areas listed in Exhibit 5-4 (Required Staff Training)

c. Staff’s modeling, mentoring, and monitoring each of the eight Career Success Standards (CSS)

d. Support of students’ career development goals, the zero-tolerance (ZT) policy, and student placement efforts

R8. Equal Employment Opportunity/Civil Rights

Center operators and OA/CTS contractors must:

a. Not deny employees equal opportunity/civil rights because of race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, political affiliation or belief, or any other prohibited factor. Sexual harassment is prohibited in Job Corps. Discrimination is prohibited in all contracts, grants, and programs funded by the Department of Labor.

b. Provide prompt, fair, and impartial consideration of discrimination or other civil rights complaints through an established and approved grievance system.

c. Submit an affirmative-action plan to the Regional Office for approval within 90 days of contract award in accordance with Chapter 6, Appendix 602 (Civil Rights and Nondiscrimination).

d. Submit a plan to employ and advance the employment of veterans to the Regional Office for approval within 90 days of contract award in accordance with Public Law 107-228 HR 4015, Section 2. 4215 (priority of service for veterans in Department of Labor job training programs), Part b (Employment of Veterans with Respect to Federal Contracts).
5.3 STAFF TRAINING

PURPOSE

P1. To ensure staff acquire and maintain the skills necessary to perform their job duties and responsibilities, and serve as role models for students.

P2. To allow staff the opportunity for professional development and upward mobility.

REQUIREMENTS

R1. Staff Training Plan

Centers and Outreach and Admission (OA)/Career Transition Services (CTS) contractors shall:

a. Submit for approval to the Regional Office an Annual Staff-Training Plan.

b. Include, at a minimum, the topics and frequencies specified in Exhibit 5-4 (Required Staff Training).

c. Submit a professional development plan for all staff on waivers.

R2. Staff Training Content

Centers shall include, at a minimum, the following:

a. Five hours of annual training in adolescent growth and development for all staff. Topics could include effective communications, anger management, sexuality, suicide prevention, behavior management system, zero tolerance (ZT) policy, appropriate staff/student boundaries, sexual assault prevention and response, sexual harassment and related social skills training, crisis intervention techniques, bullying prevention, violence prevention, and safety issues.

b. An additional five hours of annual training designed to enhance each employee’s professional development. Such training may include professional seminars, conferences, and classroom training provided on or off center, in-service training, and technology skills training.

R3. Documentation

Centers and OA/CTS contractors shall maintain up-to-date records of training completed by each employee.
5.4 PERSONAL SAFETY AND SECURITY

PURPOSE

P1. To protect the personal safety and security of students, staff, and property on center at all times.

P2. To protect students’ rights and guarantee privacy and protection from unreasonable search and seizure.

REQUIREMENTS

R1. Center Safety and Security Standard Operating Procedures

a. Center operators must establish and comply with agreements with law enforcement, in accordance with the requirements of Sections R3 and R4 below. Center operators must submit these law enforcement agreements to the National Office of Job Corps (NOJC) and the Regional Offices (ROs) as required by Exhibit 5-2.

b. Center operators must establish and comply with their Center Safety and Security Standard Operating Procedure (SOP). This SOP will supplement a local law enforcement agreement, or when necessary, govern how the center operator will respond to center security issues that are not addressed in a local law enforcement agreement. Center operators must submit these SOPs to the NOJC and the ROs as required by Exhibit 5-2.

c. A Center Safety and Security SOP must address the following requirements:

1. How it will regulate the entry, exit, and conduct of any person who seeks access to the campus, including students, staff, family, and visitors. The SOPs must include language indicating that a map of the campus will be displayed in a prominent location and will also be made readily available to law enforcement and medical personnel in emergency situations.

2. How the center will handle, secure, and timely dispose of any illegal drugs and all weapons (as defined in Section R5 below) confiscated or otherwise found on center or in a center-sponsored activity that the local law enforcement agency will not retrieve. Disposal must be done in accordance with state and local law. Disposal of illegal drugs must be consistent with the center SOP on Medication Management.

3. How the center operator will address the confiscation and return of weapons and items that are barred from Job Corps centers under R5 below, but that students may legally possess off-center, such as licensed or registered firearms. This procedure must align with R6 (d) below.
(a) Such weapons and items must always be confiscated and must not be returned to the student while the student is still on center.
(b) The Center Safety and Security SOP also must include what steps the center operator, in conjunction with local law enforcement where possible, will take to verify if the student complied with any registration and licensing requirements to possess the confiscated weapons or items.
(c) Even if the student can legally possess a weapon or other prohibited item off center, the center still must sanction any student determined to have brought a weapon or other unauthorized good on center, according to Exhibit 3-1.

4. How the center operator will handle, secure, and, if necessary, timely dispose of other unauthorized goods prohibited from being on center in Section R5 below.

5. How the center will record and track all illegal drugs and all weapons confiscated or otherwise found on center. The SOP must include the date the illegal drugs or weapons were found, the date(s) they were secured and where they were secured, and the date on which they were disposed or returned and how they were disposed or returned. If illegal drugs or weapons are found or confiscated from a student or staff member, this record must include the student’s or staff member’s name and identification number, how the illegal drugs or weapons were located, and what disciplinary actions the student or staff member faced following the discovery.

6. The circumstances and process under which law enforcement will be contacted, consistent with Section R2 and any law enforcement agreement.

7. How the center operator will return stolen property to its rightful owner.

R2. Requirement to Contact Local Authorities

a. Center operators must report criminal incidents according to the terms of the law enforcement agreements described in R3 and R4.

b. Regardless of the terms of the law enforcement agreements described in R3 and R4, center operators must contact local law enforcement if a serious crime or emergency occurs on center or in a center-sponsored activity. A serious crime includes, but is not limited to:

   1. A homicide
   2. A theft of a vehicle or other significant government-owned property
   3. An assault or battery
   4. A riot or similarly violent incident involving five or more students or persons
5. A sexual assault or rape as defined under state law. Center operators also must comply with the requirements of PRH 6.11, R6 in dealing with sexual assaults and rapes.

6. Unauthorized distribution of a controlled substance

c. Center operators may not prohibit any center personnel or student from calling 911 or any law enforcement agency, and may not limit the personnel or students who may call 911 or law enforcement.

R3. Agreements with Local Law Enforcement Agencies

a. Pursuant to Job Corps’ regulations at 20 C.F.R. § 686.925(b), center operators must develop and maintain written cooperative agreements with its nearest local law enforcement agency. An up-to-date, unexpired agreement must be submitted to the NOJC and ROs on July 1 of each program year. The submitted agreement must reflect that the agreement will be in effect for that upcoming program year.

These agreements must contain, at a minimum:

1. The names of each center and of the local law enforcement agency

2. The roles and responsibilities of the center operator and the local law enforcement agency, including at a minimum:
   (a) The circumstances and process under which the center’s operator will contact the local law enforcement agency consistent with the requirements of Sections R1 and R2 above;
   (b) How the center operator will handle, secure, and timely dispose of illegal drugs and all weapons confiscated or otherwise found on center or in a center-sponsored activity, as well as the handling, securing, and, if necessary, disposal of any other unauthorized good prohibited from being on center in Section R5 below.
   This portion of the agreement also should address how the center operator will work with local law enforcement to ensure that students have met the licensing and registration of items, such as firearms, that are barred from Job Corps centers under R5 below, but that students may otherwise legally possess.
   (c) A statement that the local law enforcement agency will be contacted for searches as required at Section R9 below;

3. The expiration date for the agreement;

4. The process for renewing, altering, or terminating the agreement;

5. The signatures of the operator’s center director and an authorized signatory from the local law enforcement agency;
6. The date the operator and the local law enforcement agency signed the agreement

b. If the center operator is unable to reach an agreement with the local law enforcement agency, or the local law enforcement agency will not agree to address all of the topics described in subsection R3 (a) in its agreement, no later than the last day of each program year, the center must provide to the NOJC and ROs:

1. Written evidence of the operator’s good faith effort to reach an agreement with the local law enforcement agency on all of these terms. For the purposes of this requirement, a good faith effort is one in which the center operator makes a diligent and honest effort to obtain a local law enforcement agreement annually; and

2. What, if any, agreement the center operator was able to reach with the local law enforcement agency.

3. The portions of the SOP established as a supplement to or in place of a law enforcement agreement in accordance with R1.

R4. Agreements with Federal and State Law Enforcement Agencies

a. Pursuant to Job Corps’ regulations at 20 C.F.R. § 686.925(b), center operators must establish agreements with federal and state law enforcement agencies for criminal enforcement purposes by reaching out to the local offices of state law enforcement and the Federal Bureau of Investigation (for contract centers) or Forest Service Law Enforcement for Job Corps Civilian Conservation Centers (CCCs). An up-to-date, unexpired agreement must be submitted to the NOJC and ROs on July 1 of each program year. The submitted agreement must reflect that the agreement will be in effect for that program year. Such agreements must contain the same terms described in Section R3 (a)(1)-(6) above;

b. If the center operator is unable to reach an agreement with the local office of the federal or state law enforcement agency, or the local office of the federal or state law enforcement agency will not agree to address all of the topics described in subsection R3 (a)(1)–(6) in its agreement, no later than the last day of each program year, the center must provide to the NOJC and ROs:

1. Written evidence of the operator’s good faith effort to reach an agreement with the local office of the federal or state law enforcement agency on all of these terms. For the purposes of this requirement, a good faith effort is one in which the center operator makes a diligent and honest effort to obtain a local law enforcement agreement annually; and

2. What, if any, agreement the center operator was able to reach with the local office of the federal or state law enforcement agency.
R5. Unauthorized Goods

Center operators must ensure that the following unauthorized goods are not permitted on center:

a. Firearms and ammunition

b. Explosives and incendiaries

c. Knives

d. Homemade weapons

e. All other weapons and instruments for which the primary use is to inflict injury

f. Drugs, defined as any substance listed on any schedule of the Controlled Substances Act, including seeds and residue, except when the drug is possessed and used in accordance with a valid prescription; and drug paraphernalia

Note: Under the Controlled Substances Act, no valid prescription can be provided for Schedule I drugs, including marijuana.

g. Stolen property

h. Alcohol

i. Tobacco for minors

j. Any other items that are illegal under state law or that could pose a danger to safety and security

R6. Disposal of Unauthorized Goods

Center operators must dispose of unauthorized goods as follows:

a. Stolen property must be returned to its rightful owner.

b. Illegal drugs (as defined in R5.f, above) must be secured and disposed of according to agreements described in R3 and R4. Disposal of any substance not covered by an agreement described in R3 and R4 must be disposed of in accordance with state and local law, consistent with center SOPs on Medication Management and Center Safety and Security.

c. Confiscated weapons (including firearms) must be secured and reported to law enforcement and disposed of according to agreements described in R3 and R4 and in accordance with the center operator’s Center Safety and Security SOPs. The center
must track and record all weapons and illegal drugs, including: the individual’s name and his or her staff or student identification number, the date the illegal drugs or weapons were found, how they were located, disciplinary actions faced following the discovery, disposition of the illegal drugs or weapons and the date of disposition.

d. When a student brings a weapon or potentially dangerous item that the student may legally own but is not permitted to possess on center, the item must be returned to the student according the student’s choice of either:

1. returning the item after the student is sent home in accordance with the student disciplinary process, by arranging a date on which the student may safely pick up the item; or

2. mailing or shipping the item to an address where the student may later safely pick it up.

If a student does not want the item returned or does not provide an address for return, the item shall be considered abandoned property and the center operator must dispose of it according to the requirements of its local law enforcement agreement and Center Safety and Security SOP. Center operators must comply with all PRH recording and reporting requirements for these items before making arrangements for their return.

R7. Prohibition of Firearms

Center operators must not allow anyone to bring a firearm onto a Job Corps Center except for:

a. Licensed security personnel contracted by the center operator to provide security during distribution of student payroll; and

b. Law enforcement personnel when:

1. Providing security services to a Job Corps Center pursuant to a written agreement between the center operator and the relevant law enforcement agency outlining the terms and condition of the arrangement, which addresses licensure, firearms certification, type of firearm, and additional weapons requirements and verification requirements, including the law enforcement personnel’s duties at the center; or

2. Employed by a center operator as center security personnel and acting within the scope of their duty, provided that such employment, including the use of their official firearm or other licensed firearm, is permitted by the relevant law enforcement agency.

NOTE: Nothing in this policy prohibits law enforcement personnel from conducting official law enforcement activities, including the use of firearms in accordance with the established policy of that agency, in the line of duty, including when law
enforcement personnel are in the line of duty and armed on a Job Corps center campus.

R8. **Active Shooter Response**

An active shooter is defined as an individual actively engaged in killing/injuring or attempting to kill/injure people in a confined and populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims.

Upon discovery of an Active Shooter event, as soon as it is safe to do so, law enforcement (911) must be called, and communicate, “There is an Active Shooter event in progress.”

The 911 call (from a safely concealed area) should provide the following information:

a. Description and possible location of suspect(s) if known

b. Number and types of weapons

c. Suspect’s direction of travel

d. Location and condition of any victim(s)

Safety and Security Officers and/or the person in charge must be prepared to meet and guide law enforcement officers if possible. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent any deaths or injuries.

In response to an Active Shooter event, the guidelines listed below should be followed.

1. **Evacuate.** If there is an accessible escape path, attempt to leave the premises
   (a) Have an escape route and plan in mind
   (b) Evacuate regardless of whether others agree to follow
   (c) Leave belongings behind
   (d) Help others escape, if possible
   (e) Prevent individuals from entering an area where the active shooter may be
   (f) Do not attempt to move wounded people
   (g) Call 911 when you are safe
   (h) Follow the instructions of any law enforcement officials/authorities
   (i) Keep your hands visible in the presence of law enforcement officials/authorities

2. **Hide Out.** If evacuation is not an option, find a place to hide where the active shooter is less likely to go. Direct others into resident rooms or adjacent rooms, close the door and attempt to barricade the door. The hiding place should:
   (a) Be out of the active shooter’s view
   (b) Provide protection if shots are fired
   (c) Not entrap or restrict options for movement
If the active shooter is nearby:
• Lock the door
• Silence your cell phone, pager, and/or other electronic devices
• Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Blockade the door with heavy furniture
• Stay as low to the floor as possible and remain quiet

If evacuation and hiding out are not options:
• Remain calm
• Call 911, if possible, to alert police to the active shooter’s location
• If you cannot speak, leave the line open and allow the dispatcher to listen

3. **Take Action.** If your life is in imminent danger, as a last resort, attempt to disrupt and/or incapacitate the active shooter by:
   (a) Acting as aggressively as possible against the active shooter
   (b) Throwing items and improvising weapons
   (c) Yelling
   (d) Committing to your actions

Announce an “All Clear” when the scene is declared safe by law enforcement officials/authorities.

**R9. Search and Seizure**

Center operators shall conduct searches and seizures only in the following circumstances:

a. General inspections of dorm rooms, lockers, and other center facilities may be conducted periodically.

b. Searches for unauthorized goods may be conducted only when the Center Director believes such goods are being hidden on center. The reasons for the search must be documented.

c. The scope of search may be no wider than what is necessary to accomplish the specific purpose of the search. Unauthorized goods found as a result of a search must be confiscated.

d. A search of a person of an entire group of Job Corps students is prohibited when the information in the possession of Job Corps officials indicates that only some members, or less than all members, of the group are in possession of contraband that is prohibited on center property.

e. Job Corps shall not conduct strip searches of students. If the Center Director believes a strip search of a student is necessary, local law enforcement authorities must be contacted and requested to perform the search.
f. Searches for evidence of crime may be conducted for evidence in criminal prosecution. These must always be done by a law enforcement officer with a search warrant, except when delay would endanger the physical well-being of students.

**R10. Student Notification**

Center operators must notify all students of the center’s policies and procedures regarding unauthorized goods, and search and seizures.

**R11. Use of Physical Restraint and Isolation**

Center operators must:

a. Limit use of physical restraint to only those situations that seriously threaten persons or property. Ensure that no student is restrained for more than one hour without at least verbal consultation and approval from a physician. Staff cannot use handcuffs, mace, pepper spray (or any derivatives) on students. Staff must be aware of and abide by any state laws regarding restraint and isolation.

b. Use on-center isolation facilities for temporary segregation of students from their peers only when behavior constitutes an immediate threat to themselves, other persons, or property.

A student placed in an isolation facility must be observed every 15 minutes and this observation must be documented on a signed log giving the exact time of observation and the signature of the staff member conducting the observation. Isolation cannot exceed 12 hours unless accompanied by a statement from the center physician that the isolation is not medically prohibited.
5.5 MANAGEMENT AND REPORTING OF SIGNIFICANT INCIDENTS

PURPOSE

P1. To ensure proper and effective management of serious incidents involving program participants, staff, or facilities.

REQUIREMENTS

R1. Reportable Events

Centers and OA/CTS contractors shall report the following types of significant incidents to the National and Regional Offices:

a. Death or work/training-related hospitalization of one or more active students or on-duty staff in one incident, work training related amputations, and work/training related losses of an eye

b. Serious illness, or serious injury** (e.g., epidemic, hospitalization, emergency room treatment requiring hospital admission or surgery, reaction to medication/ immunization) to an active student and/or on-duty staff member

c. Physical assault

d. Inappropriate sexual behavior

e. Indication that a student is a danger to himself/herself or others

f. Incident requiring law-enforcement involvement

g. Incident involving illegal activity

h. Arrest of current student or on-duty staff member

i. Motor vehicle accident involving injuries, or damage to a center vehicle

j. Theft or damage to center, staff, or student property

k. Incident threatening to close down the center or disrupt the center’s operation

l. Incident involving a missing minor student

m. Incident attracting potentially negative media attention

n. Any infraction identified in Exhibit 3-1, Infraction Levels, Definitions, and Appropriate Center Actions, requiring a(n) SIR
** Please see PRH Chapter 5, Section 5.18, R2.b for a detailed classification of serious medical injuries.

**R2. Incidents Requiring Immediate Contact With the Appropriate Regional Office**

Centers must immediately report within 2 hours of center management becoming aware of the incident, described below, to the appropriate Regional Office, by either telephone or text messaging, and by e-mail. Regional Offices will notify centers and corporate offices of the appropriate points of contact for reporting these incidents.

a. Death of an active student. Job Corps centers must also immediately contact the Office of Workers’ Compensation Programs.

b. Death of a staff member on-duty

c. Hospitalization of one or more active students and/or on-duty staff in one incident, work/training related amputations, and work/training related losses of an eye

d. Any incident:
   1. Requiring law enforcement involvement (If the incident involves a minor student and requires law enforcement involvement, then centers must notify his/her parents immediately.)
   2. Involving a missing minor student
   3. With the potential to garner negative media attention
   4. Where substantial property damage has occurred

The incidents above, also require a significant incident report be submitted through the Significant Incident Reporting (SIR) System, as outlined in R4, below.

**R3. Incidents That Require Occupational Safety and Health Administration (OSHA) Notification**

In accordance with 29 CFR 1904.39(a), centers must contact OSHA within 6 hours of one or more of the following events:

a. Death of an active student

b. Death of a staff member on-duty

c. Hospitalization of one or more active students and/or on-duty staff, work/training related amputations, and work/training related losses of an eye
Centers must orally report the fatality/multiple hospitalization by telephone or in person to the OSHA Area Office nearest to the site of the incident, or use the OSHA toll-free central telephone number, 800-321-OSHA (800-321-6742). Should no one answer the National toll free number you must leave a telephone message with the following information:

1. Establishment name
2. The location of the incident
3. The time of the incident
4. The number of fatalities or hospitalized employees
5. The names of any injured employees
6. Your contact person and his or her phone number
7. A brief description of the incident

d. Centers must maintain a record of notification on center for a period of three years.

R4. Incidents Requiring Electronic Submission of Significant Incident Report

All incidents outlined in R1, above, must be reported through the web-based Significant Incident Reporting (SIR) System. Centers should contact the appropriate Regional Office if there is confusion as to whether a(n) SIR should be submitted.

Centers must:

a. Submit an initial SIR, even if a resolution has not yet been determined for the students/staff involved, according to the timelines below.

1. Within 6 hours of the center being made aware of an active student or on-duty staff death
2. Within 24 hours of the center being made aware of other incidents

b. Continue to submit supplemental reports monthly, or more frequently, if new information is obtained, until a final report has been submitted. Until a report is submitted as final, a supplemental report, at minimal, is required every 30 days following the submission of the initial report.

c. In the event that a student suffers an injury while on duty or on an authorized day pass, record the incident in Employees’ Compensation Operations and Management Portal
(ECOMP) within seven calendar days (including weekends) of supervisor notification. ECOMP information, including internal control number (ICN), must be added to victim and/or perpetrator information with the initial SIR, or as soon as it is available.

d. In the event that a staff member suffers a work-related injury or occupational illness/disease, record the incident in ECOMP (OSHA 301, and OSHA 300 if applicable, only) within seven calendar days of supervisor notification. ECOMP information, including ICN, must be included in the narrative portion of the report with the initial SIR, or as soon as it is available.

R5. Usernames and Passwords

a. Each staff member who is responsible for submitting SIRs through the web-based system is required to have a unique username and password. Upon initial entry into the system, users will be required to change their password to an eight-digit alphanumeric password of their choosing.

Two types of users are assigned:

1. Advanced Users: These are users who may enter, approve, and submit a(n) SIR. Each center must have at least two Advanced Users. An Advanced User can enter and submit a(n) SIR to Job Corps National/Regional Offices without approval from the Center Director or another staff member.

2. Basic Users: These are users who may enter information but may not approve/submit a(n) SIR to Job Corps National/Regional Offices.

b. Regional and corporate staff may be added to the SIR e-mail distribution list by contacting the health support contractor directly.

R6. Display of Student Identifying Information

a. The SIR System does not accept Social Security Numbers (SSNs) as student identifiers. Instead, when entering student data into the SIR System, centers must use the six-digit student ID numbers assigned by Job Corps upon entry to the program. Although centers will enter student ID numbers, as well as related student information in the SIR data-entry fields, the following student identifying information will not be displayed in submitted reports that are e-mailed back to the Advanced User, as well as others who are on the authorized SIR e-mail distribution list:

1. Student first name

2. Date of birth

b. To ensure student privacy, centers must not use student first and last names in the “Description of Incident” field in the SIR. Instead, centers should use the terms “Victim
1,” “Victim 2,” “Perpetrator 1,” “Perpetrator 2,” etc., when describing the incident.

**R7. Management**

Center and OA/CTS contractor management must:

a. Investigate each significant incident

b. Initiate appropriate action to resolve the incident

c. Identify and implement appropriate procedures to prevent recurrence, to the maximum extent possible
5.6 PROCUREMENT AND PROPERTY MANAGEMENT

PURPOSE

P1. To procure property, services, and supplies in a cost-efficient manner in accordance with government policies.

P2. To provide procedures for receipt and accountability of government-owned property, materials, and supplies.

REQUIREMENTS

R1. Procurement

Center operators and Outreach and Admissions (OA)/Career Transition Services (CTS) contractors must follow all applicable procurement regulations, to include those contained in the Federal Acquisition Regulations (FAR), Department of Labor Acquisition Standards, Office of Management and Budget (OMB) Circulars, and Executive Orders (EO).

R2. Internal Controls

Center operators and OA/CTS contractors must:

a. Develop written procedures to procure materials and services on a timely basis and submit these procedures to the Contracting Officer as part of the standard operating procedures. Federal agency centers must use established agency procedures for procurement of materials and services (see Exhibit 5-1, Standard Operating Procedures).

b. Communicate procurement rules and procedures to all staff members involved in the purchase, receipt, custody, oversight, documentation, or inventory of materials and services.

c. Establish systems for the periodic self-evaluation of procurement activities to ensure integrity, accountability, and prevention of fraud, waste, and abuse.

R3. Reporting

Center operators and OA/CTS contractors shall submit subcontracting reports in accordance with the reporting requirements and schedule described in Exhibit 5-2 (Plan and Report Submission Requirements).

R4. Receipt and Control of Property

a. Ensure that all supplies and equipment are received and signed into custody by persons other than those who authorize purchases.
b. Receive Safety Data Sheets (SDS) for all potentially hazardous material and distribute them to appropriate departments.

c. Develop and maintain an inventory system to account for all expendable property in accordance with procedures in Employment Training Administration (ETA) 359, ETA Property Management Handbook.

d. Maintain an inventory system to account for all non-expendable property through the use of the Electronic Property Management System (EPMS).

e. Conduct a thorough inventory of non-expendable property annually and report the results to the Contracting Officer.

f. Conduct a thorough inventory of all expendable property quarterly.

R5. Motor Vehicles

Center operators and OA/CTS contractors shall follow the requirements of ETA Handbook 359 and 48 CFR Chapter 1 Subpart 51.2 regarding acquisition and use of motor vehicles.
5.7 **FINANCIAL MANAGEMENT**

**PURPOSE**

P1. To establish and maintain a financial management system that provides accurate, complete, and current disclosures by each contractor and agency receiving Job Corps funds.

P2. To maintain sufficient cost data for effective planning, monitoring, and evaluation of program activities.

P3. To ensure that expenditures of funds are necessary, reasonable, and auditable.

**REQUIREMENTS**

**R1. Budgeting**

Center operators and Outreach and Admission (OA)/Career Transition Services (CTS) contractors must assure that budgets are developed, prepared, revised, and submitted in accordance with the requirements contained in Appendices 502 (Financial Management for Center Contracts) and 503 (Job Corps Outreach/Admissions and Career Transition Services Cost Reporting and Budgeting Requirements).

**R2. Financial Reporting**

Center operators and OA/CTS contractors must assure that required monthly reports are prepared and submitted, on time, in accordance with the requirements contained in Appendices 502 and 503.

**R3. Vouchering**

Center operators and OA/CTS contractors must submit vouchers for the reimbursement of expenses, on time, in accordance with the procedures outlined in Appendices 502 and 503.

**R4. Internal Controls**

Center operators and OA/CTS contractors must:

a. Establish internal controls to provide reasonable assurance that:

   1. Management is made aware at an early stage of any situation in which available funding for contracted services is not adequate to secure the delivery of such services.

   2. The integrity of the funds provided by the government is not being compromised.

   3. Assets are properly safeguarded.
b. Submit written descriptions of control procedures to the Contracting Officer as part of the standard operating procedures in accordance with the schedule shown in Exhibit 5-1 (Standard Operating Procedures). Control procedures must include:

1. Separation of duties
2. Approval requirements
3. Documentation requirements

c. Establish procedures to regularly communicate budgetary goals and rates of expenditure to management staff who have responsibility for authorizing expenditures.

**R5. Student Benefit Fund**

Conduct an annual audit of the Student Benefit Fund to assure that the requirements listed in PRH Chapter 3, Section 3.20, R3 (Student Benefit Fund) are met.

**R6. Sale of Center-Produced Goods and Services**

The sale of goods produced or services rendered by students or at Job Corps centers is prohibited except in the following cases:

a. Objects or services may be sold at cost to students or center employees. For USDA Forest Service Civilian Conservation Centers (CCCs), sales to staff must be in accordance with approved agency policy.

b. Objects or services may be sold in the community when both of the following criteria are met:

1. The sale of such products or services does not represent unfair competition with private sources in the area.
2. The center has received approval from the Regional Office.

c. Vehicle repair services may be offered only when the following additional conditions are met:

1. Such services are made available to staff and the general public on an equal basis.
2. Vehicles serviced are selected on a first come, first served basis.
3. Prior to acceptance for service of any vehicle, the owner signs an agreement relieving Job Corps of any responsibility for damage, and agreeing to pay for all
parts and materials.

4. Repair services shall not be provided to rebuild vehicles purchased for speculation or resale.

5. Repair of vehicles owned by non-center Department of Labor and non-center federal employees of operating agencies is prohibited.

d. The proceeds from the sale of goods must be credited to the cost category for the purchase of the materials.

e. Students cannot sell arts and crafts objects made with center-provided materials for personal profit.

f. The sale of objects made with materials purchased by the Student Benefit Fund is permitted only if proceeds are credited to the Student Benefit Fund.

R7. **Taxation of Job Corps Contractors by States or Localities**

If state or local taxes are levied on a center or OA/CTS contractor, the contractor must follow the procedures set forth in Appendix 504 (Taxation of Job Corps Contractors by States or Subdivisions Thereof).
5.8 ESTABLISHMENT OF JOB CORPS CENTERS

PURPOSE

P1. To evaluate and select appropriate sites for new Job Corps centers.

REQUIREMENTS

R1. Establishment of Job Corps Centers

The authority to initiate the following actions related to the establishment of Job Corps centers is reserved for the National Director:

a. The determination that a center should be established, relocated, or expanded.

b. Approval of the location and size of all Job Corps centers.

c. The initiation of site evaluations. A site evaluation shall include:

   1. A market survey

   2. An environmental assessment

   3. A preliminary engineering evaluation of the condition and capacity of existing buildings, pavements, utility systems, major equipment, and all other real property components

   4. A preliminary cost estimate for acquisition, rehabilitation, and new construction

d. The initiation of action to purchase or otherwise acquire new sites.

e. Final approval of the design of new centers in accordance with Job Corps facility standards.

f. Initiation of the construction of new centers.

R2. Notifications

Proposals to establish new centers must be approved by the governor of the state in which the center is to be located. Notification of the governor shall be by the Secretary of Labor. Governors shall be permitted 30 days from the date of notification to approve or disapprove the establishment of the center. Notice of disapproval shall be submitted in writing to the Secretary of Labor.
5.9 FACILITY STANDARDS

PURPOSE

P1. To ensure that centers provide adequate facilities to meet student needs, and to achieve program goals.

P2. To provide a place of employment that is free from recognized hazards.

P3. To maintain center facilities in a safe, clean, and attractive manner.

REQUIREMENTS

All persons involved in the design, construction, and rehabilitation of Job Corps centers must adhere to the following standards.

R1. Legally Mandated Standards


   1. Occupational Safety and Health — 29 CFR Parts 1910, 1926 and 1960
   2. Historical Preservation — 36 CFR Part 800
   4. Disability/Accessibility — 28 CFR Part 36
   6. General Services Administration (GSA) Facility Standards (P100) (Note: GSA [P100] applies to all federally owned or leased property.)

b. Building codes used in the United States (U.S.):

   Centers must adhere to the most recent applicable building codes adopted by the state or local jurisdiction that has authority over the center. The center must maintain a copy of the relevant local adopted building codes and have them available during assessments.

   Applicable codes may include, but are not limited to:

   2. Uniform Building Code (UBC)
4. International Building Code (IBC)
5. GSA P11, Facility Standards
6. NFPA and other National Consensus Standards

**R2. Job Corps Standards**

a. Bathrooms and showers must be adequate in number, clean, brightly lit, odor-free, well ventilated, and adequately supplied.

b. Facilities

1. Residential buildings must provide sleeping rooms, bath and lounge facilities, appropriate administrative spaces, and lockable storage space for student belongings.

2. Counselors must be provided with private, secured offices with easy student access.

3. Laundry facilities must be available for student use.

4. Recreational facilities must include access to a gymnasium, multi-purpose recreation areas, and sports fields.

5. Academic buildings must have adequate space for classrooms, computer labs, and learning resources.

6. Career technical training (CTT) areas must have classroom and training space to satisfy the needs of each training program, and resemble the workplace to the extent possible.

c. Dining and cafeteria facility must include a food preparation area, serving area, dining area, and storage areas.

d. Health services facilities must include private medical examining rooms; a nurse’s station; separate infirmary space for males and females; dental facilities; a secure drug storage area; and private space for mental health consultations, dentists, physicians, and TEAP specialists.

e. Administrative areas must include general office and meeting space.

f. Storage areas must include adequate, lockable storage to safeguard confidential records, supplies, equipment, and hazardous materials, and to secure excess property.
g. Child development centers and residential parent/child programs must adhere to standards in Exhibit 6-9 (Facility Requirements for Child Development Centers and Residential Parent/Child Programs).

h. Furnishings must be in satisfactory condition, adequate in number, and appropriate for use.
5.10 FACILITY MAINTENANCE PROGRAMS

PURPOSE

P1. To assess conditions and prioritize facility rehabilitation, construction, and maintenance needs.

P2. To provide funds needed to affect facility improvements and emergency repairs.

REQUIREMENTS

R1. Facility Survey

a. Purpose

1. The Job Corps National Office will issue procedures to conduct periodic facility surveys of centers.

2. The purpose of the facility survey process is to assess and document the condition of facilities, identify deficient conditions, and provide recommendations and estimates for correction. These surveys serve as the primary method of assessing center conditions, and identifying future rehabilitation and repair projects.

3. All building deficiencies are classified and prioritized for rehabilitation and repair as follows (see R5 for sub-classifications and details):
   (a) Class I – Life safety and health (highest priority)
   (b) Class II – Code violation
   (c) Class III – Repair and replacement
   (d) Class IV – Programmatic needs

b. Responsibilities:

   The National Office of Job Corps will:

1. Arrange for a facility survey of each Job Corps center every three years.

2. Use the facility survey as the principle document to establish yearly and five-year funding requirements and priorities for construction and rehabilitation activities at Job Corps facilities.

3. Use the Job Corps Facilities Database to maintain center data and results of the facility survey. The database includes, but is not be limited to:
   (a) The site and building conditions for the center
   (b) Real estate assets and warranties
   (c) Observations concerning the site layout, drainage, site lighting, infrastructure, utility delivery, accessibility, and other conditions
(d) Type of construction, age of the facility, environmental, accessibility, and major system configuration of each building on center

4. Ensure funded deficiencies are entered into the Job Corps Facilities Database.

5. Ensure Construction Rehab and Acquisition (CRA) contract modifications for approved and funded deficiencies are issued to center operating contactors in a timely manner.

6. Ensure Regional Offices continually track progress of Funded-Not-Corrected (FNC) deficiencies, and initiate appropriate action to address delays in completing funded projects and closeout of funded projects.

The Engineering Support Contractor (ESC) must perform the following:

1. Deploy a team to conduct the facility survey. The length of the survey varies by the center size, but is typically one week in duration.

2. Execute a survey that includes a visit to each building and structure, a thorough review of the infrastructure and site, and validate previous survey findings, progress, and status.

3. During the ESC’s site visit all ongoing projects are evaluated and completed/funded projects will be verified and closed-out.

4. The ESC will enter results of the facility survey into the Job Corps Facilities Database. Entries will include, but are not limited to:
   (a) A review of real estate assets and warranties
   (b) Specific observations concerning the site’s layout, drainage, site lighting, general electrical outlet conditions, heating and ventilation system conditions, heat pump conditions, infrastructure, utility delivery, accessibility, and other conditions
   (c) The type of construction, age of the facility, environmental, accessibility, and major system configuration of each building on center
   (d) Deficiencies that negatively impact center operations and training objectives

The Regional Office will:

Work with the center operator to plan facility-survey site visits. This includes the compilation of specific facility data.

The center must:

1. Provide the facility survey team easy access to all on-site buildings and structures.

2. Participate in the facility survey process that includes:
(a) Long-range planning
(b) Review and discussion of the facility survey findings
(c) Development and implementation of measures to meet Federal mandates such as, resource conservation, green initiatives and other environmental issues

R2. **Project Implementation and Demolition**

a. National Office CRA Projects:

   The National Office will:

   1. Arrange for the designated Federal staff to oversee the ESC to review and make recommendations for design and construction of identified, funded, major construction projects.

   2. Federal staff will provide ESC oversight, including plan review and approval, specifications and cost estimates, at each stage of the design depending upon the complexity of the project.

   The center, when directed, must:

   1. Participate in the 15 percent (schematic) design review and provide programmatic input. The center will also be invited to participate in any subsequent design reviews that are conducted on center.

   2. Coordinate with the National Office Federal staff in requesting technical assistance from the ESC and the construction contractor during the construction phase to ensure a safe working environment.

   3. Provide sufficient access and space for the ESC.

   The Certificate of Substantial Completion performed for National Office of Job Corps projects will satisfy Office of Job Corps pre-occupancy inspection requirements.

b. Center Construction or Rehabilitation Projects (FNC Projects)

   1. Where the contracting responsibility for approved construction or rehabilitation has been delegated to a center, the center must ensure prompt completion in a cost effective manner.

   2. Centers must provide advanced notice or seek Contracting Officer consent through the region as outlined in the center’s operating contract and/or Contractor’s Purchasing System Review (CPSR).

   3. Before engaging in facility rehabilitation, including Career Technical Skills Training (CTST) projects, which meets either of the conditions listed below, centers
must seek and receive approval from the National Office. Requests must be submitted through Regional Offices (or agency headquarters for USDA Forest Service Civilian Conservation Centers [CCCs]), which must forward the requests, with recommendations for modification or approval, to the Job Corps National Director designate responsible for the oversight of CRA projects:

Approval must be obtained if the project involves
(a) changes to any building’s structural system; or
(b) changes to major mechanical, electrical, plumbing, egress, or fire and safety systems.

4. Projects to construct new facilities, rehabilitate existing facilities, or repair or replace existing facilities, including CTST projects that involve student labor and cost more than $25,000 must be constructed in conformance with professionally prepared plans and specifications, in accordance with 48 CFR part 36.

c. Demolition Process

1. The center must prepare and submit Parts 1 and 2 of the Demolition Request Package (Appendix 512a and b) to the region (or agency headquarters for CCCs). The Package shall be submitted via the CRA website.

2. The region or agency shall review and forward the Demolition Request Package to the National Office.

3. The National Office will review and approve the Demolition Request Package. The National Office review includes environmental, real estate, and historic preservation issues, all of which must be resolved before approval.

4. Following approval by the National Office, the center should obtain quotes for the demolition and submit a request for funding using the CRA Web site.

d. Career Technical Skills Training (CTST) projects

1. Projects are approved and funded by the Regional Office in accordance with PRH Appendix 303.

2. Projects include major facility renovations such as new classrooms, remodeled bathrooms, or new dorm rooms.

3. CTST projects that include construction activities requiring professional design and installation by licensed contractors, including structural changes, installation of electrical wiring and/or utility upgrades, must be reviewed and approved by the National Office of Job Corps, Division of Facility and Asset Management in accordance with PRH Appendix 303.
4. The center must ensure that all CTST projects that involve student labor and cost more than $25,000, or that involve significant facility alterations, are accomplished in accordance with a set of professionally prepared, sealed or stamped plans and specifications including a cost estimate. These plans, specifications, and cost estimates must be reviewed by the center Facility Maintenance Manager and must be submitted as part of the CTST project approval process for review and final approval by the Job Corps National Office, Division of Facilities and Asset Management.

5. The Certificate of Substantial Completion must be issued by the appropriate staff instructor.

6. Centers must coordinate with the state or local jurisdiction of authority to obtain all required construction permits and preoccupancy inspections, if applicable.

7. CTST projects that result in new facilities or significant renovations without professional approval may be directed to be removed.

(See PRH Chapter 3, Section 3.14, Career Technical Training.)

R3. CRA and Funded-Not-Corrected (FNC) Reporting

a. The Job Corps Construction/Rehab Report (Exhibit 5-19) must be submitted quarterly by each Job Corps center via the CRA Website, reviewed by their Regional Offices (or agency headquarters for CCCs), and forwarded to the National Office. The updated Construction/Rehab Report must be updated and submitted with each CRA Funding Request.

b. The National Office will ensure all approved CRA deficiencies are placed on the FNC Web site.

c. The Regional Office will use the FNC Website to assist in the management of CRA projects and funds.

d. Centers must update the status of each FNC deficiency at least monthly or more frequently as the status changes from receiving funds, procurement, construction award, construction progress, and completion. The updates must include:

1. CRA modification number, date, amount and CRA funding code

2. Project Status

3. Project Schedule

4. Comments on the progress
5. Reasons the project is delayed if applicable

e. Every effort must be made to complete the FNC within the time frames detailed in R5 – Timeframes for Completion of FNC Deficiencies.

f. Centers must ensure funds are used within the three-year period of obligation. When the three-year period of obligation has passed those funds will remain on the center operating contract. If not subsequently used before the end of the operating contract, the funds will be de-obligated by the region and returned to the U.S. Treasury.

**R4. CRA Furniture, Furnishings, and Equipment**

When a National Office project is performed for a dormitory, cafeteria, or new Job Corps center, the National Office will assist in the selection of the furniture and furnishings.

a. Approximately 6-9 months from completion, the ESC Interior Design Specialist will contact the center to arrange a presentation of the proposed furniture and furnishings.

b. The ESC will complete a furniture and furnishings binder that contains the specifications and quotes from three vendors which includes delivery and installation. The ESC will provide the completed recommendation binder to the center.

c. The center must prepare a CRA funding request for the furniture and furnishings, and additional equipment needed for the initial fit out(s) of the building(s) (e.g., microwaves, common-area televisions, etc.). These requests must be submitted via the CRA Funding Request system.

d. The region will forward to the National Office for approval, the requests and prepare a Financial Operating Plan (FOP).

e. The CRA funds will be modified to the center operating contract.

f. The center must proceed with the purchases, and coordinate delivery and installation.

**R5. Timeframes for Completion of Funded-Not-Corrected (FNC) Deficiencies**

a. Class IA – Life Safety and Health (top priority)

1. Depending on the complexity and potential harm associated with the deficiency, a Class IA deficiency may be corrected within a few days, but should be completed within 60 days of contract modification. Corrective actions, including engineering controls that require more than 60 days to complete will require an abatement plan documented on the FNC Website.

2. Class IA life safety and health violations include, but are not limited to:
   (a) Inadequate or deficient fire alarm systems in residential, classroom,
instructional, or administration buildings
(b) Inadequate or deficient emergency exit signage or lighting in a residential, classroom, or administration building
(c) Inadequate or deficient sprinkler systems in a residential, administration, classroom, or instructional building

b. Class IIA, IIB, and IIC – Code Violations

1. Depending on the complexity and possible results associated with the deficiency, a Class IIA deficiency (that may shut down center operations) may be corrected within a few days, but should be completed within 90 days after contract modification. Corrective actions, including engineering controls that require more than 90 days to complete will require an abatement plan documented on the FNC Web site.

2. Class IIA deficiencies include, but are not limited to:
   (a) Lack of or deficient emergency shut-off switches for power tools or appliances
   (b) Large roof leaks in a residential, administration, classroom, or instructional building
   (c) Lack of portable fire extinguishers

3. A Class IIB deficiency (that would not result in interruption of center operations) would depend on complexity, but should be corrected within 90 days after contract modification. This would have a lower priority than Class IIA deficiencies.

4. Class IIB deficiencies include, but are not limited to:
   (a) Dryer ducts posing fire hazards in residential buildings
   (b) Kitchen hoods without fire suppression or power shut down
   (c) Ceiling panels not fire-rated in residential buildings

5. Class IIC deficiencies would be corrected when performing a significant renovation of that area. When funded, the deficiency should be completed within 270 days after contract modification.

6. Class IIC deficiencies include, but are not limited to accessibility in restrooms.

c. Class IIIA and IIIB – Repair and Replacement

1. Depending on the complexity of the correction and availability of funding, a Class IIIA deficiency (that may shut down center operations) may take up to two years or longer to get funded. When funded, the deficiency should be completed within 270 days after contract modification.

2. Class IIIB deficiencies (that would not result in interruption of center operations) may await funding through multiple CRA budget requests. When funded, the deficiency should be completed within 270 days after contract modification.
d. Class IVA and IVB – Programmatic Needs

1. Class IVA deficiencies for repairs that would improve the quality of instruction, may be completed within one year if funding is available, and longer if it has to await funding.

2. Class IVB deficiencies would be desirable enhancements that may take 10 years or more to complete, depending on available funding.

R6. Preoccupancy Survey for Center Projects

For National Office of Job Corps Projects, the Certificate of Substantial Completion will satisfy Office of Job Corps preoccupancy inspection requirements.

For center projects, centers are responsible for ensuring that all construction projects conducted on center meet Federal, state and local building code requirements, and must coordinate with the local building official and obtain any necessary permits and inspections. The National Office does not have the authority to inspect and approve a building, structure, or facility for occupancy. Therefore, centers should not contact the National Office for preoccupancy inspections.

Preoccupancy surveys must be arranged by the center, with the assistance of the architect, engineer, project manager, CTST project manager in charge of the project, or local jurisdiction (Fire Department).

a. A preoccupancy survey must be performed prior to moving students and staff into:

1. A new center, dormitory, administration, or other center facilities (e.g., temporary classroom buildings)

2. A facility that has been renovated so as to change any building structural system or major mechanical, electrical, plumbing, egress, or fire and safety system

b. Certificate of Substantial Completion must be issued to indicate that the project is ready, and approved for student and staff occupancy. A Punch List must be generated by the contractor performing the work and must contain those items that still need to be completed. Remaining Punch List, non-NFPA 101 Life Safety Code items must be completed within 30 days of occupancy.

c. Certificate of Substantial Completion will not be issued if the Punch List includes NFPA 101 Life Safety Code deficiencies. NFPA 101 deficiencies must be abated prior to occupancy.

d. Career Technical Skills Training (CTST) Projects
Centers must coordinate with the state or local authorities that have jurisdiction to obtain any required construction permits and preoccupancy inspections, if applicable. A preoccupancy inspection must be conducted by the center Safety Officer per PRH Chapter 5, 5.15, R2.g. The Certificate of Substantial Completion must be issued by the applicable staff instructor.

e. Civilian Conservation Centers (CCCs)

Preoccupancy surveys or a substantial completion walk-through of new construction and/or renovation projects performed on CCCs, including CTST and projects funded through the CRA, must be performed by U.S. Department of Agriculture (USDA) Forest Service engineers.

f. Written inspection reports, including Certificates of Substantial Completion, Punch List of items completed, and inspections performed by jurisdiction of authority, must be maintained on center. Copies must be distributed to the National Office and the appropriate Regional Office Project Manager.

g. Centers are responsible for providing the Office of Job Corps Occupational Safety and Health (OSH) program contract reviewers with information about construction or renovation projects completed, and outstanding deficiencies since the last annual OSH review. Copies of all inspection reports, including Certificates of Substantial Completion and inspections performed by jurisdiction of authority, must be made available to the reviewers at the time of the annual OSH program review.
5.11 FACILITY MAINTENANCE AND PROTECTION

PURPOSE

P1. To maintain center facilities in a safe and attractive condition.

REQUIREMENTS

R1. Facility Maintenance Program

Center Operators must maintain all buildings, grounds, roads, sidewalks, and equipment for which the center is responsible by implementing a center maintenance program that includes:

a. Written preventive maintenance procedures must be submitted to the Regional Office for approval within 90 days of contract award, in accordance with Exhibits 5-1 Standard Operating Procedures and 5-2 Plan and Report Submission Requirements. A report on the status of accomplishing preventive maintenance shall be submitted annually to the Regional Office. The preventive maintenance program and procedures and reports shall include at a minimum those items on the Center Preventive Maintenance Plan (PMP) Checklist, Exhibit 5-22. Regional Offices shall use the PMP Checklist when reviewing the centers’ initial and annual submissions. These reports and reviews shall be submitted using the Construction, Rehabilitation and Acquisition (CRA) website.

b. Qualified maintenance personnel must be available or on call 24 hours.

c. A tracking system that documents scheduled maintenance, work orders, Operations and Maintenance (O&M) deficiencies, and the amount of time taken to complete work.

d. Procedures for inspecting, repairing, encapsulating, and/or removing asbestos-containing materials and/or lead-based paint; procedures for updating and maintaining an asbestos and/or lead-based paint O&M plan that meets Federal, state, and local jurisdiction requirements; and assigning qualified staff to manage the asbestos and/or lead-based paint program.

e. Procedures for obtaining assistance to handle specialized emergency problems beyond the scope and/or expertise of maintenance personnel.

f. Procedures for maintenance staff to complete rehabilitation projects, provided that such projects are not subject to the prevailing wage provisions of the Davis-Bacon Act. If the projects are subject to the Act, centers must ensure requirements of the Act are met. Centers must document the reasons the projects are exempt from the Act, and if they are not, centers must document actions taken to assure compliance.
g. Procedures for handling emergency maintenance problems at all times including weekends, holidays, and after-hours.

h. Provisions for qualified staff to supervise students performing maintenance work as part of an approved career technical training program or center support program.

R2. Use of Maintenance Funds

a. Centers must not use maintenance funds for capital improvement projects. Capital improvements are defined as:

1. The construction, installation, or assembly of a new asset (i.e. a building or structure), or the alteration, expansion, or extension of an existing asset to accommodate a change of function or un-met programmatic needs, or to incorporate new technology. This may include major renovation of an entire existing asset in order to properly restore and/or extend the life of the asset without change of function. This includes constructed asset deficiencies where there is non-compliance to codes (e.g., life safety, Americans with Disabilities Act, Occupational Safety and Health Administration [OSHA], environmental, etc.), and other regulatory or Executive Order compliance requirements.

2. Capital improvements include expenses for constructing or making long-lasting physical improvements to structures, utilities (e.g., heating and plumbing), roads and grounds, as well as the purchase and installation of major pieces of equipment, during a rehabilitation or construction project, that are permanently attached to structures such as air conditioners, walk-in freezers, refrigerators, ovens and stoves, and cafeteria dishwashers.

b. Centers are encouraged to use center maintenance and available under-run funds in excess of low on-board strength shortfall to address unfunded O&M deficiencies. Priority must be given to unfunded life-safety O&M deficiencies.

O&M deficiencies are defined as: A minor maintenance and repair action that is normally accomplished as part of the Job Corps center operating funds. This includes the cost of maintenance to repair unscheduled and scheduled deficiencies during the time period in which they occur.

Operations and Maintenance (O&M) includes:

1. Preventive maintenance for buildings, structures and Installed Building Equipment (IBE), including but not limited to heating, ventilation, and air conditioning (HVAC) equipment, fuel-burning and electric appliances, food service equipment, boilers, and plumbing, as recommended by the manufacturer:
   (a) Activities related to the normal functions intended for a facility or IBE, including costs for utilities (electricity, water, sewage), fuel, janitorial services, window cleaning, and pest control
(b) Upkeep of grounds, vehicle rentals, waste management, periodic condition assessments, roof inspections, specialized services, e.g., fire alarm/protection

2. Routine maintenance of center facilities, including painting, carpeting/flooring, curtains, etc., when such maintenance is not part of a classifiable construction and rehabilitation project

3. In-place management of asbestos-containing building materials and lead-based paint, in accordance with 40 CFR part 763 and 40 CFR part 745

**R3. Inactive Center Facilities**

a. The Job Corps National Director will be responsible for protecting and maintaining a center when it is closed, in accordance with GSA requirements.

b. The center is responsible for protecting a building or structure that is vacant or closed.

c. The demolition of inactive center facilities will be accomplished in accordance with ePRH Chapter 5, Section 5.10 R2. Project Implementation and Demolition.
5.12 CENTER SUSTAINABILITY

PURPOSE

P1. To promote energy and water conservation at Job Corps centers.

P2. To reduce overall center operations costs by reducing energy and water usage.

REQUIREMENTS

R1. Center Sustainability

Executive Orders (EO) and Federal statutes require Job Corps to meet certain sustainability requirements, including those found in EO 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance.

Job Corps centers must adhere closely to the sustainability and high-performance building requirements and principles, and must implement sustainable practices wherever feasible and cost-effective on a life-cycle cost basis.

a. Centers must assign responsibility for each sustainability requirement and goal below to key individuals. Centers must educate and encourage staff and students on the importance of resource conservation.

b. Centers must develop and implement written policies and procedures that include:

1. Procedures to reduce energy and water consumption. Centers with advanced meters must review data at least monthly and implement changes in facility usage based on this data. In addition, with approval from the National Office, centers must investigate and participate in utility-sponsored programs for demand-response, advanced metering with load shedding, and incentives for the installation of energy conserving equipment.

2. Procedures to reduce fuel consumption by motor vehicles.

3. Solid Waste Management Policies that include reuse and recycling strategies to reduce the amount of solid waste and increase the waste diversion rate. Waste diversion means redirecting solid waste that might otherwise be placed in the waste stream to reuse, recycle, compost, or recover.

c. Greenhouse Gas (GHG) Emissions Reduction: Centers must reduce direct GHG emissions, primarily from building energy usage and fleet energy usage, by 2.5 percent per year or more. Centers must take steps to reduce indirect GHG emissions from business travel, waste disposed, commuting travel, student transportation, and from the increased use of renewable energy. Job Corps has been, and will continue to use the
GSA Carbon Footprint Reduction Tool to assist in capturing and reporting carbon emissions for all Job Corps centers.

d. Executive Order 13514 mandates that 15 percent of agency buildings and leases (more than 5,000 gross square feet) must meet the Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings by 2015, and agencies must make annual progress toward 100 percent compliance. Centers must demonstrate compliance or consistent progress in addressing the requirements.

1. Integrated Operations and Maintenance: Centers must use an integrated team to develop and implement policies regarding sustainable operations and maintenance. Centers must assess existing condition and operational procedures of the building and major building systems and identify areas for improvement. Centers must use a computerized maintenance management system with occupant feedback capabilities.

2. Retro-commissioning: Centers chosen to participate in the retro-commissioning process must cooperate fully with the commissioning agent in order to produce a comprehensive and effective retro-commissioning study. Retro-commissioning is an exercise to assess the existing facility and the associated building systems to ensure that all building components and systems are functioning as intended by the original design.

3. Environmental Purchasing: Centers must establish an environmentally preferred purchasing policy for ongoing consumables and durable goods that will protect the environment and public health, conserve natural resources, and minimize waste. The policy should include purchasing:

   (a) Energy Star and Federal Energy Management Program-designated energy efficient products
   (b) Environmental Protection Agency WaterSense-labeled products or other water conserving products when available
   (c) Products meeting or exceeding EPA’s recycled content recommendations for building modifications, maintenance, and cleaning (For other products, use materials with recycled content where available at a reasonable cost. If EPA-designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them shall be included in all solicitations relevant to construction, operation, maintenance of or use in the building.)
   (d) Materials with low Volatile Organic Compounds (VOC) and other pollutants (Consideration of using low-VOC material shall apply to composite wood products, adhesives, sealants, interior paints and finishes, solvents, carpet systems, janitorial supplies, and furnishings.)
   (e) Products with the highest content level per United States Department of Agriculture’s biobased content recommendations (For other products, use biobased products made from rapidly renewable resources and certified
sustainable wood products. If these designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them should be included in all solicitations relevant to construction, operation, maintenance of or use in center buildings.

4. Products that have a lesser or reduced effect on human health and the environment over their lifecycle when compared with competing products or services that service the same purchase.

5. Outdoor Water Irrigation: Centers identify ways to reduce potable water irrigation use or to no longer use potable irrigation water through the use of water conserving products such as EPA’s WaterSense-labeled products and to use landscape design concepts that incorporate low impact design and native, drought resistant plant.

6. Storm-water Management: Centers identify ways to reduce storm-water runoff via a storm-water runoff mitigation strategy and a storm water pollution plan.

7. Integrated Pest Management: Centers use integrated pest management techniques as appropriate to minimize pesticide usage. Use EPA-registered pesticides only when needed.

8. Ozone Depleting Compounds (ODC): Centers eliminate the use of ozone-depleting compounds where alternative environmentally preferable products are available. Lists of acceptable and unacceptable substitutes, which are updated several times a year.

9. Tobacco Smoke Control: Centers prohibit smoking within buildings (as required by PRH Chapter 6, Section 6.11, R3), and within 25 feet of all building entrances, operable windows, and building ventilation intakes.

10. Moisture Control: Centers provide policy and illustrate the use of an appropriate moisture control strategy to prevent building damage, minimize mold contamination, and reduce health risks related to moisture. Centers shall investigate and repair where possible, water leaks within 48 hours of their start.

e. Reporting: Centers must complete the following reports in accordance with Exhibit 5-2, Plan and Report Submission Requirements.

1. Centers must upload energy and water consumption data into the designated online system (currently Energy Watchdog) on a monthly basis. The system may be used to review performance data and trends.

2. Centers must submit Quarterly Waste Reports using the CRA funding website.

3. Centers must enter applicable Greenhouse Gas (GHG) information (other than energy and water data which will be entered by the ESC) into the GSA Carbon
Footprint Reduction Tool annually.

4. Centers must submit updates on center sustainability measures implemented, and any new or modified procedures, using Appendix 511, Center Sustainability Measures Update, to the National Office through the Regional Office bi-annually.
5.13 FLEET MANAGEMENT

PURPOSE

P1. To ensure accurate documentation and reporting of all contractor-operated Job Corps fleet information.

P2. To inform the Job Corps community of the requirements for all contractor-operated Job Corps centers acquiring new or replacement vehicles and for returning General Services Administration (GSA) lease vehicles.

REQUIREMENTS

R1. Goal Achievement

The National Office of Job Corps will work continuously to reduce petroleum fuel consumption through the following measures:

a. Increasing the number of Alternative Fuel Vehicles (AFV) in Job Corps’ fleet.

   Job Corps centers must make every effort to attain AFVs when replacing existing fleet or when acquiring new leases

b. Maintaining oversight of all new vehicle acquisitions, replacements, and returns

   1. Job Corps centers with a need to acquire or replace a vehicle must justify this need or action to the Office of Job Corps.

   2. To acquire a new or replacement vehicle, the requesting center must submit the Request to Lease a GSA Vehicle form to the center’s Project Manager (PM) for submission to the Office of Job Corps (see Appendix 507). Information on AFVs that can be leased directly from GSA can be found at www.GSA.gov in the most current Product Guide for Alternative Fuel Vehicles (AFV). Appendix 506 contains descriptions of alternative fuels and additional AFV resources.

   To ensure accurate completion of the report, when acquiring new vehicles or renewing existing leases, the agency code 1680 should be used to complete all necessary paperwork.

c. Reducing the consumption of petroleum fuel through efficient fleet policies

   Center operators must examine their center’s fleet to determine which vehicles are necessary for center operations. Vehicles that are being consistently underutilized (driven less than 800 miles per month) for three consecutive months should be viewed as candidates for return. In order to retain these vehicles, justification must be provided to the Office of Job Corps, Division of Program Accountability and Support. There are
no eligibility requirements for returning a vehicle to GSA.

d. Establishing fleet standards that will lead to more efficient operations

Center staff must acquire vehicles based upon the fleet standards established by the Office of Job Corps, replacing high-fuel-consumption vehicles with fuel-efficient vehicles.

Center operators must examine which of their vehicles are high-fuel-consumption vehicles and replace them with more fuel-efficient vehicles. Although vehicle returns may be made at any time, replacements must meet the eligibility requirements set forth by GSA. Vehicle replacements must follow the process outlined in R1.a and R1.b above.

Vehicle replacement standards are the criteria used to determine whether a GSA-leased vehicle is eligible for replacement. This information is listed in Exhibit 5-5, Minimum Requirements for Replacing Vehicles Leased From the General Services Administration Prior to the End of the Lease.

e. Providing General Services Administration (GSA) with annual fleet acquisition requirements

Upon the announcement of GSA’s annual solicitation for the fleet acquisition requirements for the upcoming fiscal year, each Job Corps center must prepare its fleet acquisition requirements and send to its Project Manager by August 15 for approval. Acquisition requirements will be forwarded to GSA by the Project Manager (PM). Appendix 508, GSA Annual Fleet Requirements Spreadsheet, must be used by centers to submit this information.

R2. Standard Operating Forms and Procedures

Center operators must ensure that centers have standard forms and procedures in place to document the vehicle information that must be reported to the National Office of Job Corps on a monthly basis. The National Office has developed standard forms to assist in the tracking of fleet information. The standard forms include Exhibit 5-6, Vehicle Log, and Exhibit 5-7, Vehicle Maintenance Log.

R3. Reporting

Center operators must ensure that:

a. Fleet Managers are entering all vehicle information into the Job Corps Fleet Tracking Management System on a monthly basis.

b. Vehicle information is reported by the 10th day of the current month for the previous month. This information must be recorded in the Job Corps Fleet Tracking
Management System. The information entered into the system will assist the Office of Job Corps with its reporting requirements.
5.14 **INTRODUCTION TO ENVIRONMENTAL SAFETY AND OCCUPATIONAL HEALTH FOR JOB CORPS CENTERS**

**PURPOSE**

P1. To ensure that students and staff work and live in environmentally healthy surroundings.

P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

**REQUIREMENTS**

**R1. Governing Regulations and Policy**

Centers must comply with federal, state, and local regulations and Job Corps policy regarding environmental safety and occupational health.

**R2. Occupational Safety and Health Plan**

a. Center operators must develop, implement, and maintain a center-specific Occupational Safety and Health Plan, which must be signed by the Center Director. Corporate plans or templates cannot be used and are not acceptable. Plans must be tailored to each center.

b. Plans must be evaluated annually by the center and revised when one of the following occurs:

1. A new or revised PRH or regulatory standard necessitates revision of specific plan.

2. The center introduces a new trade resulting in new potential hazards.

3. New hazards exist due to changes in equipment or materials.

c. Plans must contain a revision tracking sheet that lists each component of the Plan and documents changes made to the Plan (i.e., specific change and date of revision).

d. Plans must remain on center when there is a change in center operator. Center operator policies and procedures regarding safety that are considered proprietary should not be part of center safety program plans. This information should be maintained separate from the PRH Occupational Safety and Health program requirements.

e. Each Occupational Safety and Health Plan must consist of the following components at a minimum, where applicable:

1. Center Safety Orientation
2. Staff Training

3. Basic Equipment for Safety Officers

f. All center Safety Officers must possess the following equipment, at a minimum, to effectively perform their responsibilities:

1. A quality camera
2. Safety shoes
3. Safety helmet/hardhat
4. Safety goggles/glasses
5. Gloves
6. Use of computer with word processing, e-mail and Internet capability
7. Flashlight
8. Electrical circuit tester and Ground Fault Circuit Interrupter tester (GFCI)

Additional equipment may be required depending on the center’s hazard analysis.

g. The following items should be available when appropriate and necessary to identify and control hazards:

1. Lockout/tagout kits
2. Air flow meter (Alnor Velometer® Jr.)
3. Hearing protection
4. Swimming pool test kits
5. Low-volume air sampling pumps
6. High-volume air sampling pumps
7. Sound level meter with octave band analyzer
8. Noise Dosimeters

h. Regulations and Policies

All center operators, Center Directors, and Safety Officers must follow and refer to the
following policy and regulatory information in performing their safety and health program review activities:


3. Department of Labor Manual, Series (DLMS) 4, Chapter 800, DOL Safety and Health Program

4. Job Corps Policy and Requirements Handbook (PRH)

5. NFPA 70, National Electrical Code® (NEC)

i. Occupational Safety and Health Committee

1. Overview

Each center must establish an Occupational Safety and Health Committee in accordance with 29 CFR 1960.58 to:

(a) Review reported accidents, injuries, and illnesses.

(b) Consider the adequacy of action taken to prevent recurrence of such accidents, injuries, or illnesses.

(c) Plan, promote, and implement DOL and Job Corps occupational safety and health programs.

2. Committee Membership

The Center Director must actively participate on the Occupational Safety and Health Committee. In addition to the Center Director, committee membership must include:

(a) The center Safety Officer (facilitator)

(b) Manager of residential living

(c) A Maintenance Unit Supervisor

(d) A Health Services Supervisor

(e) A CTT Supervisor

(f) A Recreation Supervisor

(g) A Food Service Supervisor

(h) A minimum of two students, selected by their peers

(i) Representatives from other organizational units, as appropriate

3. Duties of Committee Members

Committee member duties must include, but not be limited to, the following:

(a) Assist in safety inspections when requested by the Safety Officer. Student
committee members must participate in safety inspections at least monthly.

(b) Observe and report infractions of safety rules and regulations.
(c) Review accident reports to determine if corrective action is necessary or if harmful trends exist.
(d) Review inspection reports prepared by the center Safety Officer identifying unsafe/unhealthful conditions, and suggest techniques or strategies for correction/abatement.
(e) Review all suggestions and concerns submitted by students and staff, and make recommendations for implementation to the Center Director.
(f) Develop and implement a safety awards and recognition program.

4. Training for Committee Members

In accordance with 29 CFR 1960.58, safety committee members must complete training commensurate with the scope of their assigned responsibilities within six months of appointment. Such training must include:
(a) The center’s Occupational Safety and Health program (recommend training within 30 days of appointment)
(b) Section 19 of the OSH Act of 1970
(c) Executive Order 12196 – Occupational Safety and Health programs for federal employees
(d) General content contained in 29 CFR 1910, 1926, and 1960
(e) Center procedures for the reporting, evaluation, and abatement of hazards
(f) Center procedures for reporting and investigating allegations of reprisal, and the recognition of hazardous conditions and environments
(g) Identification and use of occupational safety and health standards, and other appropriate rules and regulations

5. Occupational Safety and Health Committee Meetings

Meetings must be held monthly and/or when called by the Center Director or Safety Officer. Copies of minutes must be maintained at the center for three years and made available upon request.

R3. Occupational Safety and Health Program

Center operators must establish and operate an Occupational Safety and Health program in accordance with the requirements established in this section. The center’s program must fully comply with current Occupational Safety and Health Administration (OSHA) standards at 29 CFR 1904, 1910, 1926, and 1960, and with U.S. Department of Labor (DOL) regulations, policies, and procedures. It must include, but not be limited by, the following features:

a. Appointment of a center Safety Officer who is properly trained in OSHA courses listed in Exhibit 5-4 (Required Staff Training)
b. Development of an Occupational Safety and Health Plan, which is updated as needed or as directed by OSHA or the Office of Job Corps (see R2 above). Center plans must include the following, if applicable (see referenced section below for plan details):

1. Personal Protective Equipment (PPE) Plan *(See PRH Chapter 5, Section 5.20, R1)*
2. Fire Safety and Prevention Plan *(See PRH Chapter 5, Section 5.20, R2)*
3. Emergency Action Plan *(See PRH Chapter 5, Section 5.20, R3)*
4. Hazard Communication Plan *(See PRH Chapter 5, Section 5.16, R6)*
5. Recreational Safety Plan *(See PRH Chapter 5, Section 5.20, R5)*
6. Asbestos Operations and Maintenance Plan *(See PRH Chapter 5, Section 5.16, R5)*
7. Confined Space Entry Plan *(See PRH Chapter 5, Section 5.20, R7)*
8. Bloodborne Pathogens Plan *(See PRH Chapter 5, Section 5.20, R8)*
9. Respiratory Protection Plan *(See PRH Chapter 5, Section 5.20, R9)*
10. Hearing Conservation Plan *(See PRH Chapter 5, Section 5.20, R10)*
11. Lead Exposure Plan *(See PRH Chapter 5, Section 5.16, R4)*
12. Hexavalent Chromium Exposure Plan *(See PRH Chapter 5, Section 5.16, R9)*
13. Lockout/Tagout Plan *(See PRH Chapter 5, Section 5.20, R13)*
14. Powered Industrial Vehicle Plan *(See PRH Chapter 5, Section 5.20, R14)*

c. Investigation and reporting of accidents and injuries

d. Enforcement of safety and health rules and regulations

e. Conduct of safety inspections and initiation of corrective actions

f. Development of a safety recognition program

g. Establishment of Occupational Safety and Health Committees

**R4. Center Occupational Safety and Health Responsibilities and Duties**

a. General Responsibilities
The center operator must be responsible for safeguarding the occupational safety and health of all students and staff and ensuring a safe and healthful environment in which to live, work, and train. This responsibility will be inherent in all aspects of the program, whether stated explicitly or implied.

b. Center Operating Contractors and Federal Agencies Center operating contractors and agencies must:

1. Ensure a training, living, and working environment that is free from recognized hazards.

2. Ensure that the Center Director is an active participant on the Occupational Safety and Health Committee.

3. Appoint a center Safety Officer and provide necessary training and equipment for the performance of those duties. The center Safety Officer will report directly to the Center Director on matters of safety.

4. Ensure that the Center Director or designee (e.g., Safety Officer) has the authority to terminate any activity where a hazard exists.

5. Enforce occupational health and safety rules, regulations, and standards.

6. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.

7. Report fatalities, injuries, and occupational illnesses to DOL in a timely manner and use the Significant Incident Reporting (SIR) System appropriately.

8. Instruct students and staff in safe practices and methods of operation.

9. Conduct required occupational health and safety inspections and surveys and take prompt corrective action to deal with hazards identified.

10. Provide medical and dental services and supplies for injured and occupationally ill students.

11. Investigate accidents and complete and submit appropriate reports.

12. Encourage and evaluate student suggestions on safety and health improvements.

13. Develop and implement a safety awards and recognition program.

14. Ensure that safety and health evaluation reports provided by the Office of Job Corps are responded to within 30 days of receipt and that corrective action is taken to abate hazards noted.
c. Job Corps Regional Offices will:

1. Ensure that centers have adequate Occupational Safety and Health programs.
2. Approve abatement plans for occupational safety and health violations.
3. Monitor centers’ quarterly environmental health reports and ensure corrective action is applied.

d. Office of Job Corps

The Office of Job Corps will:

1. Implement DOL occupational safety and health standards, policies, procedures, and programs.
2. Develop and disseminate programs to promote occupational safety and health in Job Corps.
3. Ensure the accurate and timely reporting of accidents, occupational illnesses, injuries, and environmental hazards to appropriate offices.
4. Monitor the current status of injury and occupational illness claims by students.
5. Provide occupational safety and health literature to Job Corps centers and related training and technical assistance, as needed.
6. Develop an annual Occupational Safety and Health Work Plan in cooperation with OSHA.
8. Provide a written report to the Job Corps Regional Director and Center Director within 30 days after the annual Occupational Safety and Health (OSH) Program Review.
9. Conduct center evaluations, announced or unannounced, as a result of a complaint from a student or staff member, or if there is reason to believe that there are serious safety and health hazards. These evaluations will be accompanied by a written report to the Job Corps Regional Director and Center Director.
10. Provide regions and centers with up-to-date information and regulations concerning occupational safety and environmental health issues such as polychlorinated biphenyls (PCB), underground tanks, asbestos, and small-quantity hazardous waste.
e. Center Director

The Center Director must:

1. Ensure that all occupational safety and health requirements are implemented.

2. Provide leadership, direction, enforcement, and accountability for the center safety program.

3. Develop a center Occupational Safety and Health program and plan.

4. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.

5. Ensure a training, living, and working environment that is free from recognized hazards. Maintain facilities and grounds in a sanitary and healthful manner.

6. Participate in all Occupational Safety and Health Committee meetings.

7. Appoint a center Safety Officer and provide necessary training and equipment for the performance of those duties. The center Safety Officer will report directly to the Center Director on matters of safety.

8. Terminate any activity where a hazard exists; additionally, the authority to terminate any such hazardous activity may be given to a designee (e.g., Safety Officer).


10. Report fatalities, injuries, and occupational illnesses to DOL in a timely manner and use the Significant Incident Reporting (SIR) System appropriately.

11. Instruct students and staff in safe practices and methods of operation.

12. Conduct required occupational health and safety inspections and surveys and take prompt corrective action to deal with hazards identified.

13. Provide medical and dental services and supplies for injured and occupationally ill students.

14. Investigate accidents and complete and submit appropriate reports.

15. Encourage and evaluate student suggestions on safety and health improvements.

16. Establish a formal written safety awards and recognition program, and use it to
recognize students and staff who make significant contributions toward the prevention of injury or illness.

17. Review safety awards and recognition programs annually.

18. Ensure that safety and health evaluation reports provided by the Office of Job Corps are responded to within 30 days of receipt and that corrective action is taken to abate hazards noted.

c. Center Safety Officer

The center Safety Officer must:

1. Assist the Center Director in preparing the center Occupational Safety and Health Plan and implement the plan.

2. Provide orientation and training to students and staff on the center Safety and Health Plan.

3. Promote safety campaigns on center to reduce accidents and injuries.

4. Inspect all center areas for safety and health violations.

5. Ensure that personal protective equipment (PPE) is worn in the trade programs to comply with OSHA standards.

6. Complete all required accident and injury reports in full compliance with the PRH and OSHA regulations.

7. Advise the Center Director of safety and health concerns.

8. Facilitate required Occupational Safety and Health Committee meetings; retain meeting minutes for three years and make them available upon request.

9. Coordinate with other safety and health staff (e.g., nurse, maintenance supervisor, CTT/education instructors, and others) to ensure a safe and healthful environment in which to live, work, and train.


R5. Center Occupational Safety and Health Orientation and Training

In accordance with 29 CFR 1960.58, centers must provide the appropriate safety and occupational health training to students and staff including specialized training appropriate to the training or work tasks performed. Center safety and health orientation and training
must be included in the following:

a. **Introduction to Center Life (New Students) – Career Preparation Period (CPP)** (see PRH Chapter 2, Section 2.2)

b. **New Staff Training** (see Exhibit 5-4)

c. **Ongoing Staff Training**

   The center must provide required occupational safety and health training included as part of the center’s annual training plan. Each plan must include anticipated occupational safety and health training needs, such as the anticipated number of staff members to be trained, where and when the training is to be performed, and the estimated cost (see Exhibit 5-4).

d. **Training Standards and Documentation**

   Safety training must be conducted in accordance with current OSHA standards 29 CFR 1904, 1910, 1926, and 1960 and DOL guidance provided by the National Office of Job Corps. Center Safety Officers must have and maintain these references and regulations on hand at all times. Further, all completed training must be properly documented and maintained on center in the individual’s personnel or continuing education file for up to three years, and one year beyond employment. Training records must be available upon request.

e. **Minimum Training Requirements for Center Safety Officers**

   1. **Center Human Resources Manager** must implement a professional development program (signed by the Center Director) for the Safety Officer that shall include but is not limited to the courses listed in Exhibit 5-4.

   2. **Center Safety Officer** must complete the Occupational Safety and Health for Other Federal Agencies course with expanded segment on accident/incident investigation training (OSHA 600) within the first 180 days of initial assignment.

   3. **Center Safety Officer** must complete Asbestos Identification and Handling course, if applicable, within 90 days of initial assignment.

   4. **Center Safety Officer** must complete Lead Based Paint Identification and Handling course, if applicable, within 90 days of initial assignment.

   5. The center operator and Center Director must ensure that the Safety Officer receives training in the remaining safety-related courses referenced in Exhibit 5-4 within 18–24 months of appointment.

   6. In accordance with PRH Chapter 5, Section 5.3, annual advanced or refresher
training must be provided to the center Safety Officer after basic required courses are completed.

7. In accordance with DLMS 4, Chapter 800, Paragraph 822, the Center Director must ensure that a written professional development plan is developed and implemented for the center Safety Officer. Further, all completed courses must be properly documented and maintained on center in the individual’s personnel or professional development file for the duration of employment, and one year beyond employment. Training records must be available upon request.
5.15 SAFETY INSPECTIONS, OBSERVATIONS AND OSH PROGRAM REVIEW

PURPOSE

P1. To ensure that students and staff work and live in environmentally healthy surroundings.

P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

REQUIREMENTS

R1. Imminent Danger

Imminent danger exists when a condition or practice presents a danger that could reasonably be expected to cause death or serious physical harm. If such a situation exists and is observed, the student(s) and staff in danger must be immediately removed from the area and not permitted to return until the problem is corrected. The center Safety Officer must immediately notify the Center Director of the hazard and recommend corrective action.

The Center Director must take appropriate action(s) to correct the hazard. If the hazard cannot be corrected promptly by the center, the Center Director must consult the appropriate Regional Office and/or the Office of Job Corps for advice and assistance in correcting the hazard. The action recommended by the center Safety Officer and the resulting action taken must be documented in writing and maintained on center for a period of three years.

R2. Required Inspections and Observations

a. All occupational safety and health inspections and observations must be:

1. Conducted by appropriate center staff in accordance with 29 CFR 1960.25 and DLMS 4 Chapter 800, paragraph 825

2. Submitted according to Exhibit 5-2, Plan and Report Submission Requirements

3. The responsibility of the center Safety Officer, managers, supervisors, and instructors

4. Documented and maintained on center for a period of five years, then destroyed

b. Observations on a daily basis, and weekly or monthly inspections are required for all center:

1. Buildings
2. Facilities

3. Career Technical Training (CTT) facilities including tool inventory, accountability, and security procedures

4. Career Technical Skills Training (CTST) projects including tool inventory, accountability, and security procedures

5. Academic classrooms and other learning/study areas

6. Cafeterias

7. Dormitories

8. Health services

9. Administrative offices

10. Recreation areas

11. Gymnasiums

12. Swimming pools

13. Child development center facilities, including playgrounds

14. Equipment

15. Vehicles used to transport students

Identified deficiencies must be corrected promptly. Weekly and monthly inspections, and hazards identified during daily observations, must be documented. Records of inspections and actions taken to correct deficiencies must be maintained by the center Safety Officer for three years, and made available upon request.

c. Daily Observations

1. Food service supervisors must check food preparation and food serving areas of cafeterias.

2. Residential advisors/residential counselors must check dormitories, snack bars, and canteens and document their findings in a log book.

3. The center Safety Officer, and CTT and academic managers/instructors, must check classrooms/shops (including CTST projects); tool inventory, accountability, and
security procedures; motor vehicles; and all equipment to be used by students and staff.

4. Child development supervisors must check the child development center, equipment, toys, and the playground.

5. Recreation supervisors/staff must check the gymnasium, exercise equipment, and other frequently used recreation areas.

d. Weekly Inspections

The center Safety Officer must inspect:

1. All food service facilities, including cafeterias, culinary arts facilities, snack bars, and canteens

2. Gymnasiums, exercise equipment, and swimming pools during times of operation

3. CTT facilities and CTST projects including tool inventory, accountability, and security procedures

e. Monthly Inspections

The center Safety Officer must inspect:

1. Dormitories

2. Child development centers

3. CTT facilities and CTST projects (see PRH Chapter 3, Section 3.2) including tool inventory, accountability, and security procedures

4. Academic classrooms

5. Health services

6. Administrative offices, warehouses, and other buildings occupied by students and staff

f. Quarterly Inspections

Centers must arrange for quarterly environmental health inspections by qualified non-center personnel in the following areas:

1. Food service facilities
2. Residential facilities

3. Training facilities

4. Educational facilities, including offices, classrooms, recreational facilities, and wellness center

5. Water supply and distribution facilities, when not a part of municipal systems

6. Wastewater treatment facilities, except for septic systems, which must be inspected annually, and municipal sewer systems, which are exempt from this requirement

7. Child development centers, where appropriate

   Centers must submit quarterly environmental health reports and necessary corrective action, simultaneously, to the Regional Office and the National Office of Job Corps within seven days of receipt (see Exhibit 5-2, Plan and Report Submission Requirements).

g. CTST and Other Projects

   The center Safety Officer and appropriate instructor must inspect all CTST projects daily. The appropriate instructor must ensure full tool inventory, accountability, and security, ensuring that all tools are accounted for before the end of each class, or the end of each day if off-site, and ensuring that all tools that are unaccounted for are found and all tools are secured. The center Safety Officer must inspect and approve all final CTST projects, on and off center, before site occupancy and project completion.

   Inspection checklists, photographs, tool inventory lists, and associated corrective actions must be maintained on center indefinitely and made available upon request.

R3. Annual Occupational Safety and Health (OSH) Program Reviews

   a. The annual Occupational Safety and Health (OSH) Program Review is conducted in accordance with Executive Order 12196, Title 29 Code of Federal Regulations (CFR) part 1960, Department of Labor Manual Series (DLMS) 4, Chapter 800, and the Job Corps Policy and Requirements Handbook (PRH). The review verifies that each center has implemented the Occupational Safety and Health program outlined in the PRH and identifies any outstanding occupational health and safety deficiencies.

   b. The review is conducted using the Job Corps Program Assessment Guide (PAG), PRH Chapter 5, Sections 5.14–5.20. The PAG is a companion to the PRH. It provides a standardized approach and framework for the review and evaluation of contractors’/operators’ delivery of services as specified in the PRH. The review consists of an on-site visit including opening and closing conferences, walk-through of facilities, document verification, and student/staff interviews.
c. The review process is designed to determine the extent to which program operations meet the government’s requirements and expected outcomes. The PRH requirements set benchmarks for the government’s expectations. Job Corps uses an adjectival rating system to assign ratings to each requirement and overall program component. The adjectival rating system uses five adjectives, as recommended by the Office of Federal Procurement Policy, to define the degree to which expectations are met. Adjectival ratings are defined as follows:

**Exceptional**
Programs, procedures, and systems are well organized, clearly communicated, and administered to ensure quality delivery of all requirements. Innovative approaches result in program enhancements and improved outcomes. Through rigorous self-assessments and quality assurance, the operator safeguards program assets and maintains the integrity of program data.

**Very Good**
Programs, procedures, and systems are consistently in place to ensure delivery of requirements. Some innovative approaches are employed to promote continuous improvement. A viable quality assurance plan ensures integrity and accountability of program assets and data.

**Satisfactory**
Requirements are generally evident in applicable program areas with minor exceptions. A quality assurance plan is in place that demonstrates adequate controls to ensure integrity and accountability of program assets and data.

**Marginal**
Requirements are missing or minimally evident in applicable program areas. Quality assurance is minimal, resulting in inconsistencies in accountability and integrity of program assets and data.

**Unsatisfactory**
Critical requirements are missing or minimally evident. The program lacks procedures and controls necessary to ensure compliance, quality, and data integrity.

d. For the purpose of the OSH Program Review, the adjectival ratings definitions are designed to assist evaluators in assigning scores for each requirement by describing what is expected for each adjectival level.

The ratings are made against a 10-point scale, as shown below.

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<td>Exceptional</td>
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e. At the end of each PAG section, the ratings for each requirement are averaged. The average compliance and quality ratings for all sections 5.14-5.20 are then averaged to
produce final ratings. The final compliance and quality ratings constitute the final OSH Program Review score.

f. Documentation Examined During Review

Documentation is critical. Reviewers will assess only the documentation provided to them while they are on center. Should the required documentation not be presented, the center will not be credited with the associated item. The reviewer will give the center Safety Officer (or designee) an opportunity to present any omitted documentation before the end of the review.

Documentation that is created during or after the opening day of the review, however, will not be considered. OSH Program Review rebuttals based upon missing or unaccepted documentation at the time of the review will be rejected and the final score will not be changed.

g. Interviews During the Review

The strategies outlined in the PAG necessitate interviews with the Center Director, staff members, and students to determine knowledge and involvement. In cases where verbal statements and documentation conflict, reviewers will use their professional judgment in deciding whether to award credit. Rebuttals or scoring changes based upon discussions with the reviewer that are not substantiated by the rationale for rating or other documentation will be rejected and the final score will not be changed.

h. Documentation of Deficiencies and Abatement Activities

National Office OSH Program Reviewers are required to document deficiencies in the Abatement Tracking System (ATS) website. Job Corps centers are required to document and post deficiencies manually on the DOL Form DL1-2029. Blank forms can be obtained from the Job Corps Community website. Center abatement activities must be documented in ATS. The ATS website can be accessed at: http://ats.dol.gov/.

R4. Occupational Safety and Health Facility Survey (Preoccupancy)

a. An Occupational Safety and Health Environmental Facility Survey (Preoccupancy) must be conducted before moving students into

1. a new center, dormitory, or classroom; or

2. a facility that has been renovated so as to change any building structural system or major mechanical, electrical, plumbing, egress, or fire and safety system.

b. Centers must contact the Regional Office (RO) Project Manager to schedule a pre-occupancy survey 30 days prior to project completion.
c. The preoccupancy survey must be coordinated through the RO and conducted by the center Safety Officer and/or the Office of Job Corps. The Office of Job Corps will determine who will conduct the preoccupancy inspection.

d. Major deficiencies must be corrected before occupancy.

e. The survey report will be distributed prior to occupancy, and it will be maintained by the National Office, Regional Office, and the center.

R5. Monitoring of Work-Based Learning Sites

Centers are responsible for ensuring that students are placed in safe and healthful working conditions at work-based learning locations. However, Job Corps’ responsibility will not extend to reviewing or inspecting private employer businesses for compliance with OSHA standards because this authority rests only with OSHA.

To ensure the occupational safety and health of students at private employer work sites, appropriate career development staff and/or the center Safety Officer must:

a. Visually survey the work site for potential hazards and discuss safety and health requirements with the employer.

b. Ensure the employer signs a work-based learning agreement, Exhibit 3-4, that specifically states the employer will provide students with safety and health protection which shall be at least as effective as that which is required under the Occupational Safety and Health Act of 1970 (29 U.S.C.) and 29 CFR parts 1910, 1926, and 1960.

c. Monitor active work sites on a regular basis. If hazards are noted, the employer must be requested to take corrective action. Students should be removed from work sites where hazards exist that could cause personal injury or impairment of the health of students.

d. Document the injuries of students who are injured on work-based learning sites in the Employees’ Compensation Operations and Management Portal (ECOMP), as they are covered by the Federal Employees’ Compensation Act (FECA).

R6. Abatement Plans for Violations Identified in Annual Occupational Safety and Health (OSH) Program Review

a. Abatement Procedures and Time Frames

The following procedures must be followed by centers and Regional Offices (ROs) in responding to safety and health violations cited during annual safety and health reviews:

1. As part of the OSH Program Review, the center will receive a detailed verbal briefing regarding all hazards identified. The center must immediately begin to
address those concerns. A log of the corrected item(s) must be maintained, indicating what action was taken, by whom, and the date of action.

2. The center and the RO will receive a formal OSH Program Review report from the National Office of Job Corps within 60 days of a review. Violations must be documented manually on Form DL1-2029, Notice of Unsafe or Unhealthful Condition, which is to be created by the center. The violations documented on the DL1-2029 are the same as those documented in the Abatement Tracking System (ATS), which is the Web-based system designed to facilitate an information exchange between the reviewer, the RO, and the center, and to allow the National Office to monitor case status to ensure prompt and timely hazard abatement.

3. The roles of each ATS user are as follows:

   (a) At the national level, the National Office inputs DL1-2029 center violation data into ATS and transmits the data to the RO to initiate tracking.

   (b) At the regional level, both the Job Corps Regional Director and the center’s Project Manager are authorized to access ATS to view new cases transmitted from the National Office and centers’ abatement responses. Either individual in the RO can transmit the DL1-2029 in ATS to the Job Corps center. The RO can edit the center response and can close out the case only after all violations have been abated.

   (c) At the center level, the Center Director and the center Safety Officer are authorized to access ATS to view new cases transmitted from the RO and can respond to violations. Most violations should be abated within 30 days. If abatement is not completed, an abatement plan is required. Centers can indicate in ATS whether the response is a corrective action or an abatement plan. Funding requests can also be indicated. After the center transmits the response electronically to the RO, the RO will determine whether to accept the abatement response in part or in whole.

   ATS is not capable of providing users e-mail notification, so the system should be checked frequently.

b. Posting Requirements

Official response to violations noted during the occupational safety and health review occurs via ATS. A copy of the paper DL1-2029, which must be created by the center, is to be posted by the center at or near each place where an unsafe or unhealthful condition is referred to in the notice. It must remain posted until all violations cited are abated, or for three training days, whichever is longer.
5.16 ENVIRONMENTAL HAZARDS

PURPOSE

P1. To ensure that students and staff work and live in environmentally healthy surroundings.

P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

REQUIREMENTS

R1. Hazardous Materials Management

Centers must comply with federal, state, and local regulations and Job Corps policy regarding hazardous waste generation, storage, and disposal.

a. Centers that ship hazardous materials off center must comply with pre-transportation regulations per 49 CFR 262 Subpart C.

b. Centers that store or handle hazardous materials, such as flammable/combustible materials, acids, caustics, compressed gases, oxidizers, etc., must comply with Occupational Safety and Health Administration (OSHA) 1910 Subpart Z and all applicable substance-specific standards.

c. Centers that use hazardous or toxic chemicals must comply with the regulations of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986.

d. Centers must notify the Environmental Protection Agency (EPA), the Job Corps Regional Director, and the National Office of Job Corps Safety Team leader when a release of hazardous substance occurs. A release includes any discharge, spill, or leak into the air, water, or land, as stipulated in 40 CFR 302.

e. Emergency response to a spill or leak of hazardous materials must be performed by the local hazardous materials response team or licensed contractor.

f. Chemical-specific information such as Safety Data Sheets (SDS) must be readily accessible to emergency response personnel.

R2. Polychlorinated Biphenyls (PCBs)

Centers must comply with federal, state, and local regulations and Job Corps policy regarding polychlorinated biphenyls (PCB) in electrical transformers.

a. Centers that are using electrical equipment known to contain PCBs must register with the EPA’s Transformer Registration and PCB Activity Database. A copy of the registration certificate can be obtained from EPA and must be maintained on center
indefinitely, and must be available for review upon request.

b. Centers must prepare an inventory of all center equipment, including transformers, capacitors, fluorescent lights and ballasts, and hydraulic oils that may contain PCBs. The inventory shall include the following:

1. Type of equipment, installation date, and manufacturer
2. Overall condition
3. Contact information for nearest PCB waste hauler

R3. Underground Storage Tanks (USTs)/Aboveground Storage Tanks (ASTs)

Centers must comply with federal, state, and local regulations and Job Corps policy regarding underground storage tanks (UST) and aboveground storage tanks (AST). Each center operator, Center Director, and Safety Officer must coordinate to ensure that all USTs and ASTs comply with 40 CFR Parts 112 and 280, and all applicable state requirements.

R4. Lead

Centers must comply with federal, state, and local regulations and Job Corps policy regarding lead-containing building materials.

Lead was a common paint additive used until 1978. Due to the age of many Job Corps center facilities, it is assumed that lead-based paint is present in buildings constructed prior to 1978 unless testing has proven otherwise. Centers that plan to disturb a surface that may contain lead must perform dust, air, and/or water sampling to determine the potential for exposure to lead. Centers in which there is a potential exposure to lead by students, staff, or young children (in child development or residential facilities) must develop a written lead-based paint compliance program in conformance with 29 CFR that includes the following:

a. Designation and training of a competent person, capable of identifying existing and predictable lead hazards in the surroundings or working areas and having the authority to take prompt corrective action.

b. Procedures to ensure that all CTST projects involving construction work will be tested for lead prior to initiation. No student or staff may be exposed to lead at concentrations greater than 50 micrograms per cubic meter of air (50 ug/m³) averaged over an eight-hour period.

c. Procedures for notifying staff and students of the health hazards of lead-based paint. Inventory documentation must be maintained on center and with the Office of Job Corps and Regional Office Project Manager.

d. Appropriate hazard warning will be posted in all regulated areas.
e. Annual student and staff awareness training will be provided in accordance with the minimum requirements of 29 CFR 1926.62.

**R5. Asbestos Operations and Maintenance**

a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding asbestos-containing building materials (ACBM).

b. ACBM not immediately removed must be managed as part of an Asbestos Operations and Maintenance (O&M) program, in conformance with 29 CFR 1910.1001 and 40 CFR Part 763. Centers in which there are buildings containing ACBM must have an O&M program that includes the following:

1. Documentation, including copies of the initial asbestos survey report, subsequent ACBM surveys or inspection reports, and all asbestos abatement records, and laboratory analysis and exposure monitoring results, which must be maintained on center in a centralized asbestos record depository indefinitely, and made available upon request.

2. Designation of an Asbestos Coordinator who must be responsible for ensuring compliance with all asbestos regulations and policies. The designated Asbestos Coordinator must receive initial training in asbestos O&M within one month of appointment. Training must consist of a minimum of 16 hours of both classroom and practical asbestos O&M training provided by an EPA-accredited training provider.

3. Annual asbestos awareness training for all employees (including custodial and maintenance employees) and contract employees. Initial training must consist of a minimum of two hours of training in accordance with 29 CFR 1910.1001(j) within one week of hire.

4. Annual refresher training for the Asbestos Coordinator and all custodial/maintenance employees. Documentation of training must be maintained in the central asbestos record depository as well as the individual’s personnel file.

5. Notification of the presence of asbestos within center buildings to all students and employees at least annually through a written notice or posting of a statement in the common areas of all buildings containing asbestos. The notice must contain a brief description of the location and type of ACBM, and the name and contact information for the designated Asbestos Coordinator.

6. Posting of asbestos warning signs in all mechanical rooms, crawlspaces, custodial closets, or other work areas where maintenance or custodial employees may come into contact with ACBM. Warning signs must meet the requirements specified in 29 CFR 1910.1001, and must be posted so as to be visible immediately upon entering the room or workspace.
7. Inclusion of employees and contract employees working in areas where ACBM is present in the center’s respiratory protection program and medical surveillance program.

8. Inspection of all ACBM in center buildings at least twice each year to verify the physical condition and identify any significant damage. Evidence of significant damage and/or other deterioration in physical condition that presents a potential health hazard must be reported to the Office of Job Corps and Regional Office via the Significant Incident Reporting (SIR) System.

9. Repair or abatement of ACBM must be performed by licensed asbestos abatement contractors. Clean-up of damaged ACBM by Job Corps personnel is strictly prohibited.

10. Review and documentation of all CTST or center-managed renovation projects by the Asbestos Coordinator to ensure that no ACBM will be affected by the proposed project. The center’s Asbestos Coordinator will ensure that the proper warning signs are posted in the work area per 29 CFR 1910.1001.

R6. Hazard Communication

Centers must comply with federal, state, and local regulations and Job Corps policy regarding chemical hazard communication. Each center operator, Center Director, and center Safety Officer must coordinate and ensure that hazards associated with the use of all chemicals produced or imported by chemical manufacturers or importers, and used by Job Corps students/staff, are evaluated. Such information concerning chemical hazards must be communicated to affected students and staff via a comprehensive written hazard communication program in accordance with 29 CFR 1910.1200. The Center Director must ensure that the center Safety Officer or other designee structures the hazard communication program to include:

a. A complete chemical inventory or master list of chemical products used on center and a process to keep the inventory current. The inventory must include the name of the product and the location(s) where it is used. Ensure that students and staff know the location of the chemical inventory.

b. Organization and ongoing maintenance of Safety Data Sheets (SDSs) for all chemical products purchased by or used at the center. SDSs for chemical products used in a given area must be available to and easily accessible by all staff and students. SDSs can be stored in a three-ring binder or be accessible via computer.

c. Clearly readable identifying labels securely placed on all incoming containers of hazardous chemical products, and such labels are not removed or defaced. Chemicals transferred to other approved containers must be labeled accordingly as well. Labels must contain at least:
1. Product identification

2. Hazard warning showing what parts of the body could be affected (Hazardous Materials Identification System [HMIS] or National Fire Protection Association [NFPA] system)

3. Name and address of the manufacturer or supplier

d. Supervisor/instructor maintenance of up-to-date SDS file for each hazardous chemical product used within their respective areas.

e. Proper training and instruction delivered to all users of hazardous chemical products, including:

   1. Identification of such products

   2. The specific hazards associated with such products

   3. Measures that users can take to protect themselves (including PPE requirements)

   4. Methods and observations that may be used to detect the presence or release of hazardous chemicals

   5. Potential physical health effects of chemicals used in the workplace

f. Proper communication of chemical hazards associated with non-routine tasks.

g. An established and approved chemical products purchase list. SDSs must be reviewed by the center Safety Officer before the products are used in the workplace.

R7. Mercury


a. Each center operator, Center Director, and center Safety Officer must coordinate to ensure that all sources of mercury have been identified and are properly disposed of in accordance with the local/state health department or department of the environment regulations.

b. All mercury-containing paints, batteries, thermometers, blood pressure meters, thermostats, light ballasts, etc., currently in use should be replaced when it is fiscally possible. Center students/staff are strictly prohibited from attempting to clean up spills
or releases. Clean-up must be performed by the local fire department, hazmat team, or a licensed contractor.

**R8. Freon 113 and Other Ozone-Depleting Chemicals**

a. Centers must comply with federal, state, and local regulations and Job Corps policy regarding Freon 113 and other ozone-depleting chemicals in the replacement and disposal of air conditioning and refrigeration units.

b. Air conditioning and refrigeration units installed before 1995 that may contain ozone-depleting chemicals must be disposed of in accordance with federal and state hazardous materials regulations.

**R9. Hexavalent Chromium (Cr(VI))**

Centers must comply with OSHA standard 29 CFR 1910.1026 and Job Corps policy regarding hexavalent chromium (Cr(VI)).

a. Centers that offer trades that may potentially expose students/staff to hexavalent chromium (Cr(VI)) must develop, implement, and maintain an exposure control plan that contains the following minimum requirements:

1. Trade(s) or center functions that may result in exposure

2. Exposure-monitoring results for the affected trade(s) or center functions

3. Engineering controls used to maintain Cr(VI) concentrations below the permissible exposure limit (PEL) and action level

4. Personal protective equipment (PPE) required during performance of training or center function

5. Method(s) of communicating hazards associated with Cr(VI) (See hazard communication training, PRH Chapter 5, Section 5.16, R6.)

b. Centers offering the welding trade must perform one round of initial and confirmation exposure monitoring no matter how often welding of stainless steel occurs. No additional monitoring is necessary if both the initial and confirmation sample results are below the PEL of 5.0 µg/m$^3$ and the action level of 2.5 µg/m$^3$ calculated as eight-hour time-weighted averages (TWA).

5.17 FOOD HANDLING AND STORAGE, PEST CONTROL, UNSANITARY CONDITIONS, AND WATER TREATMENT

PURPOSE

P1. To ensure that students and staff work and live in environmentally healthy surroundings.

P2. To provide a training, living, and working environment that ensures the occupational safety and health of students and staff.

REQUIREMENTS

R1. Food Handling

Centers must ensure that food handling practices comply with the state, local, or U.S. Public Health Service Food Code, whichever is more stringent. Centers must develop and implement a Hazard Analysis and Critical Control Point (HACCP) program as outlined in Annex 4 of the U.S. Public Health Service Food Code. All meat products must meet U.S. Department of Agriculture standards.

R2. Food Storage

Centers must ensure that storage of food complies with the state, local, or U.S. Public Health Service Food Code, whichever is more stringent, and does the following:

a. Storage areas protect food from the elements, fire, rodents, insects, organisms, and other causes of spoilage.

b. Chemicals, soaps, and poisons are properly labeled in accordance with Hazard Communication Standard (29 CFR Part 1910.1200) and stored separately from food.

c. Storerooms are well ventilated and food items are stored a minimum of six inches above the floor in a manner that protects the food from splash, dust, and other contamination and permits easy cleaning of the area. Exceptions are:

1. Metal pressurized beverage containers and cased food packaged in cans, glass, or other waterproof containers, and milk containers in plastic crates

2. Containers stored on dollies, racks, or pallets, provided such equipment is easily mobile

d. Storerooms are free of exposed or unprotected sewer lines, water lines (except automatic fire protection sprinkler heads), uninsulated steam lines, water heaters, refrigeration condensing units, or other heat-producing devices.

e. All refrigeration equipment (refrigerators and freezers) must be monitored to ensure
proper temperature ranges are maintained at all times.

f. Open food containers, cooked and fresh, are covered, labeled, and dated to ensure proper usage.

R3. Pest Control

Centers must:

a. Take adequate measures to control insects and rodents in all areas. Only pesticides that are safe for use in food service areas shall be used in food service facilities.

b. Ensure that pesticides are applied only by a licensed professional pest control contractor in food service, residential, and education facilities. The following information must be obtained from the contractor and kept on file for at least three years:

1. Name/type of chemicals used
2. Amount of chemical applied
3. Areas where applied and amount specific to location
4. Date when applied
5. Safety Data Sheets (SDSs) for the chemicals used

c. Ensure that pesticides are not stored for usage on centers except those that are approved by EPA for use in landscaping and gardening projects. Proper training on storage, use, and application of these chemicals must be provided to staff and students.

R4. Unsanitary Conditions

In accordance with Section 5(a) of the Occupational Safety and Health Act of 1970, centers must ensure that staff and students are not required or permitted to reside, work, be trained, or receive services in buildings or surroundings that are unsanitary, hazardous, or lack proper ventilation.

R5. Water Treatment

Centers must ensure that when non-municipal water and waste treatment facilities are used, the following requirements are met:

a. Water supplies meet center needs and satisfy National Primary Drinking Water Regulations (40 CFR 142).
b. Prior to construction or renovation, the standards or regulations of federal, state, and local health authorities are consulted. Renovation/building plans and specifications are sent to the National Office of Job Corps, with a copy to the Regional Office, for review.

c. Records are maintained showing the amount of water treated, amount of chlorine used, daily free chlorine residual, and other data pertaining to water treatment.

d. All required bacterial and chemical tests are performed by state or local health authorities, with the exception of the daily routine residual chlorine test that is to be conducted by center staff.

e. The center complies with the water quality and related standards of the state and with the standards established by the Federal Water Pollution Control Act 33 U.S.C. 1251 et seq.

f. Records are maintained documenting the water/wastewater treatment pursuant to standards set by the Environmental Protection Agency (EPA) and local authorities and should be maintained on center indefinitely. Waste treatment problems are brought to the attention of the appropriate EPA coordinator and the Regional Office.

g. Records of influent and effluent monitoring data are maintained as required by the plant’s effluent discharge permit and other data pertaining to wastewater treatment.

h. The analysis of all influent and effluent, as required by the discharge permit, is performed by a certified laboratory.
5.18 STUDENT AND STAFF INJURY REPORTS AND RECORDKEEPING

PURPOSE

P1. To ensure documentation of compliance with required elements of the center’s Occupational Safety and Health program and ensure compliance with OSHA and all other applicable statutes.

P2. To notify appropriate officials that an injury, occupational illness/disease, or death has occurred.

P3. To record hazards identified and corrective actions taken, indicate trends, and provide a basis for formulating future plans.

P4. To permit an evaluation of progress being made in preventing accidents.

P5. To document incidents for assurance of proper medical treatment and potential processing of claims.

REQUIREMENTS

R1. Occupational Safety and Health Administration (OSHA) Notification Requirements

In accordance with 29 CFR 1904.39(a), centers must contact OSHA within six (6) hours of one or more of the following events:

a. Death of an active student

b. Death of a staff member on-duty

c. Hospitalization of one or more active students or on-duty staff

Centers must orally report the fatality/multiple hospitalization by telephone or in person to the Area OSHA Office nearest to the site of the incident, or use the OSHA toll-free central telephone number, 1-800-321-OSHA (800-321-6742). Should no one answer the national toll-free number you must leave a telephone message with the following information:

a. Establishment name

b. Location of the incident

c. Time of the incident

d. Number of fatalities or hospitalized employees

e. Names of any injured employees
f. A contact person’s name and his or her phone number

g. A brief description of the incident

R2. Student Injury, Occupational Illness/Disease, and Fatality Recordkeeping

Occupational illness/disease in this context is defined as illness or disease acquired from/due to the Job Corps training and/or living environment (e.g., hearing loss, coronary/vascular condition, asbestos-related illness, carpal tunnel syndrome, etc.).

Student injuries and occupational illnesses/diseases must be documented in the Department of Labor’s Employees’ Compensation Operations and Management Portal (ECOMP). ECOMP is an electronic database that assists the Department in meeting the reporting requirements of both the Occupational Safety and Health Administration (OSHA) and the Office of Workers’ Compensation Programs (OWCP). The only injuries and occupational illnesses/diseases that should not be documented in ECOMP are those that occur while the student is

• at home on pass or leave
• engaged in leisure time employment, or
• in an Unauthorized Absence (UA) status.

Regardless of the severity of the injury or occupational illness/disease, an incident will minimally require the submission, in ECOMP, of the two documents below:

a. The OSHA 301, Injury and Illness Incident Report

b. One of the forms below:

1. OWCP CA-1, Notice of Traumatic Injury and Claim for Compensation

2. OWCP CA-2, Notice of Occupational Disease and Claim for Compensation (The CA-2 submission is rarely used; if you think a CA-2 is warranted, contact the National Office.)

Student fatalities are not documented in ECOMP. These incidents should be reported to the National Office of Job Corps immediately. Centers are required to complete the OWCP CA-6 manual form. The National Office will complete any other recordkeeping requirement.

A complete list of the OSHA and OWCP forms, and a description of their use, are below. Please note that all occupational safety and health records must be maintained for a five-year period, unless otherwise indicated by a specific OSHA standard, the Department of Labor Manual Series (DLMS), or the Program Requirements Handbook (PRH).
Electronic Forms Submitted in ECOMP

a. OSHA 301, Injury and Illness Incident Report, is completed in ECOMP for each student injury or occupational illness in accordance with 29 CFR 1904. The OSHA form is required to be retained for five years.

b. OSHA 300, Log of Work-Related Injuries and Illnesses: For OSHA 301 Incident Reports that are work-related (see definition in criterion 1, below), centers must maintain a single current log in ECOMP, known as the OSHA 300 Log. For an incident to be entered in the OSHA 300 Log, it must meet each of the three OSHA-recordable criteria below:

1. The injury or occupational illness is work-related. For Job Corps purposes, this means that the injury or occupational illness occurred while the student was involved in training or educational activities.

2. The injury or occupational illness represents a new case in the system.

3. The injury or occupational illness results in one or more of the following:
   (a) Days away from work (training or educational activities)
   (b) Restricted work or transfer to another job
   (c) Medical treatment beyond first aid
   (d) Loss of consciousness
   (e) A significant injury or illness diagnosed by a physician or other licensed health care professional
   (f) A needlestick or sharp injury exposing the student to another person’s blood or potentially infectious material
   (g) A Standard Threshold Shift (STS) in hearing in one or both ears where the employee’s total hearing level is at least 25 decibels above audiometric zero in the same ear(s) as the STS
   (h) Exposure to persons with a case of active tuberculosis (TB), where the student subsequently develops a TB infection.

Student injuries resulting from horseplay while engaged in training or educational activities must also be recorded. Any student injury must be recorded in the OSHA 300 Log in ECOMP.

The OSHA 300 Log is required to be retained for five years.

c. CA-1, Notice of Traumatic Injury and Claim for Compensation, is completed in ECOMP within seven calendar days of supervisor notification.

In the event that an injury requires separation from Job Corps, center staff must obtain Office of Job Corps approval prior to forwarding a CA-1 to OWCP. When the CA-1 is filed with OWCP at separation, a CA-16 manual form, Authorization for Examination and/or Medical Treatment, and an OWCP-1500 manual form, the Health Insurance
Claim Form, are sent to the provider. If the injury is not severe enough to cause separation, the CA-1 should be completed, electronically filed in ECOMP within seven calendar days of supervisor notification, printed, signed by the student, and filed in the student’s health folder.

d. CA-2, Notice of Occupational Disease and Claim for Compensation, is rarely used in Job Corps because there are very few cases of occupational disease or illness related to enrollment in Job Corps. If such a situation does occur, contact the Office of Job Corps before filing a CA-2.

Manual Forms

a. CA-6, Official Supervisor's Report of Employee’s Death, is filed with the OWCP district office if a student dies as a result of an illness/injury incurred while in performance of duty. In the event of a student fatality, the Center Director must notify OWCP immediately by telephone, email, or fax, and mail the CA-6 to the OWCP district office. Do not document student fatalities in ECOMP.

The Center Director must report student fatalities to the National and Regional Offices within six hours of the event via Significant Incident Report (SIR).

b. CA-7, Claim for Compensation Due to Traumatic Injury or Occupational Disease: Unlike other federal employees, Job Corps students are not eligible for continuation of pay for 45 days. However, they may submit a CA-7 after medical separation to receive compensation for injury or illness. The center must complete the CA-7 and have the student sign and date Section 7 of the form. In the event that the student is unable to sign the CA-7, the Center Director may sign as his or her authorized representative.

Upon Office of Job Corps approval to forward a CA-1 or CA-2 to OWCP in ECOMP, the center must fax or e-mail a copy of the completed CA-7 to the Office of Job Corps for submission to OWCP. The Office of Job Corps must file the copy sent to them by the center with OWCP within five days of the student’s signature.

The original CA-7, signed by the student, should be filed in the student’s health folder.

c. CA-16, Authorization for Examination and/or Treatment: Whenever a student separates from Job Corps and needs examination and/or treatment as a result of traumatic injury, the Center Director should issue a CA-16 to the physician or medical facility. This form authorizes the injured student's examination and/or treatment from a physician or medical facility. When a CA-2 is electronically submitted to OWCP in cases of separation because of work-related illness or disease, a CA-16 is issued only if prior approval is obtained from OWCP. If a CA-16 is submitted, do not submit a CA-20.

This form provides OWCP with an initial medical report and the physician or medical facility with a billing form for emergency treatment. Issuance of the CA-16 authorizes OWCP to pay medical expenses incurred.
Part A is completed by the student’s supervisor and submitted to the physician or medical facility within 48 hours of examination and/or treatment. Part B is completed by the attending physician as promptly as possible after initial examination and sent to the appropriate OWCP district office.

When there is a need for medical follow-up for the work-related injury by a second health-care provider, the center must email/mail the name and address of that provider to OWCP or instruct the student (in writing) to do so.

d. OWCP-1500 (also known as HCFA-1500)—Health Insurance Claim Form:

This form accompanies the CA-16 to all medical care providers, except hospitals.

It is issued by health-care providers to bill the OWCP district office for services rendered.

e. CA-20, Attending Physician’s Report: This report provides medical support of claims for compensation. It is submitted to OWCP upon completion of the medical examination and treatment. It is also used to provide additional medical information regarding the claim. If a CA-20 is submitted, do not submit a CA-16.

R3. Definitions and Procedures for Handling Job Corps Student Injuries

a. Job Corps Injuries Designated as First Aid

1. First aid is defined as any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, or splinters, which does not ordinarily require medical care. Such one-time treatment and follow-up visits are considered first aid even if they are provided by a physician or other registered professional personnel.

2. First aid injuries must be documented in ECOMP.

3. The following procedures are generally considered first aid treatment (e.g., one-time treatment and subsequent observation of minor injuries):

   (a) Application of antiseptics during initial visit to medical personnel
   (b) Treatment of first degree burn(s)
   (c) Application of bandage(s) during any visit to medical personnel
   (d) Use of elastic bandage(s) during initial visit to medical personnel
   (e) Removal of foreign bodies from wound if procedure is uncomplicated (e.g., by tweezers or other simple technique)
   (f) Use of nonprescription medications and administration of single dose of prescription medication on initial visit for minor injury or discomfort
   (g) Soaking therapy on initial visit to medical personnel or removal of bandages by soaking
(h) Application of hot or cold compress(es) during first visit to medical personnel
(i) Application of ointments to abrasions to prevent drying or cracking
(j) Application of heat therapy during first visit to medical personnel
(k) Negative x-ray diagnosis
(l) Observation of injury during visit to medical personnel

4. The administration of a tetanus shot or booster by itself is not considered medical treatment. However, these shots are often given in conjunction with more serious injuries; consequently, injuries requiring these shots may be filed in ECOMP for other reasons.

b. More Serious Injuries Not Resulting in Student Separation

1. This category includes injuries that result in medical treatment beyond first aid, and are serious enough to need a specialized referral but do not require a medical separation.

2. An example of this type of injury would be a student sustained a strain or sprain, but is able to continue training with restrictions.

3. These injuries must be documented in ECOMP. Some examples of this category of injury are:
   (a) Fractures
   (b) Head injuries with loss of consciousness
   (c) Positive x-ray diagnosis
   (d) Lacerations with nerve or tendon damage
   (e) Injuries needing sutures/SteriStrips/adhesive butterfly
   (f) Foreign body embedded in the eye
   (g) Jaw fractures/dental damage
   (h) Treatment of infection
   (i) Treatment of 2nd- or 3rd-degree burns
   (j) Food poisoning
   (k) Dislocated shoulder

c. Injuries Resulting in Separation from Job Corps

1. This category includes injuries resulting in the student’s death or serious injuries that result in the student’s separation from Job Corps.

2. An example of this type of injury would be: a student sustained a traumatic injury in the performance of duty that requires surgery, additional medical treatment that cannot be provided on center, or the student can no longer perform in the program.

3. These injuries must be documented in ECOMP.

4. Section 8143 of the Federal Employees’ Compensation Act (FECA) states that
while students are enrolled in Job Corps, students are considered employees of the federal government for purposes of medical coverage under FECA. The performance of duty does not include an act of an enrollee while absent from his or her assigned post of duty, except while participating in an activity (including an activity while on pass or during travel to or from the post of duty) authorized by or under the direction and supervision of Job Corps.

**R4. Staff Injury, Occupational Illness/Disease, and Fatality Recordkeeping**

Staff is defined as all contractors, federal employees, and temporary employees who work at a Job Corps center.

All work-related staff injuries and occupational illnesses must be documented in the Department of Labor’s Employees’ Compensation Operations and Management Portal (ECOMP) in accordance with 29 CFR 1960 Subpart I and 29 CFR 1904. These regulations require that a single OSHA 300 Log be maintained for each federal agency establishment; each Job Corps center is classified as an establishment. As such, all work-related injuries and occupational illnesses suffered by federal employees and contractors at the establishment must be captured on the same OSHA 300 Log. This requirement has no bearing on the requirements of the corporate office or other federal agency.

Centers are only required to report the death of a staff member if the fatality occurs while in duty status on- or off-center. The Center Director must report staff deaths to the National and Regional Offices within six hours of the event via Significant Incident Report (SIR).

A CA-1 or CA-2 is never completed for staff in the Department of Labor’s ECOMP.

a. OSHA 301, Injury and Illness Incident Report, is completed in ECOMP for each staff injury or occupational illness in accordance with 29 CFR 1904. The OSHA form is required to be retained for five years.

b. OSHA 300, Log of Work-Related Injuries and Illnesses: All centers must maintain a single current log in ECOMP of all work-related accidents, injuries, and occupational illnesses incurred by students and staff in accordance with 29 CFR 1904. The OSHA 300 Log is required to be retained for five years.

Staff injuries resulting from horseplay while engaged in work-related tasks or activities must also be recorded. Any staff injury must be recorded in ECOMP.

**R5. OSHA Form 300A, Summary of Work-Related Injuries and Illnesses**

Each year, Job Corps centers are required to post OSHA Form 300A, also called the OSHA 300A Summary, from February 1 through April 30 in accordance with 29 CFR 1904.32. OSHA Form 300A summarizes data contained in the OSHA 300 Log, which is maintained electronically in ECOMP, for the calendar year just prior to posting for the purpose of notifying students and staff of the injuries that have occurred on center. This report may be
generated through ECOMP reports.

Following the required three-month posting period, the OSHA 300A must be retained for five years.
5.19 **VEHICLE SAFETY AND ACCIDENT RECORDKEEPING**

**PURPOSE**

P1. To ensure student and staff safety while traveling in government vehicles on- and off-center.

P2. To ensure documentation of accidents involving government vehicles.

**REQUIREMENTS**

*R1. Overview of Center Director Responsibilities*

Each Center Director must be responsible for:

a. Administration of the motor vehicle safety program.

b. A program for training, testing, and licensing students.

c. A comprehensive vehicle maintenance and inspection program.

 d. Promotion and incentive awards programs to encourage traffic safety.

 e. Compliance with state and local motor vehicle laws.

 f. An effective accident investigation and analysis system.

 g. An on-center system of traffic control to include appropriate signs and lines.

*R2. Overview of Requirements*

a. Government-owned vehicles and leased vehicles, collectively called GOV, must be operated by individuals meeting the following qualifications:

   1. Drivers must possess a valid state driver’s license.

   2. Drivers must possess a valid federal employee identification or Job Corps identification.

b. Student operation of GOV must be authorized by the Center Director and limited to driver’s training only.

c. All over-the-road vehicles must be equipped with fire extinguishers, emergency warning lights, and well-maintained first-aid kits.

d. In GOV, all drivers and passengers must wear seat belts in all over-the-road vehicles.
(except buses where seat belts are not available). When infants and/or children are being transported, safety restraints must meet applicable state requirements for size/weight.

e. Drivers shall not engage in cell phone usage, text messaging, or use personal or government-supplied electronic equipment, when operating GOV or when driving privately owned vehicles (POV) while on official government business.

f. No vehicle will be loaded (with personnel or materials) beyond the vehicle’s rated capacity.

g. All operators shall adhere to applicable federal, state, and local vehicle operator licensing and safe operator requirements. Federal requirements may include, but are not limited to, Hours of Service (Part 395 of the Federal Motor Carrier Safety Administration [FMCSA] regulations).

h. Students will not be transported in the back bed of a pickup truck or other open-bed vehicle, including vehicles equipped with caps covering the bed of the truck, unless such vehicle has been equipped with appropriately designed and constructed seating and safety restraints.

i. If a bus has an auxiliary gas tank that powers the air conditioner, the vehicle must have that tank properly guarded.

j. Aisles in buses and vans must be kept free of obstructions that may hinder orderly evacuation of the vehicle during an emergency. Passengers must be seated at all times. Tools, equipment, luggage, and other personal belongings must be properly stored and secured before operating the vehicle.

k. No bus transporting students or staff shall have the emergency door locked or constricted.

l. All vehicles that are driven by staff and students on center must meet appropriate federal and state safety requirements.

m. While a commercial driver’s license (CDL) is preferred for those drivers operating 12- and 15-passenger vans, operators must, at a minimum, adhere to the vehicle operator licensing and safe operator requirements for the state or local jurisdiction.

n. All 12-passenger vans currently leased or owned by Job Corps contractors and agencies are to be operated in a manner that reduces the risk of vehicle rollover and other known risks associated with operating the vehicles. Job Corps contractors and agencies are permitted to purchase new vans and retain 12-passenger vans that are currently in their GSA fleet inventory. The vans shall be operated in accordance with the guidelines and restrictions detailed below:
1. The 12-passenger vans will carry a maximum of eight passengers, including the driver. If there is a need to transport more than eight passengers, it must be done using multiple vehicles.

2. Roof racks must be removed, except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 pounds should be placed on the roof.

3. Rear seats must be removed.

0. All 15-passenger vans currently leased or owned by Job Corps contractors and agencies are to be modified and operated in a manner that decreases known risks associated with operating the vehicles. Job Corps contractors and agencies are permitted to retain 15-passenger vans that are currently in their GSA fleet inventory in accordance with the guidelines and restrictions detailed below; however, centers are encouraged to explore other fiscally responsible transportation options before purchasing, leasing, or renting additional 15-passenger vans.

1. All 15-passenger vans will carry a maximum of 10 passengers, including the driver. If there is need to transport more than 10 passengers, it must be done using a higher capacity vehicle, or by using multiple smaller vehicles.

2. Roof racks must be removed, except those that carry only light loads (e.g., ladder rack, rowing oars, etc.). No loads over 60 pounds should be placed on the roof.

3. Rear seats must be removed.

R3. Vehicle Accident Recordkeeping

a. SF-91, Operator’s Report of Motor Vehicle Accident

The operator of any government vehicle involved in an accident will complete an SF-91 form at the scene of the accident, if possible. The center will develop procedures to ensure that copies of the SF-91, and other applicable forms, are available in each vehicle, including privately owned vehicles, rentals, and GSA vehicles used for official business.

b. SF-91A, Investigation Report of Motor Vehicle Accident

This report is used for motor vehicle accidents resulting in vehicle and/or property damage over $500, or disabling work injuries including fatalities caused by a motor vehicle accident.
5.20 OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM AND WRITTEN PLANS

PURPOSE

P1. To develop, implement, and evaluate a safety and occupational health program that includes written plans in accordance with 29 CFR 1960, the OSHA Act of 1970, Executive Order (EO) 12196, and Job Corps policy.

P2. To develop and document all of the plans described in the following requirements, if applicable.

REQUIREMENTS

R1. Personal Protective Equipment (PPE) Plan

In accordance with 29 CFR 1910.132, centers are required to develop, implement, and maintain a written PPE plan and program that includes at least the following:

a. Perform hazard assessments for all trades and/or work areas to assess the need for PPE. Maintain hazard assessment records that identify hazards and risks, and document the type of PPE required. Develop procedures to notify the center Safety Officer when new processes are introduced or when existing processes change.

If a new career technical training (CTT) program is introduced, a hazard assessment must be performed to determine PPE needs according to training activities. Hazard assessment based upon other trades and activities cannot be the bases of the PPE requirements for a new trade.

b. Select PPE based on hazard assessments by the trade supervisor in conjunction with the center Safety Officer. Methods for selecting PPE are well-documented, appropriate, and properly implemented.

c. Develop a PPE training program that will address student and staff needs. The written training program includes:

1. When PPE use is necessary

2. What PPE is necessary

3. How to properly don (put on), doff (remove), adjust, and wear PPE

4. The proper care, maintenance, useful life, and disposal of PPE

d. Maintain PPE training records for students and staff for three years. Additional retention requirements are as follows:
1. Retain student training records for one year following completion of training or termination of enrollment.

2. Retain staff training records for one year following resignation or termination of employment.

e. Establish procedures to inspect, clean, and maintain PPE. Ensure that supervisors, staff, and students are trained in these procedures and follow the established criteria.

f. Establish procedures to remove damaged equipment from service.

R2. Fire Safety and Prevention Plan


Centers will establish a policy, based upon the proximity to emergency response personnel (i.e., fire and/or hazardous materials response teams) that specifies full evacuation or incipient stage fire suppression by staff in response to a fire alarm.

a. Fire Prevention Plan

   The center Safety Officer must perform the following activities to ensure that students and staff are familiar with all center fire alarms and evacuation procedures:

   1. Center Safety Officers must perform and log monthly inspections of:
      (a) Fire alarm systems
      (b) Sprinkler systems
      (c) Illuminated exit signs
      (d) Emergency lighting
      (e) Fire extinguishers

   2. Centers must conduct monthly fire drills during high student/staff activity levels and when students are in the dormitories. Center Safety Officers will document the accountability and timeliness of fire drills.

   3. Centers must establish and implement a Fire Watch Plan, included as part of the Fire Prevention Plan, to be implemented when there is a nonfunctional alarm system. The Fire Watch Plan will include the following:
      (a) Establishment of fire warden and security staff duties and responsibilities
      (b) Establishment of minimum required equipment for security staff
      (c) Establishment of a process for reporting fires and notifying building occupants

b. Fire Safety Plan Elements
The center Safety Officer must ensure that at least the following elements are included in the Fire Safety Plan:

1. List of major fire hazards and proper handling and storage procedures for hazardous materials

2. List of all potential ignition sources, control procedures, and the type of fire protection equipment or suppression system used to control a fire

3. List of staff responsible for maintaining fire protection equipment or systems to prevent or control ignition fires

4. List of staff responsible for control of fuel source hazards

5. List of staff responsible for sounding alarms and contacting local fire department or other appropriate officials

6. Evacuation and accountability procedures, including the posting of evacuation maps, assembly areas, and maintaining safe distance from affected buildings until areas are cleared for occupancy

7. Emergency notification telephone numbers

8. List of temporary shelters and contacts

9. List of staff responsible for assessing damage to center and coordinating re-entry to center or affected buildings

10. List of staff responsible for communications with local media, Regional Office, and National Office of Job Corps

c. Training

All centers must provide ongoing fire prevention and fire extinguisher training for staff and students according to their roles and responsibilities within the Fire Prevention Plan. Training resources include state or local fire marshals, insurance companies, universities, or the Occupational Safety and Health Administration (OSHA). Training programs must be customized to center location, offerings, and programs, and must include the following elements, as appropriate:

1. Training for fire wardens and security staff
   (a) Fire classes and the appropriate extinguishing agent
   (b) Proper maintenance and use of fire extinguishers
   (c) Evacuation and accountability procedures, as defined by NFPA Life Safety Code
   (d) Proper use of warning equipment/alarm systems
(e) Fire watch system and alternative warning systems
(f) Fire warden responsibilities
(g) Fire safety inspections, including housekeeping practices, flammable and combustible waste materials accumulation, and inspection and maintenance of fire equipment or systems

2. Training for students
   (a) Assigned evacuation routes and assembly areas
   (b) Procedures for reporting a fire or potential for fire
   (c) Procedures for disposal of combustible and flammable materials
   (d) Location of smoking areas and receptacles

3. Training for staff
   (a) Proper use of fire extinguishers
   (b) Assigned evacuation routes and assembly areas
   (c) Procedures for reporting a fire or potential for fire
   (d) Procedures for disposal of combustible and flammable materials
   (e) Location of smoking areas and receptacles

d. Required Documentation
   Documentation of fire safety training, drills, and inspections must be maintained on center for three years and made available for review upon request.

e. Incipient Fire Suppression and Portable Fire Extinguishers

1. OSHA defines incipient fire as a fire in the initial or beginning stage that can be controlled or extinguished using a portable fire extinguisher, Class II standpipe, or small hose system without the need for protective clothing or equipment (e.g., breathing apparatus). OSHA requires centers to provide fire extinguishing equipment for an incipient fire. However, OSHA allows centers to address incipient fires and building evacuation in one of the following two ways:
   (a) Evacuation of all or most of the building’s occupants to a safe area without attempting to fight the fire
   (b) Evacuation of all building occupants except those who are properly trained and designated to use portable fire extinguishers

2. Fire prevention plans must comply with 1910.157, Portable Fire Extinguishers, according to the center’s established policy concerning incipient fires.

3. Incipient firefighting should be based upon a thorough hazard assessment, and proximity and response time of local fire department or emergency response team.

R3. Emergency Action Plan

Centers are required to develop an Emergency Action Plan (EAP) in accordance with 29
CFR 1910.38 if fire extinguishers are located in each building and students and staff are required to evacuate the building in the event of a fire or other emergency.

a. Emergency Action Plan (EAP) Elements

1. Procedures to handle hazards and threats including:
   (a) Natural disasters typical for the geographic area in which the center is located; e.g., earthquakes, hurricanes, tornadoes, severe/extreme weather, blackouts, utility failures, and weather-related conditions
   (b) Criminal activity including arson/fire, bomb threats, suspicious packages, vandalism, civil disturbance, and weapons on center
   (c) Terrorist threats including radioactive, biological, or cyber attacks
   (d) Medical emergencies, such as pandemic influenza or food poisoning (E. coli or Salmonella) outbreaks
   (e) Other hazards specific to the surrounding area, such as hazardous materials spills or explosion

2. A list of emergency personnel and contact information (The Center Director or his or her designee shall act as the responsible official during the emergency.)

3. The Center Director or his or her designee must ensure that an Emergency Coordinator and Area/Floor Monitors are identified, and ensure that assistance is available for the physically challenged

4. Procedures for emergency situations that require centers to shelter-in-place, evacuate, and provide for mass care of students and staff

5. Identification of assembly areas on and off center for students and staff to relocate depending upon the nature of the emergency

6. Evacuation route maps indicating emergency exits, primary and secondary evacuation routes, location of fire extinguishers and fire alarm pull stations, and assembly points must be posted in all center buildings, including but not limited to:
   (a) Residential facilities
   (b) Child development centers, if applicable
   (c) Academic facilities
   (d) Food service facilities
   (e) CTT facilities and classrooms
   (f) Recreation areas
   (g) Warehouse(s)
   (h) Center maintenance
   (i) Administration facilities

7. Procedures for staff required to remain on center after an evacuation to perform critical activities (e.g., shut down utilities) and secure the center
8. Procedures to account for students and staff after evacuation to assembly areas on and off center, including students training or working off center at the time of the emergency.

9. Procedures for transporting students and staff to off-center assembly areas, including students training or working off center.

10. Procedures for staff and students responsible for providing medical assistance (The plan should also provide for instances when individuals responsible for providing medical assistance are not available.)

11. An alarm system must be implemented that provides a distinctive sound or tone for each purpose (type of emergency and procedure) in accordance with 29 CFR 1910.165.

12. Procedures for returning the center to normal operations following an emergency (Procedures should be emergency-specific.)

b. Emergency Response Drills

1. Centers must perform fire drills on a monthly basis. The drills should be performed during normal business hours and after hours.

2. Centers must participate in federal, state, and local emergency preparedness drills, including terrorist attack and pandemic outbreak response, when possible.

3. Centers must establish and maintain contact with federal, state, and local emergency response coordinators to ensure that current information regarding emergency response procedures is maintained.

4. All drill and post-drill activities designed to improve student and staff performance during drills must be documented and kept on file in the Safety Officer’s office and made available upon request.

5. Copies of drill performance and improvement reports must be maintained on the center for three years and made available for review upon request.

6. Centers must coordinate with the local emergency management authority, local health department, and local fire department to participate in federal, state, or local emergency response drills.

R4. Hazard Communication Plan

(See PRH Chapter 5, Section 5.16, R6.)
R5. Recreational Safety Plan

a. Water Safety (See PRH Chapter 3, Section 3.19, R5.)

1. Job Corps centers operating swimming pools must incorporate the Centers for Disease Control and Prevention (CDC) chlorine disinfection timetable for killing common germs.

2. Cleaning and disinfecting procedures must also include the area surrounding the pool, including chairs, towels, floors, etc., to prevent the onset of recreational water-related illnesses.

3. Provide staff and students with awareness training on the prevention of recreational water-related illnesses.

4. Ensure that swimming pool areas are secured after hours to prohibit unauthorized access.

5. Post proper warning signs, safety rules, and emergency response procedures.

6. Ensure that necessary rescue equipment is maintained in good working order and easily accessible.

b. General Recreational Safety

The Center Director must:

1. Ensure that students receive adequate training prior to engaging in recreational activities such as weight lifting, basketball, arts and crafts, etc.

2. Provide supervision during recreational activities to ensure that students follow proper techniques and are fit for the activity, thereby not placing the participant’s safety at above-normal risk and reducing the risk of injury at all times.

3. Advise students that “horseplay” is not tolerated during recreational activities.

4. Ensure that all recreational facilities and equipment are of safe design and free of known hazards.

5. Ensure that recreational and athletic equipment purchases meet safety guidelines established by agencies nationally recognized by the Consumer Product Safety Commission (CPSC).

c. Gymnasium and Recreational Equipment

1. Gym equipment must be positioned to allow for an unrestricted route of egress from
the area during an emergency.

2. Personal protective equipment (PPE) such as helmets, padding, wrap-around eye protection, and gloves must be provided for students involved in recreational activities such as:
   (a) Bicycling
   (b) Skate boarding
   (c) Rollerblading
   (d) Racquet ball

3. Recreational facilities and equipment must be inspected daily. Damaged equipment must be immediately removed from use and repaired or replaced as soon as fiscally possible.

d. Competitive Sports

   To ensure student and staff safety and security during on- and off-center events, centers are encouraged to prepare plans that contain the following elements, at minimum:

   1. Consider limiting participants and spectators to current Job Corps students and staff.

   2. Ensure that there is sufficient supervision for off-center games and events. The recommended ratio is one staff member for every five students.

   3. Coordinate security arrangements between visiting and host centers in advance of each activity. Visiting centers must provide a list of team members, Job Corps spectators, and player family members at least one week prior to the event. Limit entry into events to pre-approved spectators with proper identification.

   4. Host centers are encouraged to arrange for additional security through local law enforcement when there is a history of past serious incidents.

   5. Communicate safety and security procedures to athletes, staff, and spectators prior to the event.

**R6. Asbestos Operations and Maintenance Plan**

(See PRH Chapter 5, Section 5.16, R5.)

**R7. Confined Space Entry Plan**

a. Overview

   A confined space is one that is large enough and configured in a manner that would allow a person to enter the space to perform work. The space has limited or restricted
means of entry or exit and is not designed for continuous human occupancy. Hazards may also exist in the space, such as combustible gases, toxic materials, or mechanical or electrical hazards, or the space may be oxygen deficient.

A Confined Space Entry Plan is not necessary if one of the following is in place:

1. There are no confined spaces on center.
2. Students and staff are prohibited from entering or performing work in any confined space.

b. Confined Space Inventory

1. Centers must conduct a survey to identify and label all confined spaces located on center. Each space must be identified as “non-permit required” or “permit required.”
   (a) A permit-required confined space is one that contains one or more of the following characteristics:
      (1) Contains or has the potential to contain a hazardous atmosphere
      (2) Contains a material that has the potential for engulfment or entrapment
      (3) Has an internal configuration such that an entrant could be trapped or asphyxiated
      (4) Contains any other serious safety hazard
   (b) Non-permit-required confined space does not contain or have the potential to contain a hazardous atmosphere or any other hazard capable of causing death or serious physical harm.
   (c) Re-evaluate all confined spaces annually and maintain documentation.
   (d) Permit-required confined spaces are marked as such with appropriate signage.
   (e) Ensure that permit-required confined spaces are locked or blocked to deter access (if possible).

2. Centers that require students, staff, or contractors to perform work in confined spaces are required to develop, implement, and maintain a Confined Space Entry program in accordance with 29 CFR 1910.146. The Plan must consist of the following elements:
   (a) Designated confined space entry coordinator
   (b) Entrant and supervisor responsibilities
   (c) Non-permit-required confined space entry procedures
   (d) Location-specific, permit-required confined space entry procedures
   (e) List of center departments and/or career technical training (CTT) programs that require confined space entry
   (f) Emergency procedures
   (g) Training and documentation of training

3. Maintain confined-space-entry training records for students and staff for three years. Additional retention requirements are as follows:
(a) Retain student training records for one year following completion of training or termination of enrollment.
(b) Retain staff training records for one year following resignation or termination of employment.

4. Maintain cancelled entry permits for one year.

R8. Bloodborne Pathogens Plan

a. Centers must develop, implement, and maintain a Bloodborne Pathogens Control Plan that is in compliance with the OSHA Occupational Exposure to Bloodborne Pathogens; Needlestick and Other Sharp Injuries; Final Rule (29 CFR 1910.1030). The Plan, which is submitted to the Regional Office, must be reviewed and approved by the Regional Health Specialist. Once the Plan has been approved, the Plan does not need to be updated again until at least one of the following occurs:

1. New or revised PRH or regulatory standards necessitate revision of the plan.
2. Center introduces a new trade resulting in new potential exposure to bloodborne pathogens.
3. New engineering controls, including safer equipment or procedures, are introduced.

b. The plan must contain the following minimum requirements:

1. Identification of job classifications where there is high, medium, or low risk of exposure to blood or other potentially infectious materials
2. Explanation of the protective measures in effect to prevent occupational exposure to blood or other potentially infectious materials and a schedule and methods of compliance to be implemented
3. Schedule and method of implementation for administering Hepatitis B vaccination and conducting post-exposure evaluation and follow-up
   (a) Job classifications with high risk of exposure will be provided the Hepatitis B vaccine.
   (b) Job classifications with medium risk of exposure should be offered the vaccine or administered the vaccine as needed (i.e., post-exposure vaccine). Staff trained in CPR and first aid and required to render aid in an emergency as part of their job duties must be offered the Hepatitis B vaccine or administered the vaccine as stated above.
   (c) Job classifications with low risk of exposure should be administered the vaccine as needed (i.e., post-exposure vaccine).

Regardless of job classification, staff who decline the Hepatitis B vaccine must sign a declination form in accordance with 29 CFR 1910.1030 Appendix A.
4. Schedule and method of implementation for communicating hazards to employees

5. Schedule and method of implementation for recordkeeping

6. Procedures for evaluating the circumstances of an exposure incident

R9. *Respiratory Protection Plan*

   a. Centers must develop and implement a Respiratory Protection program, including a written plan in accordance with 29 CFR 1910.134, if any of the following conditions exist:

      1. Center offers trades that could potentially expose students or staff to airborne contaminants that meet or exceed the OSHA eight-hour Permissible Exposure Limits (PELs) or action levels for known respiratory hazards.

      2. Asbestos-containing building materials (ACBMs) are present and may be disturbed during routine maintenance, housekeeping, renovation, or demolition activities.

      3. Lead-based paint or other materials are present and may be disturbed during renovation and demolition activities.

      4. Students and staff are exposed or may be potentially exposed to airborne contaminants and disease through contact with individual(s) engaged in providing student and staff health services or engaged in allied health training.

   b. Centers are not required to implement a written Respiratory Protection program if filtering face piece respirators (i.e., dust masks) are used on a voluntary basis and there is no potential for airborne particulate levels to meet or exceed the OSHA eight-hour PEL or action levels.

   Voluntary use of tight-fitting, negative pressure air-purifying or powered air-purifying respirators requires a written plan, in accordance with 29 CFR 1910.134, Appendix D.

   c. Centers must identify and evaluate respiratory hazards in the workplace through:

      1. Air sampling and exposure monitoring;

      2. National Institute for Occupational Safety and Health (NIOSH) trade-specific data regarding airborne contaminants; or

      3. General or construction industry accepted best practices.

   d. The Respiratory Protection program must contain worksite-specific procedures and elements for required respirator use.
e. Center Director or his or her designee must select a Respiratory Protection Program Coordinator to manage the center’s Respiratory Protection program.

f. The written Respiratory Protection Plan must contain the following elements:

1. Respirator selection procedures and criteria that ensure that exposure to hazardous substances occurs at or below maximum use concentrations

2. Medical surveillance for staff and students required to wear respirators

3. Fit-testing procedures for tight-fitting respirators

4. Procedures for the proper use of respirators in routine and emergency situations

5. Procedures and timelines for cleaning, disinfecting, storing, inspecting, repairing, discarding, and general maintenance of respirators

6. Procedures for ensuring air quality, quantity, and flow of breathing air for atmosphere-supplying respirators if applicable

7. Student and staff initial and annual refresher training that includes:
   (a) Potential respiratory hazards during routine or emergency situations
   (b) Proper use, donning, removal of respirators
   (c) Limitations of respirator use
   (d) Regular maintenance of respirators

8. Procedures for evaluating the effectiveness of the program

9. Medical evaluations conducted by a licensed health care professional in accordance with 29 CFR 1910.134(e)(1) through (e)(7)(iv)

10. Maintenance of respiratory protection training records for students and staff for three years. Additional retention requirements are as follows:
    (a) Retain student training records for one year following completion of training or termination of enrollment.
    (b) Retain staff training records for one year following resignation or termination of employment.

h. Qualitative and quantitative fit-testing of tight-fitting respirators shall be done in accordance with 29 CFR 1910.134 Appendix A, Fit Testing Procedures (Mandatory). Fit-testing of respirators used to protect against asbestos or lead exposure shall be done in accordance with the appropriate OSHA standards.
R10. Hearing Conservation Plan

a. Centers must conduct noise monitoring at least every other year to identify potential sources of hazardous noise or whenever new noise sources are introduced into the working or training environment.

b. Centers must identify hazardous noise areas with warning signs or markings to ensure that hearing protection is used in those areas.

c. Centers must develop and implement a Hearing Conservation program in accordance with 29 CFR 1910.95 if the following conditions exist:

1. Results of noise measurements have identified hazardous noise sources that may result in staff or student exposures that exceed 85dB (decibels).

2. Exposure monitoring indicates that student and staff noise exposures equal or exceed an eight-hour time weighted average (TWA) of 85dB measured on the A-scale (slow response) or 50 percent dose.

d. The Hearing Conservation program (HCP) must consist of the following elements:

1. Monitoring program that identifies students and/or staff for inclusion in the HCP and to facilitate selection of appropriate hearing protectors.

2. Audiometric testing to monitor staff and students whose exposures equal or exceed an eight-hour TWA of 85dB, including:
   (a) Baseline audiogram to be administered within six months of the initial exposure equal to or in excess of 85dB to be compared against subsequent audiograms.
   (b) Audiograms administered at least annually following the baseline audiogram.
   (c) Audiogram evaluation.
   (d) Purchase of audiometric testing equipment is not required. However, if the center conducts audiometric testing, equipment and the testing environment must meet the requirements set forth in 29 CFR 1910.95, Appendices C and D. If the center does not conduct audiometric testing, the center must ensure that individuals included in the Hearing Conservation program are administered audiograms in accordance with the OSHA standard.
   (e) Audiometric testing must be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician certified by the Council of Accreditation in Occupational Hearing Conservation, or who has demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper function of the audiometers being used.

A technician who performs audiometric tests using a microprocessor audiometer does not need to be certified but must be responsible to an audiologist, otolaryngologist, or physician.
(f) Centers located in rural areas that are not equipped to conduct audiometric testing on center or find it difficult to locate audiometric testing centers must contact the Job Corps Regional Office Project Manager who will contact the National Office of Job Corps safety representative.

3. Hearing protector evaluation for specific hazardous noise environments to ensure attenuation to below 85dB. Evaluation methods should be done in accordance with 29 CFR 1910.95 Appendix B, “Methods for Estimating the Adequacy of Hearing Protection Attenuation.”

4. Selection and distribution of hearing protectors:
   (a) Hearing protectors must be provided at no cost to staff or students.
   (b) The hearing protectors selected should be appropriate for the task and provide the required noise attenuation.
   (c) Students and staff who have not yet had a baseline audiogram should be issued hearing protection.
   (d) Students or staff who have experienced a standard threshold shift must be issued hearing protectors.

5. Training that will be administered annually that includes but is not limited to the following:
   (a) Effects of noise on hearing
   (b) Purpose of hearing protectors
   (c) Disadvantages, attenuation of various types of hearing protectors
   (d) Instructions on selection, fitting, use, and care of hearing protectors
   (e) Purpose of audiometric testing and an explanation of the test procedures

6. Staff and students, or their representatives, must have access to monitoring results, audiometric test results, and training materials in accordance with 29 CFR 1910.95.

7. Centers must maintain records as follows:
   (a) Exposure monitoring results are maintained for two years.
   (b) Audiometric testing results are maintained for the duration of the student’s enrollment and the duration of staff employment.
   (c) Student and staff hearing protection attenuation and selection, and training records are maintained for two years.

8. Centers must retain all records associated with the hearing conservation program, upon transfer of center operations to another operator.

**R11. Lead Exposure Plan**

(See PRH Chapter 5, Section 5.16, R4.)

**R12. Hexavalent Chromium Exposure Plan**

(See PRH Chapter 5, Section 5.16, R9.)
R13. Lockout/Tagout Plan

a. Centers must develop written procedures for the control of hazardous energy in accordance with 29 CFR 1910.147 if students and staff are responsible for servicing or performing maintenance of machines or equipment.

b. A Lockout/Tagout Plan is not required when one of the following scenarios exists:
   
   1. Servicing equipment that is powered by plugging into an electrical outlet and is under complete control of the individual performing the work.
   
   2. Making normal adjustments, including minor tool changes and other minor servicing activities that take place during normal production operations which are routine, repetitive, and integral to the use of that production equipment, as long as workers are effectively protected by alternative measures that provide effective machine safeguarding protection.
   
   c. When a written Lockout/Tagout Plan is required, the program must include the following minimum elements:
      
      1. Name of the machines or equipment and its purpose.
      
      2. Compliance requirements (policy).
      
      3. Type of compliance enforcement for violation of policy.
      
      4. Name of students or staff affected and method of communication.
      
      5. Name of students or staff authorized to perform lockout/tagout.
      
      6. Type and magnitude of energy, its hazards, and the methods to control the energy.
      
      7. Type and location of machine or equipment operating controls.
      
      8. Type and location of energy isolating devices; lockout/tagout devices are sufficient in number, uniform, legible, understandable, and durable.
      
      9. Types of stored energy—methods to dissipate or restrain.
      
      10. Methods of verifying the isolation of the equipment.
      
      11. Training for affected and authorized students and staff.
      
      12. Method for evaluating lockout/tagout procedures at least annually and documenting results.
13. Procedures for removing locks/tags when the owner of the lock or tag is not available

14. Plan is updated when changes in process, equipment, procedures, or audit warrants revision

**R14. Powered Industrial Vehicle Plan**

a. Centers that own or provide access to gas-powered or electric-powered fork trucks, tractors, platform lift trucks, motorized hand trucks (pallet jacks) or other specialized vehicles must develop a written Powered Industrial Vehicle Plan.

b. The plan must address the requirements outlined in 29 CFR 1910.178.

c. The plan must also include:
   1. Complete list of covered vehicles
   2. Fuel handling and storage procedures (if applicable)
   3. Battery charging, changing, and storage procedures (if applicable)
   4. Spill response procedures and fire prevention
   5. Areas where trucks are used
   6. Operator training
   7. Daily inspection process
   8. Process for removing vehicles from service

d. Powered industrial truck operators must be at least 18 years of age in accordance with the Fair Labor Standards Act (FLSA).

e. Operator training must be conducted by a certified trainer and the training must be in accordance with 29 CFR 1910.178(l).
5.21 NAMING OF JOB CORPS CENTERS AND FACILITIES

PURPOSE

P1. To ensure a consistent and transparent policy for naming Job Corps centers.

REQUIREMENTS

R1. Naming and Renaming of Job Corps Centers

a. Job Corps centers will be named or renamed in accordance with procedures outlined by the U.S. Department of Labor.

b. Job Corps centers may not be named or renamed by center operators or any other party.

c. Interested parties may petition the U.S. Department of Labor to name or rename a Job Corps center by making a formal request to the Assistant Secretary for Employment and Training.

R2. Naming and Renaming of Job Corps Facilities and Property

The naming or renaming of Job Corps facilities and real property, including signage, will be done in consultation with the Office of Job Corps.
### EXHIBIT 5-1
#### STANDARD OPERATING PROCEDURES

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<td>Due Date</td>
<td>Destination</td>
<td>PRH Reference</td>
<td>Centers</td>
<td>Outreach/Admissions</td>
<td>CTS</td>
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<tr>
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<tr>
<td>CA-6, Official Superior’s Report of Employee’s Death</td>
<td>As needed</td>
<td>Within 10 workdays after knowledge by supervisor of an employee’s work-related death</td>
<td>Appropriate OWCP district office (Paper form)</td>
<td>Chapter 5</td>
<td>X</td>
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<tr>
<td>CA-7, Claim for Compensation</td>
<td>As needed</td>
<td>Within 5 calendar days of student signature</td>
<td>National Office (Paper form) by e-mail or fax</td>
<td>Chapter 5</td>
<td>X</td>
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<tr>
<td>CA-16, Authorization for Examination and/or Treatment</td>
<td>As needed</td>
<td>As promptly as possible after initial medical examination</td>
<td>U.S. Department of Labor, DFEC Central Mailroom (Paper form)</td>
<td>Chapter 5</td>
<td>X</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td>Energy and Water Consumption Report</td>
<td>Monthly</td>
<td>30th of each month</td>
<td>Regional Office National Office (via Energy Watchdog website)</td>
<td>Chapter 5</td>
<td>X</td>
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<tr>
<td>GSA Carbon Footprint</td>
<td>Annually</td>
<td>12/1</td>
<td>National Office (via GSA Carbon Footprint Website)</td>
<td>Chapter 5</td>
<td>X</td>
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<tr>
<td>Environmental Health Inspections</td>
<td>Quarterly</td>
<td>3/31, 6/30, 9/30, 12/31; reports must be submitted within 15 days following end of quarter</td>
<td>Regional Office National Office</td>
<td>Chapter 5</td>
<td>X</td>
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<tr>
<td>OA/Contractor Application Data Report</td>
<td>Monthly</td>
<td>10th of each month</td>
<td>Regional Office</td>
<td>Chapter 1</td>
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<tr>
<td>Report Title</td>
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<td>Due Date</td>
<td>Destination</td>
<td>PRH Reference</td>
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<td>Outreach/Admissions</td>
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<tr>
<td>Monthly Fleet Report</td>
<td>Monthly</td>
<td>10th of each month</td>
<td>National Office</td>
<td>Chapter 5</td>
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<td>Annual GSA Fleet Requirements</td>
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<td>8/15, 9/1</td>
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<td>Law Enforcement Agreements</td>
<td>Annually</td>
<td>7/1</td>
<td>Regional Office (DROPI)</td>
<td>Chapter 5</td>
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<tr>
<td>Center Safety and Security Standard Operating Procedures (SOPs)</td>
<td>Annually</td>
<td>7/1</td>
<td>Regional Office (DROPI)</td>
<td>Chapter 5</td>
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<td><strong>Non-Recurring Reports</strong></td>
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<td>Significant Incident Reports:</td>
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<tr>
<td>□ Initial</td>
<td>As needed</td>
<td>□ Initial</td>
<td>Regional Office</td>
<td>Chapter 5</td>
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<td>□ Supplemental</td>
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<td>□ Final</td>
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<td>□ Final</td>
<td>National Office</td>
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<td>HIV Notification</td>
<td>As needed</td>
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<td>Regional Office</td>
<td>Chapter 6</td>
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<tr>
<td>SF 91, Motor Vehicle Accident Report</td>
<td>As needed</td>
<td>Within 5 working days</td>
<td>Regional Office</td>
<td>Chapter 5</td>
<td>X</td>
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<td>Position</td>
<td>Primary Duties</td>
<td>Minimum Qualifications</td>
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<tr>
<td>Center Director</td>
<td>Provides direction, management, and supervision of the Job Corps campus and all related activities.</td>
<td>• Bachelor’s degree • Five years experience in program management and direction • Experience working with youth</td>
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<tr>
<td>Outreach and Admissions Counselor</td>
<td>Assists and provides guidance to prospective Job Corps enrollees by determining basic eligibility, conducting screening, and providing career-based counseling.</td>
<td>• Bachelor’s degree in human services, psychology, counseling, education, social science, communications, or closely related field; or • Associate’s degree in human services, psychology, counseling, education, social science, communications, or closely related field, and two years related experience. Experience may include successful Job Corps outreach and admissions experience or successful outreach and admissions experience with other youth development programs.</td>
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<tr>
<td>Career Transition Services Specialist</td>
<td>Assists and provides guidance to separated or separating students during the prescribed service period, providing placement (employment, apprenticeship and post-secondary education enrollment), and transition services. Establishes robust relationships with employers, community colleges, and other entities to ensure successful placements with good career pathway opportunities for economic self-sufficiency. Establishes thorough knowledge of and referrals to community-based services available to assist Job Corps graduates with successful transition into independent living. Provides positive, individualized services to Job Corps graduates and former enrollees and documented case notes that reflect services provided.</td>
<td>• Bachelor’s degree in human services, psychology, counseling, education, social science, business, communications, or closely related field; or • Associate’s degree in human services, psychology, counseling, education, social science, business, communications, or closely related field and two years related experience.</td>
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<tr>
<td>Career Preparation Period (CPP) Instructor</td>
<td>Assists new students in acclimating to center; provides career exploration and career planning to all new students by delivering the My Pathway to Achieving Career Excellence (MyPACE) curriculum with fidelity; and facilitates the implementation of all other CPP requirements.</td>
<td>• High school diploma or high school equivalency</td>
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<td>(and designated backup)</td>
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<tr>
<td>Position</td>
<td>Primary Duties</td>
<td>Minimum Qualifications</td>
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</tbody>
</table>
| Outreach and Admissions/Career Transition Services Project Director | Provides oversight and management of admissions office operations, or career transition services office operations, or both. | • Bachelor’s degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and two years related supervisory experience.  
• Associate’s degree in human services, psychology, counseling, education, social science, business, communications, or closely related field, and four years related supervisory experience. |
| Academic Instructor                          | Conducts and manages academic classes                                          | • Certified to teach in state in which center is located (RO may waive if center is unable to hire certified teachers, but the candidate must pursue certification) |
| Career Technical Training Instructor         | Conducts and manages career technical training                                 | • Certified, licensed, or accredited in the state in which the center is located, or is accredited by a professional trade organization  
• For NTC, instructor must be certified by union or trade organization, or by a national trade certifying organization (RO may waive if center is unable to hire certified or licensed instructors, but candidates must pursue certification) |
<p>| Residential Advisor                          | Manages dormitory living                                                       | • High School Diploma or High School Equivalency                                                                                                                                                        |
| Residential Counselor                       | Manages dormitory living                                                       | • Bachelor’s degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field |
| Senior Residential Advisor                   | Conducts social development training                                          | • High School Diploma or High School Equivalency, and one year experience working with youth and young adults                                                                                       |
| Senior Residential Counselor                | Conducts social development training                                          | • Bachelor’s degree (including 15 semester hours of instruction in social services-related instruction), one year experience in counseling or related field, plus one year experience working with youth and young adults |
| Residential Manager                         | Supervises residential program                                                | • Postsecondary degree and two years experience working with youth and young adults                                                                                                                      |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>Primary Duties</th>
<th>Minimum Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Supervisor</td>
<td>Supervises residential program</td>
<td>• High School Diploma or High School Equivalency and two years experience working with youth and young adults</td>
</tr>
<tr>
<td>Counseling Manager</td>
<td>Supervises counseling supervisor, personal and career development programs, and residential programs</td>
<td>• Bachelor’s degree (including 15 semester hours of instruction in social services-related instruction), five years experience in counseling or related field, and two years experience working with youth and young adults</td>
</tr>
<tr>
<td>Counseling Supervisor</td>
<td>Supervises personal and career development programs, and residential programs</td>
<td>• Bachelor’s degree (including 15 semester hours of instruction in social services-related instruction), two years experience in counseling or related field, plus two years experience working with youth and young adults</td>
</tr>
<tr>
<td>Senior Counselor</td>
<td>Supervises center counselors</td>
<td>• Bachelor’s degree (including 15 semester hours of instruction in social services-related instruction), one year experience in counseling or related field, plus two years experience working with youth and young adults</td>
</tr>
<tr>
<td>Counselor</td>
<td>Conducts career technical/academic, social, and personal and career development counseling</td>
<td>• Bachelor’s degree (including 15 semester hours of instruction in social services-related instruction), and one year experience in counseling or related field</td>
</tr>
<tr>
<td>Recreation Specialist</td>
<td>Organizes, conducts, and supervises recreation and leisure time activities</td>
<td>• Associate of arts degree or one year of related experience working with youth</td>
</tr>
<tr>
<td>Health and Wellness Manager</td>
<td>Provides daily management and oversight of the Health and Wellness Center</td>
<td>• Registered Nurse</td>
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<tr>
<td></td>
<td>Provides nursing services</td>
<td>• Minimum of an Associate’s Degree in nursing</td>
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<tr>
<td></td>
<td></td>
<td>• Active, unrestricted license to practice in state where center is located</td>
</tr>
<tr>
<td>Staff Nurse</td>
<td>Provides nursing services</td>
<td>• Registered Nurse or Licensed Practical Nurse</td>
</tr>
<tr>
<td></td>
<td>Licensed Practical Nurse must be supervised by a Registered Nurse in accordance with state nurse practice act</td>
<td>• Active, unrestricted license to practice in state where center is located</td>
</tr>
<tr>
<td>Center Mental Health Consultant</td>
<td>Provides mental health services/consultation/training</td>
<td>• Active, unrestricted license to practice as an independent practitioner in state where center is located</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Clinical/Counseling Psychologist or Clinical Social Worker</td>
</tr>
<tr>
<td>Position</td>
<td>Primary Duties</td>
<td>Minimum Qualifications¹</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| Consulting Psychiatrist as needed and determined by center (not a required position) | Provides psychotropic medication services and monitoring as needed | • Active, unrestricted license to practice in state where center is located  
• Board certification preferred  
• Current DEA registration |
| Physician                        | Provides medical services, serves as medical director, and provides supervision in accordance with state practice, rules and regulations | • Active, unrestricted license to practice in state where center is located  
• Primary care physician preferred—family medicine, pediatrics, or internal medicine  
• Board certification preferred  
• Current DEA registration |
| Nurse Practitioner (NP)/Physician Assistant (PA) | Provides primary care services based on individual state practice acts | • Active, unrestricted license to practice in state where center is located  
• NP only: certificate/license as a NP to meet individual state practice act  
• Current DEA registration, if applicable |
| Dentist                          | Provides dental services and program supervision                             | • Active, unrestricted license to practice in state where center is located  
• Current DEA registration |
| Dental Hygienist                 | Provides prophylactic dental services and promotes oral health and wellness   | • Active, unrestricted license to practice in state where center is located |
| Dental Assistant                 | Assists dentist in providing services and promotes oral health and wellness   | • Certified to take x-rays |
| TEAP Specialist                  | Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located | • Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located |

¹ For Civilian Conservation Centers, all federal positions must meet X-118 standards.
## EXHIBIT 5-4
### REQUIRED STAFF TRAINING

<table>
<thead>
<tr>
<th>Training Requirement</th>
<th>Frequency</th>
<th>Staff</th>
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<tbody>
<tr>
<td></td>
<td>1st 90 Days</td>
<td>Residential Advisors/Residential Counselors</td>
</tr>
<tr>
<td></td>
<td>1st 180 Days</td>
<td>Residential Advisors/Residential Counselors</td>
</tr>
<tr>
<td></td>
<td>1st 18-24 Months</td>
<td>Recreation, Security, Safety, Food, Maintenance, Counselors</td>
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<tr>
<td></td>
<td>Yearly</td>
<td>All Center Staff</td>
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<tr>
<td>New Staff Orientation</td>
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<td>Counselors</td>
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<tr>
<td>JC organization, purpose, policies, and outcomes</td>
<td>X</td>
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<tr>
<td></td>
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<tr>
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<tr>
<td>Student characteristics and profile</td>
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<tr>
<td>Student Conduct System and Zero Tolerance Policy</td>
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<tr>
<td>Diversity Training</td>
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<tr>
<td>EEO, Civil Rights, including Religious Rights and Ban on Sexual Harassment, Anti-Bullying Policies, Code of Conduct and Ethics</td>
<td>X</td>
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<td></td>
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<tr>
<td>Performance expectations</td>
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<tr>
<td>Modeling, Mentoring, and Monitoring Appropriate Workplace Behavior</td>
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<tr>
<td>CPR/First Aid</td>
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<tr>
<td>HIV/AIDS</td>
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<td>Alcohol and Other Drugs of Abuse</td>
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<td>Department-Specific Orientation, including: – Duties and responsibilities, – Safety/emergency procedures</td>
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<td>Relationships with other departments</td>
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<tr>
<td>Training Requirement</td>
<td>Frequency</td>
<td>All Center Staff</td>
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<tr>
<td>Crisis Intervention</td>
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<tr>
<td>Reasonable Accommodation (must be completed via Job Corps Learning Management System)</td>
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<tr>
<td>Adolescent Growth and Development (5 hours)</td>
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<tr>
<td>Modeling, Mentoring, and Monitoring Appropriate Workplace Behaviors</td>
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<td>Safety Awareness Training (2 hours)</td>
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<tr>
<td>CPR/First Aid (as needed for recertification)</td>
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<td>Disability Program or Disability-related topic</td>
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<td>SafetyNet Toolkit</td>
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<td>Nutrition, Exercise, and Weight Management</td>
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<td>Professional Development (5 hours)</td>
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<td>Bloodborne Pathogens</td>
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<td>Incident Report Writing</td>
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<td>Environmental Health</td>
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<tr>
<td>- Air quality and environmental noise</td>
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<td>- Housing sanitation and safety</td>
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<tr>
<td>- Swimming pools and recreational facilities</td>
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<tr>
<td>- Disaster sanitation</td>
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<td>- Zoonoses, vectors, pests, and weeds</td>
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<tr>
<td>- Wastewater</td>
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<td>- Solid and hazardous waste</td>
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<td>Small Group Facilitation Skills</td>
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<td>Water Safety/Recreation Safety</td>
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<td>Proper Restraint Procedures</td>
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<tr>
<td>Treatment Guidelines for Health Staff</td>
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<tr>
<td>Asbestos Identification and Handling (competent person) (if applicable)</td>
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<td>X</td>
</tr>
<tr>
<td>Training Requirement</td>
<td>Frequency</td>
<td>Staff</td>
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<tr>
<td></td>
<td>1st 90 Days</td>
<td>1st 180 Days</td>
</tr>
<tr>
<td>Asbestos Awareness (if applicable)</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Lead Based Paint Identification and Handling (competent person) (if applicable)</td>
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<tr>
<td>Lead Based Paint Awareness (if applicable)</td>
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<td>Symptomatic Management Guidelines for Non-health Staff</td>
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<td>Interview Techniques</td>
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<td>Job Development</td>
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<td>Technology Training</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Occupational Safety and Health for Other Federal Agencies with expanded segment on accident/incident investigation (OSHA 600) *</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fire Protection and Life Safety Course *1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Machine Guarding Course *1</td>
<td>X</td>
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<tr>
<td>Basic Electrical Course *1</td>
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<tr>
<td>Construction Standards Course *1</td>
<td>X</td>
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<td>General Industry Standards Course *1</td>
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<td>Introduction to Industrial Hygiene *1</td>
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</tr>
<tr>
<td>Principles of Scaffolding *1</td>
<td>X</td>
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<tr>
<td>• 20 hours for safety officers</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• 32 hours for instructors using scaffolding</td>
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<tr>
<td>Hazard Communication *1</td>
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<tr>
<td>Welding *1 (if applicable)</td>
<td>X</td>
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</tr>
<tr>
<td>Lockout/Tagout *1</td>
<td>X</td>
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</tr>
<tr>
<td>Occupational Noise/Hearing Conservation *1</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Confined Space Entry *1 (if applicable)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Instructor Professional Development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>• Knowledge of academic, career technical,</td>
<td>X</td>
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</tbody>
</table>
### Training Requirement

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 90 Days</td>
<td>1st 180 Days, 1st 18-24 Months, Yearly, All Center Staff, Residential Advisors/Residential Counselors, Recreation, Security, Safety, Food, Maintenance, Counselors, Health Staff, CPP Instructors, Academic Instructors, TABE Administrator and Back-up, Career Technical Training Instructors, Admissions Counselors, Career Transition Specialists</td>
</tr>
</tbody>
</table>

- and social concepts and subject matter
  - Meeting challenging learning standards
  - Classroom management
  - Using educational research to improve skills of teachers
  - Using eLearning
  - Methods of teaching students with special needs
  - Using data and assessments to better address student needs

<table>
<thead>
<tr>
<th>Training Requirement</th>
<th>Frequency</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests of Adult Basic Education (TABE) Certification, Administration, and Use of Student Testing System (STS)</td>
<td>X X</td>
<td>X</td>
</tr>
<tr>
<td>My Pathway to Achieving Career Excellence (MyPACE) career planning system Level I competency requirements</td>
<td>X X X</td>
<td></td>
</tr>
<tr>
<td>MyPACE career planning system Level II competency requirements:</td>
<td>X X X</td>
<td>X X X X</td>
</tr>
<tr>
<td>- Designated staff members who assist and support students requiring additional time in completing Career Preparation Period lesson plans/activities, (i.e., evening studies support staff) or designated staff members who assist in Pathway Achievement Record (PAR) completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MyPACE career planning system Level III competency requirements</td>
<td>X X</td>
<td></td>
</tr>
<tr>
<td>MyPACE curriculum certifications</td>
<td>X X</td>
<td>X</td>
</tr>
</tbody>
</table>

* Course requirement established by OSHA.

1 Courses that are included in safety officer’s professional development plan must be completed within the first 18-24 months of initial assignment.
## Exhibit 5-5

**Minimum Requirements for Replacing Vehicles Leased From the General Services Administration Prior to the End of the Lease**

<table>
<thead>
<tr>
<th>Vehicle Category</th>
<th>Fuel Type</th>
<th>Years and Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Vehicles</td>
<td>Any</td>
<td>3 years and 36,000 miles or 4 years and any miles or any number of years and 60,000 miles</td>
</tr>
<tr>
<td>Light Trucks 4x2, 4x4</td>
<td>Non-diesel</td>
<td>7 years or 60,000 miles</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>8 years or 150,000 miles</td>
</tr>
<tr>
<td>Medium Trucks 4x2, 4x4</td>
<td>Non-diesel</td>
<td>10 years or 100,000 miles</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>10 years or 150,000 miles</td>
</tr>
<tr>
<td>Heavy Trucks 4x2, 4x4, 6x4, 6x6</td>
<td>Non-diesel</td>
<td>12 years or 100,000 miles</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>12 years or 250,000 miles</td>
</tr>
<tr>
<td>Ambulances</td>
<td>Non-Diesel</td>
<td>7 years or 70,000 miles</td>
</tr>
<tr>
<td></td>
<td>Diesel</td>
<td>7 years or 100,000 miles</td>
</tr>
<tr>
<td>Conventional Buses</td>
<td>Any</td>
<td>8 years or 150,000 miles</td>
</tr>
<tr>
<td>Forward Control Buses</td>
<td>Any</td>
<td>10 years or 250,000 miles</td>
</tr>
<tr>
<td>Transit Buses</td>
<td>Any</td>
<td>12 years or 500,000 miles</td>
</tr>
<tr>
<td>Intercity Coach</td>
<td>Any</td>
<td>15 years or 1,000,000 miles</td>
</tr>
</tbody>
</table>
**EXHIBIT 5-6**

**GSA VEHICLE LOG**

Vehicle Tag Number

**Instructions:** Each time a GSA vehicle is driven, the driver must log his/her use of the vehicle as shown in the example below. The information required includes the driver’s name, the date of use, the beginning odometer reading, the ending odometer reading, whether or not the vehicle has been fueled, the number of gallons of fuel, and the cost per gallon (rounded to the nearest cent). (The number of gallons of fuel and the cost per gallon can be found on the gas receipt.) Multiply the number of gallons of fuel by the cost per gallon for the total cost of fuel for that date. At the end of each month, the number of gallons of fuel and the total cost of fuel should be totaled for each vehicle by the fleet manager and entered into the Fleet Tracking Management System (FTMS).

<table>
<thead>
<tr>
<th>Driver’s Name</th>
<th>Date</th>
<th>Beginning Odometer Reading</th>
<th>Ending Odometer Reading</th>
<th>Fueled Yes/No</th>
<th>Number of Gallons of Fuel Purchased</th>
<th>Cost Per Gallon</th>
<th>Total Cost of Fuel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>10/05/2014</td>
<td>2,563</td>
<td>3,964</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>John Doe</td>
<td>10/07/2015</td>
<td>3,964</td>
<td>4,010</td>
<td>Yes</td>
<td>14</td>
<td>$2.00</td>
<td>$28.00</td>
</tr>
</tbody>
</table>
**EXHIBIT 5-7**  
**GSA VEHICLE MAINTENANCE LOG**

**Instructions:** Please use this form to track GSA vehicle maintenance. Each time maintenance is performed on a GSA vehicle, please enter the vehicle tag number, the date of the maintenance, the type of the maintenance (e.g., coolant flushing, oil change, new tires, etc.), and the cost of the maintenance. Please update each vehicle’s maintenance cost monthly in the Fleet Tracking Management System (FTMS).

<table>
<thead>
<tr>
<th>Vehicle Tag Number</th>
<th>Maintenance Date</th>
<th>Maintenance Type</th>
<th>Cost of Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: G12-23454</td>
<td>10/10/2005</td>
<td>Oil Change</td>
<td>$40.00</td>
</tr>
</tbody>
</table>
**EXHIBIT 5-8**

**2110 REPORT FOR CENTER CONTRACTS**

<table>
<thead>
<tr>
<th>U.S. DEPARTMENT OF LABOR</th>
<th>2110 REPORT</th>
<th>OFFICE OF JOB CORPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. CENTER NAME</strong></td>
<td><strong>2. CONTRACTOR NAME</strong></td>
<td><strong>3. REPORT PERIOD END DATE (MONTH, DAY, YEAR)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>3a. Comment:</strong></td>
</tr>
<tr>
<td><strong>4. CONTRACT NUMBER</strong></td>
<td><strong>5. LATEST CONTRACT MOD NUMBER</strong></td>
<td><strong>6A. APPROVED BUDGET NUMBER</strong></td>
</tr>
<tr>
<td><strong>6B. PENDING PROPOSAL DATE</strong></td>
<td><strong>7. DURATION OF CONTRACT (Month, Day, Year)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Begins:</strong></td>
<td><strong>Ends:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>8. STUDENT YEARS (SYS) PRODUCED, CONTRACT YEAR TO DATE (CYTD)</strong></td>
<td><strong>10. EXPECTED UNDERRUN IF OBS IS LESS THAN 98.0%</strong></td>
<td></td>
</tr>
<tr>
<td>a. Current Month Planned Average OBS</td>
<td>a. Expected Savings per SY Not Delivered (block 9a x 15%)</td>
<td></td>
</tr>
<tr>
<td>b. Current Month Actual Average OBS</td>
<td>b. SY Shortfall, CYTD (block 8d less 8e)</td>
<td></td>
</tr>
<tr>
<td>c. Capacity Percent Current Month</td>
<td>c. Minimum Expected Underrun (a x b)</td>
<td></td>
</tr>
<tr>
<td>d. Planned SY, CYTD</td>
<td>d. Reported Variance (pg. 2, In30)</td>
<td></td>
</tr>
<tr>
<td>e. Actual SY, CYTD</td>
<td>e. Underrun Deficit (c – d; blank if c &lt; d)</td>
<td></td>
</tr>
<tr>
<td>f. Capacity Percent, CYTD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Slot Capacity @ End of Report Period</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8. STUDENT YEARS (SYS) PRODUCED, CONTRACT YEAR TO DATE (CYTD)**

<table>
<thead>
<tr>
<th><strong>8a.</strong> Current Month Planned Average OBS</th>
<th><strong>8b.</strong> Current Month Actual Average OBS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8c.</strong> Capacity Percent Current Month</td>
<td><strong>8d.</strong> Planned SY, CYTD</td>
</tr>
<tr>
<td><strong>8e.</strong> Actual SY, CYTD</td>
<td><strong>8f.</strong> Capacity Percent, CYTD</td>
</tr>
<tr>
<td><strong>8g.</strong> Slot Capacity @ End of Report Period</td>
<td></td>
</tr>
</tbody>
</table>

**9. STUDENT YEAR COST (IN DOLLARS)**

<table>
<thead>
<tr>
<th><strong>9a.</strong> Planned Cost/SY for CYTD</th>
<th><strong>9b.</strong> Actual Cost/SY, CYTD</th>
</tr>
</thead>
</table>

**10. EXPECTED UNDERRUN IF OBS IS LESS THAN 98.0%**

| **10a.** Expected Savings per SY Not Delivered (block 9a x 15%) |
| **10b.** SY Shortfall, CYTD (block 8d less 8e) |
| **10c.** Minimum Expected Underrun (a x b) |
| **10d.** Reported Variance (pg. 2, In30) |
| **10e.** Underrun Deficit (c – d; blank if c < d) |

**11. SIGNATURE OF AUTHORIZED CONTRACTOR REPRESENTATIVE**

<table>
<thead>
<tr>
<th><strong>11a.</strong> Signature</th>
<th><strong>11b.</strong> Typed Name/Title</th>
</tr>
</thead>
</table>

**NOTE 1**

JCDC should design and install a more precise methodology - one which displays results two places past the decimal. The methodology would actually compute the solutions out further behind the scenes, but would round (NOT TRUNCATE) the contract-year-to-date solutions to two places past the decimal. The methodology should accumulate the planned and actual SY's on a daily basis. This means that what happens in a month with 31 days has slightly greater weight than what happens in a month with 30 days.
### U.S. DEPARTMENT OF LABOR

#### JOB CORPS CONTRACT CENTER FINANCIAL REPORT

<table>
<thead>
<tr>
<th>A. CENTER NAME</th>
<th>B. CONTRACTOR NAME</th>
<th>C. PERIOD END DATE</th>
<th>D. CONTRACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### E. BASIS FOR PLANNED EXPENSE, CYTD
- Prorated 2181: Custom Detail Budget:

#### F. CONTRACT YEAR BEGINS: Ends:

#### G. NET CENTER OPERATIONS EXPENSE

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>(a) Current Month Actual</th>
<th>(b) Budget for This Contract Year</th>
<th>(c) Planned Expense CYTD</th>
<th>(d) Actual Expense CYTD</th>
<th>(e) Variance (c – d)</th>
<th>(f) Variance Threshold</th>
<th>(g) Cum Expense From Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Personnel Expense</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>2. Other Academic Expense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3. <strong>Career Tech Training Personnel Expense</strong></td>
<td></td>
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<tr>
<td>4. Other Career Tech Training Expense</td>
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<tr>
<td>5. Career Success Personnel Expense</td>
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<tr>
<td>6. Other Career Success Expense</td>
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<td></td>
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<tr>
<td>7. Food</td>
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<tr>
<td>8. Clothing</td>
<td></td>
<td></td>
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<tr>
<td>9. Support Service Personnel Expense</td>
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<tr>
<td>10. Other Support Service Expense</td>
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<tr>
<td>11. Medical Personnel Expense</td>
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<tr>
<td>12. Other Medical Expense</td>
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<tr>
<td>13. <strong>CP/CTR Personnel Expense</strong></td>
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<tr>
<td>14. Other CP/CTR Expense</td>
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<tr>
<td>15. Admin Personnel Expense</td>
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<td>16. Other Administrative Expense</td>
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<td>17. Indirect Administrative Expense</td>
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<tr>
<td>18. Facilities Maintenance Personnel Expense</td>
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<tr>
<td>19. Other Facilities Maintenance Expense</td>
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<tr>
<td>20. Security Personnel Expense</td>
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<tr>
<td>21. Other Security Expense</td>
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<td>22. Communications</td>
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<tr>
<td>23. Utilities and Fuel</td>
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<tr>
<td>24. Facility Lease Cost</td>
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<tr>
<td>25. Insurance</td>
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<tr>
<td>26. <strong>Motor Vehicle Operating Expense</strong></td>
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<tr>
<td>27. Travel and Training</td>
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<tr>
<td>28. Contractor’s Fixed/Base Fee</td>
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</tr>
<tr>
<td>29. Contractor’s Incentive/Award Fee</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>30. Net Center Operations Expense</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

*See comment*
<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>(a) Current Month</th>
<th>(b) Contract Year to Date</th>
<th>(c) Cumulative Through Prior Year</th>
<th>(d) Cumulative From Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Center Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1a  Center Operations – Reimbursable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b  Center Operations – Fee (Pg. 2, Lines 28 + 29)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c  Net Center Operations (1a + 1b; or Pg. 2, Line 30)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2  Construction/Facility Rehab</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3  Equipment/Furniture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4  GSA Vehicles Rental</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5  Career Technical Skills Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6  Student Transport/Meal Allowance</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>7  Outreach/Admissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8  Career Transition Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9  Other</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>10 Other</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11 Grand Total (Lines 1c – 10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11a Subtotal of Operating Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. CENTER OPERATIONS INVENTORY CHANGE FROM INCEPTION OF CONTRACT THROUGH REPORT DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Clothing</td>
</tr>
<tr>
<td>(b) Food</td>
</tr>
<tr>
<td>(c) Medical And Dental</td>
</tr>
<tr>
<td>(d) Fuel Oil and Propane</td>
</tr>
<tr>
<td>(e) Other</td>
</tr>
<tr>
<td>(f) Total</td>
</tr>
<tr>
<td>(g) Contract Value Amount for Inventory Change, If Any</td>
</tr>
</tbody>
</table>

| 12 Value of Inventory at Contract Inception                                        |                  |
| 13 Net Inventory Change                                                              |                  |
| 14 Value of Inventory at Report Date (Lines 12 + 13)                                 |                  |

<table>
<thead>
<tr>
<th>G. CENTER OPERATIONS EXPENSE – RECONCILIATION OF CONTRACT VALUE WITH 2110 DATA (FOR CONTRACT YEARS 2 AND ABOVE):</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Cumulative Cost Through Prior Year (Line 1c, Col. c)</td>
</tr>
<tr>
<td>16 Budget for Current Year (Pg. 2)</td>
</tr>
<tr>
<td>17 Implied Contract Value (Line 15 + 16 + 13g)</td>
</tr>
<tr>
<td>18 Contract Value per Latest Mod</td>
</tr>
<tr>
<td>19 Variance (Line 17 – 18)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>H. CENTER OPERATIONS EXPENSE – RECONCILIATION OF 2181 PRIOR YEAR CUM WITH 2110 DATA (FOR CONTRACT YEARS 2 AND ABOVE):</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Cumulative Cost Through Prior Year (Line 1, Col. c)</td>
</tr>
<tr>
<td>21 Prior Year Cum per Approved 2181</td>
</tr>
<tr>
<td>22 Variance (Line 20 – 21)</td>
</tr>
</tbody>
</table>
## U.S. DEPARTMENT OF LABOR
### JOB CORPS CONTRACT CENTER FINANCIAL REPORT

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>(a) Vouchered Reimbursable Expense</th>
<th>(b) Unvouchered Reimbursable Expense</th>
<th>(c) Unvouchered Accounts Payable</th>
<th>(d) Undelivered Commitments</th>
<th>(e) Total Obligations (a+b+c+d)</th>
<th>(f) Contract Funding</th>
<th>(g) % Funding Obligated</th>
<th>(h) Contract Value</th>
<th>(i) % Value Obligated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Net Center Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Construction/Facility Rehab</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>3 Equipment/Furniture</td>
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<td>4 GSA Vehicles Rental</td>
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<tr>
<td>5 Career Technical Skills Training</td>
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</tr>
<tr>
<td>6 Student Transport Meal Allowance</td>
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<td>7 Outreach/Admissions</td>
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<td>8 Career Transition Services</td>
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<tr>
<td>9 Other</td>
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<td>10 Other</td>
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<tr>
<td>11 Grand Total</td>
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</tr>
<tr>
<td>11a Subtotal of Operating Expense</td>
<td>see comment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>see comment</td>
<td>see comment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Percent of Performance Period Completed:

F. VOUCHER RECONCILIATION

Cumulative Voucher Through This Period Per Voucher # Dated: __________________

(a) Operating Expense (b) Facility Construction and Rehab (CRA) (c) Total

12 Cumulative Vouchered
13 Difference with Sec. E, Col. (a)

Any differences are to be explained in Variance/Reasons Section.

G. ADJUSTMENTS TO EXPENSE

(a) Operating Expense (b) Facility Construction and Rehab (CRA) (c) Total

14 Page 4 Total Expense (Line 11, Cols. a+b+c) Page 3 Cumulative Expense, Col. d (Ops. @ Line 11a; CRA @ Line 2)

Other adjustments are to be explained in Variance/Reasons Section.
<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>Variance: $</th>
<th>Reason</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Other Academic Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Clothing</td>
<td></td>
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</tr>
<tr>
<td>Page 3, Line 19 (Est. Cost Variance)</td>
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<tr>
<td>Page 4, Line 13 (Voucher Variance-Ops)</td>
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<tr>
<td>Page 4, Line 13 (Voucher Variance-CRA)</td>
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<tr>
<td>Page 4, Line 16c (Other Adjustment-Ops)</td>
<td></td>
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<tr>
<td>Page 4, Line 16c (Other Adjustment-CRA)</td>
<td></td>
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</tr>
<tr>
<td>Page 3 – Correction of Previous Errors</td>
<td>Net of All Corrections: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page 3 – Adjustment Per Physical Inventory</td>
<td>Expense Adjustment: $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note Number</td>
<td>Topic</td>
<td>Notes</td>
<td>PRH Reference</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>General</td>
<td>Changes are being requested in the yellow-highlighted cells. The changes are described in comment balloons that are appended to those cells. A number of these changes are discussed further in these notes as deemed necessary.</td>
<td>The basic requirement for submitting the 2110 is covered in PRH Appendix 502, Section D.</td>
</tr>
<tr>
<td>2</td>
<td>Cut-Over Issues</td>
<td>In order for FMS to generate appropriate monthly cost amounts and CYTD amounts in the initial 2110 which uses the new format (which will be the report submitted for the period ending 07/31/2009), it will be necessary for operators to submit a special, one-time base-line report of center operating expense for the period ending 06/30/2009. This special base-line report would be submitted after the final pre-cut-over report is submitted for period ending 06/30/2009 but before the 07/31/2009 2110 report is submitted using the new format. This special report would be limited to manual entries in the Page 2 columns in the new format for Actual Expense-CYTD and Cum Expense from Inception. With this information, FMS will be able to automatically populate the Current Month Actual amounts and the Actual Expense CYTD amounts in the 07/31/2009 and later reports. However, special algorithms might be needed during the remainder of the contract year that is in effect when the cut-over occurs.</td>
<td>These requirements would be issued in special implementation/cut-over guidelines rather than as PRH/Appendix language.</td>
</tr>
<tr>
<td>3</td>
<td>Service Year Computation</td>
<td>Reference is to 2110 page 1, block 8, lines a, b, d, and e. If this has not been done already, it’s important that JCDC correct and revise the process that populates these cells.</td>
<td>Appendix 502, Section D.8.a-b (a, b, d, e)</td>
</tr>
<tr>
<td>4</td>
<td>Line Item Changes - Lines 13, 14</td>
<td>Another important change is to eliminate the Child Care line items and establish a new line in its place: CPCTR Staff (Career Preparation/Career Transition Readiness). This is not a simple label change, but reflects a material change in the chart of accounts.</td>
<td>Appendix 502, Section C.5.a (contract centers).</td>
</tr>
<tr>
<td>4a</td>
<td>Disposition of Child Care Expense</td>
<td>In the new version, Child Care Expense will be repositioned in and subsumed under the Other Support Expense lines.</td>
<td>Same as preceding.</td>
</tr>
<tr>
<td>4b</td>
<td>Current Classification of CPCTR Expense</td>
<td>CPCTR Expenses are currently budgeted in a variety of different lines: Academic, Academic Other, Career Technical Training, Career Success, and possibly others. For all practical purposes, it will not be possible to accomplish an airtight 2181 crosswalk of CPCTR from the old line item structure to the new line item structure. It does not appear that this will be the source of any serious problems.</td>
<td>Same as preceding.</td>
</tr>
<tr>
<td>5</td>
<td>Line Item Changes - Lines 28, 29</td>
<td>Another set of changes affects Lines 28 and 29. In the 2110 for center contracts, Line 29 will no longer be used for FECA Chargeback (CCC). Instead, it will be used to report that portion of a contractor’s fee that consists of Incentive/Award Fee. Line 28 will be changed to report only the portion of a contractor’s fee that consists of Base/Fixed Fee. Please note that FECA Chargeback (CCC) will continue to be reported by CCC agencies on Line 29 in the 2110F.</td>
<td>Appendix 502, Section C.5.a (contract centers).</td>
</tr>
<tr>
<td>6</td>
<td>Variance Thresholds</td>
<td>Variance thresholds that are reported on 2110 Page 2, Section G, column f are changed and will require a reworking of the software that populates these cells. Please see the referenced section in the new Appendix 502.</td>
<td>Appendix 502, Section A.5.</td>
</tr>
<tr>
<td>7</td>
<td>Inventory Reporting</td>
<td>Substantial changes are made in the reporting of inventory activity on 2110 Page 3, Section F. This section has been totally redesigned and simplified. Please see the referenced section in the new Appendix 502. The record lay-out and data entry process will need to be substantially revised.</td>
<td>Appendix 502, Section D.8.c, Heading F INVENTORY ACTIVITY.</td>
</tr>
<tr>
<td>8</td>
<td>Archive Issues</td>
<td>It is recommended that FMS draw a bright line between pre-cut-over 2110s and post-cut-over 2110s (PY 2009 and later). If a 2110 monthly report or national roll-up report is requested for a pre-cut-over period (essentially any report ending date of 06/30/2009 or earlier), the pre-cut-over labeling should be used when the reports or files are generated. There need not be any functionality that would attempt to translate the old labeling and categories into the new labeling or categories.</td>
<td>NA</td>
</tr>
</tbody>
</table>
## Exhibit 5-9

**2181 Budget for Center Contracts**

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>Prior Budget</th>
<th>Adjustments</th>
<th>Revised Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Academic Personnel Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Other Academic Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Career Tech Training Personnel Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Other Career Tech Training Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Career Success Personnel Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Other Career Success Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Clothing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Support Service Personnel Expense</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>10 Other Support Service Expense</td>
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</tr>
<tr>
<td>11 Medical Personnel Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Other Medical Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 CPCTR Personnel Expense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14 Other CPCTR Expense</td>
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</tr>
<tr>
<td>15 Administrative Personnel Expense</td>
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<td></td>
</tr>
<tr>
<td>16 Other Administrative Expense</td>
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<tr>
<td>17 Indirect Administrative Expense</td>
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</tr>
<tr>
<td>18 Facilities Maintenance Personnel Expense</td>
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<tr>
<td>19 Other Facilities Maintenance Expense</td>
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<tr>
<td>20 Security Personnel Expense</td>
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<tr>
<td>21 Other Security Expense</td>
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<tr>
<td>22 Communications</td>
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<tr>
<td>23 Utilities and Fuel</td>
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<tr>
<td>24 Facility Lease Cost</td>
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<td>25 Insurance</td>
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<td>26 Motor Vehicle Expense</td>
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<tr>
<td>27 Travel and Training</td>
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<tr>
<td>28 Contractor’s Fixed/Base Fee</td>
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<tr>
<td>29 Contractor’s Incentive/Award Fee</td>
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<tr>
<td>30 Net Center Operations Expense (Lines 1 thru 29)</td>
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<tr>
<td>31 Cumulative Expense Thru Prior Year</td>
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<td>32 Budgeted Inventory Change</td>
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<tr>
<td>(a) Desired Inventory Level</td>
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<tr>
<td>(b) Carry Over From Prior Contract</td>
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</tr>
<tr>
<td>(c) Net Inventory Change Budgeted</td>
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<tr>
<td>33 Cumulative Budgeted Expense (Line 30+31+32c)</td>
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<tr>
<td>34 Reconciliation to Current Estimated Cost</td>
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<tr>
<td>(a) Current Est. Cost of Contract</td>
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</tr>
<tr>
<td>(b) Per Mod Number</td>
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</tr>
<tr>
<td>(c) Difference (33 - 34a)</td>
<td></td>
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</tr>
</tbody>
</table>

**CONTRACTOR SUBMITTAL:**

Signature: ____________________________

Name: ____________________________

Date Submitted: __________

**REGIONAL OFFICE APPROVAL:**

Signature: ____________________________

Name: ____________________________

Date Approved: __________
<table>
<thead>
<tr>
<th>Note Number</th>
<th>Topic</th>
<th>Notes</th>
<th>PRH Reference</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>Changes are being requested in the yellow-highlighted cells. The changes are described in comment balloons that are appended to those cells. A number of these changes are discussed further in these notes as deemed necessary.</td>
<td>The basic requirement for submitting the 2181 is covered in PRH Appendix 502, Section G.</td>
</tr>
<tr>
<td>2</td>
<td>Cut-Over Issues</td>
<td>It appears that center contractors should be required to enter the initial 2181 using the new format during a window that starts after the submittal of the June 2009 2110 using the old format (due 07/20/2009) through 08/06/2009 (which is two weeks prior to the due date for the July 2009 2110 using the new format. This provides ample time for RO’s to review and approve the new 2181’s before the July 2009 2110’s are due.</td>
<td>These requirements would be issued in special implementation/cut-over guidelines rather than as PRH/Appendix language.</td>
</tr>
<tr>
<td>3</td>
<td>Base Year 3</td>
<td>With the recent procurement policy change that allows for a three-year base period under certain circumstances, it is necessary that the FMS be modified to allow for not only the current year and next year, but also a base-year three 2181’s when a contract is in the first year of its base period.</td>
<td>PRH Appendix 502, Section G.3.d.</td>
</tr>
<tr>
<td>4</td>
<td>Line Item Changes - Lines 13, 14</td>
<td>Another important change is to eliminate the Child Care line items and establish a new line in its place: CP/CTR Staff (Career Preparation/Career Transition Readiness). This is not a simple label change, but reflects a material change in the chart of accounts.</td>
<td>Appendix 502, Section C.5.a (contract centers).</td>
</tr>
<tr>
<td>4a</td>
<td>Disposition of Child Care Expense</td>
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<td>Same as preceding.</td>
</tr>
<tr>
<td>4b</td>
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</tr>
<tr>
<td>6</td>
<td>Archive Issues</td>
<td>It is recommended that FMS draw a bright line between pre-cut-over 2181’s and post-cut-over 2181’s (PY 2009 and later). If a 2181 or 2110 monthly report or national roll-up report is requested for a pre-cut-over period (essentially any report ending date of 06/30/2009 or earlier), the pre-cut-over labeling should be used when the reports or files are generated. There need not be any functionality that would attempt to translate the old labeling and categories into the new labeling or categories.</td>
<td>NA</td>
</tr>
</tbody>
</table>
## EXHIBIT 5-10
SF 1034 PUBLIC INVOICE, CENTER CONTRACT EXAMPLE

<table>
<thead>
<tr>
<th>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</th>
<th>VOUCHER NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION</td>
<td></td>
</tr>
<tr>
<td>OFFICE OF JOB CORPS, USDOL</td>
<td></td>
</tr>
<tr>
<td>CHICAGO REGIONAL OFFICE</td>
<td></td>
</tr>
<tr>
<td>1111 SOUTH WACKER DRIVE, RM 5005</td>
<td></td>
</tr>
<tr>
<td>CHICAGO, IL 55555</td>
<td></td>
</tr>
<tr>
<td>DATE VOUCHER PREPARED</td>
<td>09/09/2011</td>
</tr>
<tr>
<td>SCHEDULE NO.</td>
<td></td>
</tr>
<tr>
<td>CONTRACT NUMBER AND DATE</td>
<td>AE99999999</td>
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<tr>
<td>03/02/2011</td>
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<tr>
<td>PAID BY</td>
<td></td>
</tr>
<tr>
<td>PAYEE’S NAME AND ADDRESS</td>
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</tr>
<tr>
<td>XYZ Corporation</td>
<td></td>
</tr>
<tr>
<td>202 Hill Street</td>
<td></td>
</tr>
<tr>
<td>Pleasantville, OH 4444</td>
<td></td>
</tr>
<tr>
<td>DATE INVOICE RECEIVED</td>
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</tr>
<tr>
<td>DISCOUNT TERMS</td>
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<td>PAYEE’S ACCOUNT NUMBER</td>
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<tr>
<td>SHIPPED FROM TO</td>
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</tr>
<tr>
<td>WEIGHT</td>
<td></td>
</tr>
<tr>
<td>GOVERNMENT B/L NUMBER</td>
<td></td>
</tr>
<tr>
<td>NUMBER AND DATE OF ORDER</td>
<td></td>
</tr>
<tr>
<td>DATE OF DELIVERY OR SERVICE</td>
<td></td>
</tr>
<tr>
<td>ARTICLE OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</td>
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<tr>
<td>QUANTITY</td>
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<td>UNIT PRICE</td>
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<tr>
<td>AMOUNT</td>
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<tr>
<td>COST PER (1)</td>
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</tr>
<tr>
<td>JOB CORPS OPERATING EXPENSE</td>
<td>$450,000.00</td>
</tr>
<tr>
<td>JOB CORPS CONSTRUCTION/REHAB EXPENSE</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>(Use continuation sheets if necessary)</td>
<td></td>
</tr>
<tr>
<td>Payee must NOT use the space below.</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$470,000.00</td>
</tr>
</tbody>
</table>

Payment:
- Provisional
- Complete
- Partial
- Final
- Progress
- Advance
- Payee

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) (Authorized Certifying Officer)* (Title)

ACCOUNTING CLASSIFICATION

<table>
<thead>
<tr>
<th>CHECK NUMBER</th>
<th>ON ACCOUNT OF THE U.S. TREASURY</th>
<th>CHECK NUMBER</th>
<th>ON (Name of Bank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH</td>
<td>DATE</td>
<td>PAYEE</td>
<td>XYZ CORPORATION</td>
</tr>
<tr>
<td>$</td>
<td></td>
<td>PER</td>
<td>JOHN J. SMITH</td>
</tr>
</tbody>
</table>

Title

CHIEF FINANCIAL OFFICER

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 62b and 62c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.
## EXHIBIT 5-11
VOUCHER BACK-UP SHEET FOR CENTER CONTRACTS AND EXAMPLE

### A. IDENTIFYING INFORMATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contractor Name</td>
<td>XYZ CORPORATION</td>
</tr>
<tr>
<td>2. Contract Number</td>
<td>AE99999999</td>
</tr>
<tr>
<td>3. This Voucher Number</td>
<td>12</td>
</tr>
<tr>
<td>4. For Reimbursement of Expenses Incurred Through</td>
<td>8/31/2011</td>
</tr>
<tr>
<td>5. Current Contract Modification Number</td>
<td>9</td>
</tr>
</tbody>
</table>

### B. AMOUNTS VOUCHERED VERSUS CONTRACT FUNDING

<table>
<thead>
<tr>
<th>Description</th>
<th>Operating Expense</th>
<th>CRA Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Payments Actually Received to Date</td>
<td>$3,960,000.00</td>
<td>$100,000.00</td>
<td>$4,060,000.00</td>
</tr>
<tr>
<td>2. Pending Payments Based on Vouchers Previously Submitted</td>
<td>$450,000.00</td>
<td>$8,000.00</td>
<td>$458,000.00</td>
</tr>
<tr>
<td>3. Amount Requested on this Voucher</td>
<td>$450,000.00</td>
<td>$20,000.00</td>
<td>$470,000.00</td>
</tr>
<tr>
<td>4. Cumulative to Date, Including this Voucher (B1+B2+B3)</td>
<td>$4,855,000.00</td>
<td>$128,000.00</td>
<td>$4,983,000.00</td>
</tr>
<tr>
<td>5. Current Contract Funding</td>
<td>$6,800,000.00</td>
<td>$145,000.00</td>
<td>$6,945,000.00</td>
</tr>
<tr>
<td>6. Balance of Contract Funding Remaining After This Voucher</td>
<td>$1,945,000.00</td>
<td>$17,000.00</td>
<td>$1,962,000.00</td>
</tr>
</tbody>
</table>

### C. COMMENTS

**INSTRUCTIONS**

**SECTION A**
1. Self-Explanatory
2. Self-Explanatory
3. Vouchers must be numbered sequentially.
4. Normally either the last day of the month or the 15th.
5. Number of the most recent contract modification when the voucher is submitted.

**SECTION B - Enter Amounts for Operating Expense, CRA, and Totals Under the Appropriate Columns**

- **B1.** Amount of payments actually received by the contractor for this contract as of voucher submittal date.
- **B2.** Amount of payments that are pending for this contract based on vouchers previously submitted by the contractor.
- **B3.** Amount of payment requested on this voucher (taken from SF 1034).
- **B4.** Enter total of Lines B1, B2, and B3.
- **B5.** Enter contract funding amount per current contract modification.
- **B6.** Enter result of Contract Funding minus Cumulative Voucher Amount to Date. All columns should be positive.

**SECTION C**

Contractor may use this section to provide any comments deemed appropriate, such as identifying the previous vouchers that were paid in amounts other than requested.

---

*In vouchers that are prepared for expense through the end of a month, these amounts should be in agreement with the cumulative voucher reimbursable expense amounts shown in page 4, Section E, of the 2110 cost report that is submitted for that month.*
## Exhibit 5-12

**2110 Report for Outreach/Admissions and Career Transition Services**

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>(a) Current Month Expense</th>
<th>(b) Budget for This Contract Year</th>
<th>(c) Planned CYTD Pro Rata</th>
<th>(d) Actual CYTD Expense</th>
<th>(e) Variance (c – d)</th>
<th>(f) Variance Threshold</th>
<th>(g) Cum Expense From Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 OA Personnel Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Staff Travel/Training Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Facilities Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Media Advertising Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Indirect Administrative Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Contractor’s Fixed/Base Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Contractor’s Incentive/Award Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Other OA Operating Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Total OA Operating Expense (Lines 1 thru 8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 OA Equipment Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 OA GSA Vehicle Rental</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 TOTAL OA EXPENSE (Lines 9 thru 11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>(a) Current Month Expense</th>
<th>(b) Budget for This Contract Year</th>
<th>(c) Planned CYTD Pro Rata</th>
<th>(d) Actual CYTD Expense</th>
<th>(e) Variance (c – d)</th>
<th>(f) Variance Threshold</th>
<th>(g) Cum Expense From Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CTS Personnel Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Staff Travel/Training Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Facilities Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Media Advertising Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Indirect Administrative Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Contractor’s Fixed/Base Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Contractor’s Incentive Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Other CTS Operating Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Total CTS Operating Expense (Lines 1 - 8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 CTS Furniture/Equipment Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 CTS GSA Vehicles Rental</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 TOTAL CTS EXPENSE (Line 1 - 11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**J. Signature of Authorized Contractor Representative** (see comment)

Typed Name/Title: ________________________________  Signature: ______________________ Date Submitted: __________
### A. CONTRACT SCOPE

### B. CONTRACTOR NAME

### C. PERIOD END DATE

### D. CONTRACT NUMBER

### E. NET CONTRACT ACTUAL EXPENSE – ALL CATEGORIES

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Contract</td>
<td>Cumulative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year to</td>
<td>Through</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date</td>
<td>Prior Year</td>
</tr>
</tbody>
</table>

#### OA Expense

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>OA – Reimbursable</td>
</tr>
<tr>
<td>1b</td>
<td>OA – Fee (Pg. 1/Sec. H, Lines 6 + 7)</td>
</tr>
<tr>
<td>1c</td>
<td>Total OA Expense (Lines 1a + 1b)</td>
</tr>
</tbody>
</table>

#### CTS Expense

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2a</td>
<td>CTS – Reimbursable</td>
</tr>
<tr>
<td>2b</td>
<td>CTS – Fee (Pg. 1/Sec. I, Lines 6 + 7)</td>
</tr>
<tr>
<td>2c</td>
<td>Total CTS Expense (Line 2a + 2b)</td>
</tr>
</tbody>
</table>

#### Student Transportation Expense

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

#### Other Expense (Non-OA/CTS)

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

#### Total Expense (Lines 1c + 2c + 3 + 4)

### F. CONTRACTOR OBLIGATIONS

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vouchered Reimbursable</td>
<td>Unvouchered Reimbursable</td>
<td>Unvouchered Accounts Payable</td>
<td>Undelivered Commitments</td>
<td>Total Obligations</td>
<td>Contract Funding</td>
</tr>
<tr>
<td></td>
<td>Expense</td>
<td>Expense</td>
<td></td>
<td></td>
<td>(a+b+c+d)</td>
<td>(f) % Funding Obligated</td>
</tr>
</tbody>
</table>

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OA Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CTS Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Student Transportation Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Support Expense (Non-OA/CTS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total (Lines 1 through 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### G. VOUCHER DATA (Only if Stand Alone)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cumulative Voucher Under This Contract</td>
</tr>
<tr>
<td>2</td>
<td>Difference with Reimbursable Expense Above</td>
</tr>
</tbody>
</table>

Explain Difference (Authorized Advance, Unfounded Expense, etc.)

### H. RECONCILIATION OF CONTRACT VALUE WITH EXPENSE AND PLAN DATA

<table>
<thead>
<tr>
<th></th>
<th>OA Expense</th>
<th>CTS Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cumulative Cost Through Prior Year</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Budget for Current Contract Year</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Implied Contract Value (Lines 1 + 2)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Contract Value per Latest Mod</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Variance (Line 3 – Line 4); Explain if not Zero</td>
<td></td>
</tr>
</tbody>
</table>

### I. Planned Contract Year Goals/Workload and Actuals to Date

<table>
<thead>
<tr>
<th></th>
<th>OA Goals for Performance</th>
<th>CTS New Assignees – Planned and Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract Year Arrival Goals</td>
<td>Planned New Assignees for Services</td>
</tr>
<tr>
<td></td>
<td>Actual Arrivals to Date</td>
<td>Actual New Assignees for Services</td>
</tr>
<tr>
<td></td>
<td>As % of Contract Year Goal</td>
<td>As % of Planned Contract Year New Assignees</td>
</tr>
</tbody>
</table>

% of Year Completed

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

Page 2 of 3
### Expense Categories

**Outreach/Admissions**

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Reason</th>
<th>Variance: $</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Staff Travel/Training Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page 2 – Correction of Previous Errors</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### NOTES CONCERNING CHANGES IN THE 2110 FOR OACTS CONTRACTS AS OF 2009

<table>
<thead>
<tr>
<th>Note Number</th>
<th>Topic</th>
<th>Notes</th>
<th>PRH Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>Changes are being requested in the yellow-highlighted cells. The changes are described in comment balloons that are appended to those cells. A number of these changes are discussed further in these notes as deemed necessary.</td>
<td>The basic requirement for submitting the 2110 is covered in PRH Appendix 503, Section D.</td>
</tr>
<tr>
<td>2</td>
<td>Cut-Over Issues</td>
<td>With respect to OACTS financial data, there are no changes in data content or record layout, unlike the case with center operations costs. Consequently, there does not appear to be any need for users to enter a special June 2009 baseline 2110-OACTS using the new procedures/data entry screens. Moreover, depending on JCDC’s assessment of workload and technical concerns, JCDC may either: draw a brightline between pre-cutover and post-cutover outputs OR allow pre-cutover reports to display data that is crosswalked into post-cutover formats.</td>
<td>These requirements would be issued in special implementation/cut-over guidelines rather than as PRH/Appendix language.</td>
</tr>
<tr>
<td>3</td>
<td>Repositioned Line Items</td>
<td>As per requests from a majority of workgroup members, two of the line items that are the equivalent of “below-the-line” capital categories in center operations contracts have been repositioned so that they appear “below-the-line”, the “line” being a subtotal of “operational” expense categories. The two line items thus affected are Equipment and GSA Vehicle Rental.</td>
<td>PRH Appendix 503, Section C.6.a.</td>
</tr>
<tr>
<td>4</td>
<td>Line Item Changes - Lines 6 and 7</td>
<td>Another set of changes affects new Lines 8 and 7, which provide a breakout of the amount that had previously been entered in Line 8 of the old layout. Line 8 in the new layout will be changed to report only the portion of a contractor’s fee that consists of Base/Fixed Fee. Line 7 will be used to report that portion of a contractor's fee that consists of Incentive/Award Fee.</td>
<td>PRH Appendix 503, Section C.6.a.</td>
</tr>
<tr>
<td>5</td>
<td>Variance Thresholds</td>
<td>Variance thresholds that are reported on 2110-OACTS Page 1, column 1 are changed and will require a reworking of the software that populates these cells. Please see the referenced section in the new Appendix 503.</td>
<td>Appendix 503, Section B.5.</td>
</tr>
<tr>
<td>6</td>
<td>Page 2, Section E and F in Printed Reports</td>
<td>In the current printed version of a submitted 2110-OACTS, Section E and F data are suppressed in instances where the OA and/or CTS expenses are being reported under a center operations contract. This should be modified in FMS to permit the display of data on Lines 1 and 2 in Sections E and F (but continuing to suppress the data on Lines 3, 4, and 5).</td>
<td>Appendix 503, Section D.8 (Page 2).</td>
</tr>
<tr>
<td>7</td>
<td>Importation of Workload Data</td>
<td>It appears that FMS requires users to manually enter OA and CTS contract year goal/workload numbers along with CYTD actuals. It appears that the FMS contract mod data entry process should be able to supply the contract year planned numbers and that other JCDC database sources should be able to supply the CYTD actuals. JCDC is asked to address this situation and to determine whether these particular data cells can be populated automatically instead of via manual entry in each month’s OACTS cost report.</td>
<td>Appendix 503, Section D.8 (Page 2).</td>
</tr>
<tr>
<td>8</td>
<td>Special Explanations</td>
<td>Per review of FMS Technical Guide, it does not appear that OACTS stand-alone contractors have data entry screens that require entry of an explanation in instances where: the cumulative vouchered amount differs from the cumulative cost amount (Page 2, Section G, Line 2); or the current month’s cost report incorporates corrections to errors that were made in the prior month’s report. Such explanations, when required to be entered, should be displayed in the Page 3 Variance Explanations/Resolutions. This functionality needs to be added with respect to OACTS stand-alone contracts.</td>
<td>Appendix 503, Section D.6. and D.8 (Page 2).</td>
</tr>
<tr>
<td>9</td>
<td>Archive Issues</td>
<td>It is recommended that FMS draw a bright line between pre-cut-over 2110s and post-cut-over 2110s (PY 2009 and later). If a 2110 monthly report or national roll-up report is requested for a pre-cut-over period (essentially any report ending date of 06/30/2009 or earlier), the pre-cut-over labeling should be used when the reports or files are generated.</td>
<td>NA</td>
</tr>
</tbody>
</table>

There need not be any functionality that would attempt to translate the old labeling and categories into the new labeling or categories.
### EXHIBIT 5-13

**ETA 2110S REPORT FOR STAFF VACANCY**

**U.S DEPARTMENT OF LABOR**

**EMPLOYMENT AND TRAINING ADMINISTRATION**

**JOB CORPS MONTHLY CENTER STAFF VACANCY AND SEPARATION REPORT**

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Residential Slots</th>
<th>Nonresidential Slots</th>
<th>Off-Center Training Slots (FTE)</th>
<th>On-Center Slots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny Valley</td>
<td>348</td>
<td>12</td>
<td>30</td>
<td>330</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Categories</th>
<th>FTE Positions Authorized</th>
<th>On Board (End of Month)</th>
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ETA 2110S (May 2002)
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ETA 2110S (July 2009)
# NOTES CONCERNING CHANGES IN THE 2110S REPORT AS OF 2009

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<th>Notes</th>
<th>PRH Reference</th>
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<tr>
<td>1</td>
<td>General</td>
<td>Changes are being requested in the yellow-highlighted cells. The changes are described in comment balloons that are appended to those cells. A number of these changes are discussed further in these notes as deemed necessary.</td>
<td>The basic requirement for submitting this report is covered in new PRH Appendix 510, Section A.</td>
</tr>
<tr>
<td>2</td>
<td>Cut-Over Issues</td>
<td>If practical, it would be desirable for operators to submit dual reports for June 2009 - one using the old structure/format and the other using the new structure/format. This would provide a way to determine how many authorized FTE are being moved around from which categories. If dual reports for June 2009 are deemed troublesome, then the new format would first be used in the July 2009 reports - and comparison could be made of the July 2009 reports versus the June 2009 reports to quantify the reclassifications of authorized FTE to the new CP/CTR category.</td>
<td>If adopted, this requirement would be issued in special implementation/cut-over guidelines rather than as PRH/Appendix language.</td>
</tr>
<tr>
<td>3</td>
<td>Import Most of the Slot Level Numbers</td>
<td>Student slot levels should be imported from the Student Strength Database rather than entered manually by operators. The only exception would be continued manual entry of Other Training Provider Slots and the automatic formula update of On-Center Training Slots (which is set equal to Total Center Slots minus Other Training Provider Slots).</td>
<td>PRH Appendix 510, Section A.6/Total Center Slots</td>
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<tr>
<td>4</td>
<td>Line Item Changes</td>
<td>The primary change is to eliminate the Child Care Staff line and establish a new line in its place: CP/CTR Staff (Career Preparation/Career Transition Readiness). This is not a simple label change, but involves the re-categorization of numerous staff positions.</td>
<td>PRH Appendix 510, refers the User to Appendix 502, Section C.5.a (contract centers) and new Appendix 509, Section C.1/Center Operations Expense (CCCs).</td>
</tr>
<tr>
<td>5</td>
<td>Disposition of Child Care Staff</td>
<td>In the new version, Child Care Staff will be reported in and subsumed under the Other Support Staff line.</td>
<td>Same as preceding.</td>
</tr>
<tr>
<td>6</td>
<td>Current Classification of CP/CTR Staff</td>
<td>CP/CTR Staff are currently being reported in a variety of different lines: Academic Instructor, Academic Other, Career Tech Instructor, Other Career Tech Staff, Other Career Success Staff, and possibly others. For all practical purposes, it will be impossible to accomplish an airtight crosswalk of Career Prep/Transition Readiness Staff in the Rolling 12 Reports that are generated for July 2009 through May 2010.</td>
<td>Same as preceding.</td>
</tr>
<tr>
<td>7</td>
<td>Issues with Rolling 12 Reports</td>
<td>Options and recommendations would be appreciated from JCDC concerning the treatment of the Rolling 12 Reports during the July 2009 - May 2010 period.</td>
<td>PRH Appendix 510, Section A.5, JCDC-FMS Output Reports</td>
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<tr>
<td>7a</td>
<td>One Possible Resolution</td>
<td>One possible solution would be to shift to a PY-Cumulative-to-Date modality during PY 2009 and then switch back to Rolling 12 Reports in PY 2010 (starting with the July 2010 reports).</td>
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<tr>
<td>8</td>
<td>Archive Considerations</td>
<td>It is recommended that FMS draw a bright line between 2110S data from PY 2008 (pre-cut-over) and prior versus data from PY 2009 and later (post-cut-over). That is, JCDC need not develop report-generating software that merges data from these two &quot;eras,&quot; in order to accommodate Users who wish to attempt to merge data from these two &quot;eras.&quot; JCDC should develop file download procedures for 2110S data that generates separate files for pre-cut-over and post-cut-over data, respectively. The Users will then be able to merge the data in whatever ways they see fit. Also, if a 2110S monthly report, rolling 12 report, or file download is requested for pre-cut-over periods, the pre-cut-over labeling should be used when the reports or files are generated.</td>
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# Exhibit 5-14

## 2181 Budget for OA/CTS Contracts

### ETA 2181 Outreach/Admissions Budget

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<td>3 Facilities Expense</td>
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<td>6 Contractor's Fixed/Base Fee</td>
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<tr>
<td>8 Other OA Operating Expense</td>
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<tr>
<td>9 Total OA Operating Expense (Lines 1 through 6)</td>
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### BUDGET FOR THE NEXT CONTRACT YEAR

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### BUDGET FOR BASE YEAR 3 (If Needed)

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### CONTRACTOR SUBMITTAL:

- **Signature:** ____________________________
- **Name:** ______________________________
- **Date Submitted:** _________________________

### REGIONAL OFFICE APPROVAL:

- **Signature:** ____________________________
- **Name:** ______________________________
- **Date Submitted:** _________________________
**ETA 2181 Career Transition Services Budget**

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| 15a Current Estimated Cost |
| 15b Per Mod Number |
| 15c Implied Change |

**BUDGET FOR THE NEXT CONTRACT YEAR**

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| 15a Current Estimated Cost |
| 15b Per Mod Number |
| 15c Implied Change |

**BUDGET FOR BASE YEAR 3 (If Needed)**

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<th>Expense Categories</th>
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<th>Adjustments</th>
<th>Revised Budget</th>
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<tbody>
<tr>
<td>1 CTS Personnel Expense</td>
<td></td>
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<tr>
<td>2 Staff Travel/Training Expense</td>
<td></td>
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<tr>
<td>3 Facilities Expense</td>
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<td>4 Media Advertising Expense</td>
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<td>5 Indirect Administrative Expense</td>
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<tr>
<td>6 Contractor's Fixed/Base Fee</td>
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<tr>
<td>7 Contractor's Incentive/Award Fee</td>
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<tr>
<td>8 Other CTS Operating Expense</td>
<td></td>
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<tr>
<td>9 Total CTS Operating Expense (Lines 1 through 8)</td>
<td></td>
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<tr>
<td>10 CTS Equipment Expense</td>
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<tr>
<td>11 CTS GSA Vehicle Rental</td>
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<tr>
<td>12 TOTAL CTS EXPENSE (Lines 9 through 11)</td>
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<td>13 Prior Year Cumulative</td>
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<tr>
<td>14 Implied Contract Value</td>
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<tr>
<td>15 Reconciliation to Current Estimated Cost</td>
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</table>

| 15a Current Estimated Cost |
| 15b Per Mod Number |
| 15c Implied Change |

**CONTRACTOR SUBMITTAL:**

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Name:</th>
<th>Date Submitted:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REGIONAL OFFICE APPROVAL:</th>
<th>Signature:</th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Date Submitted:</td>
</tr>
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</table>
## NOTES CONCERNING CHANGES IN THE 2181 FOR OA/CTS CONTRACTS AS OF 2009

<table>
<thead>
<tr>
<th>Note Number</th>
<th>Topic</th>
<th>Notes</th>
<th>PRH Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>Changes are being requested in the yellow-highlighted cells. The changes are described in comment balloons that are appended to those cells. A number of these changes are discussed further in these notes as deemed necessary.</td>
<td>The basic requirement for submitting the 2181 is covered in PRH Appendix 503, Section G.</td>
</tr>
<tr>
<td>2</td>
<td>Cut-Over Issues</td>
<td>It appears that center contractors should be required to enter the initial 2181 using the new format during a window that starts after the submittal of the June 2009 2110 using the old format (due 07/20/2009) through 08/06/2009 (which is two weeks prior to the due date for the July 2009 2110 using the new format. This provides ample time for RO's to review and approve the new 2181's before the July 2009 2110's are due.</td>
<td>These requirements would be issued in special implementation/cut-over guidelines rather than as PRH/Appendix language.</td>
</tr>
<tr>
<td>3</td>
<td>Base Year Three</td>
<td>With the recent procurement policy change that allows for a three-year base period under certain circumstances, it is necessary that the FMS be modified to allow for not only the current year and next year 2181's, but also a base-year three 2181 when such a contract is in the first year of its base period.</td>
<td>PRH Appendix 503, Section G.3.d.</td>
</tr>
<tr>
<td>4</td>
<td>Repositioned Line Items</td>
<td>As per requests from a majority of workgroup members, two of the line items that are the equivalent of &quot;below-the-line&quot; capital categories in center operations contracts have been repositioned so that they appear &quot;below-the-line&quot;, the &quot;line&quot; being a subtotal of &quot;operational&quot; expense categories. The two line items thus affected are Equipment and GSA Vehicle Rental.</td>
<td>PRH Appendix 503, Section C.6.a.</td>
</tr>
<tr>
<td>5</td>
<td>Line Item Changes - Lines 6 and 7</td>
<td>Another set of changes affects new Lines 6 and 7, which provide a breakout of the amount that had previously been entered in Line 8 of the old layout. Line 6 in the new layout will be changed to report only the portion of a contractor's fee that consists of Base/Fixed Fee. Line 7 will be used to report that portion of a contractor's fee that consists of Incentive/ Award Fee.</td>
<td>PRH Appendix 503, Section C.6.a.</td>
</tr>
<tr>
<td>6</td>
<td>Archive Issues</td>
<td>It is recommended that FMS draw a bright line between pre-cut-over 2181s and post-cut-over 2181s (PY 2009 and later). If a 2181 or 2110 monthly report or national roll-up report is requested for a pre-cut-over period (essentially any report ending date of 06/30/2009 or earlier), the pre-cut-over labeling should be used when the reports or files are generated. There need not be any functionality that would attempt to translate the old labeling and categories into the new labeling or categories.</td>
<td>NA</td>
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</table>
## PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

<table>
<thead>
<tr>
<th>VOUCHER NO.</th>
<th>12</th>
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</thead>
</table>

### PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

- **U.S. DEPARTMENT, BUREAU OR ESTABLISHMENT AND LOCATION**
  - OFFICE OF JOB CORPS, USDOL
  - CHICAGO REGIONAL OFFICE
  - 1111 SOUTH WACKER DRIVE, RM 5005
  - CHICAGO, IL 55555

- **DATE VOUCHER PREPARED**
  - 09/09/2011

- **SCHEDULE NO.**
  - 1034

- **CONTRACT NUMBER AND DATE**
  - AE88888888
  - 03/01/2011

- **REQUISITION NUMBER AND DATE**
  - 12

### PAYEE'S NAME AND ADDRESS

- **NAME AND ADDRESS**
  - ACME CORPORATION
  - 303 OAK STREET
  - RIVERVILLE, MO 55555

- **DATE VOUCHER PREPARED**
  - 09/09/2011

- **CONTRACT NUMBER AND DATE**
  - AE88888888
  - 03/01/2011

- **REQUISITION NUMBER AND DATE**
  - 12

### SHIPPED FROM TO

- **SHIPMENT FROM**
  - OFFICE OF JOB CORPS, USDOL
  - CHICAGO REGIONAL OFFICE
  - 1111 SOUTH WACKER DRIVE, RM 5005
  - CHICAGO, IL 55555

- **SHIPMENT TO**

### WEIGHT

- **WEIGHT**

### GOVERNMENT B/L NUMBER

### NUMBER AND DATE OF ORDER

- **DATE OF DELIVERY OR SERVICE**
  - 09/09/2011

### ARTICLE OR SERVICES

- **ARTICLE OR SERVICES**
  - SERVICES DURING 08/16/2011 THROUGH 08/31/2011
  - $45,000.00

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tbody>
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</table>

### PAYMENT

- **PAYMENT**: PROVISIONAL

<table>
<thead>
<tr>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVISIONAL</td>
</tr>
</tbody>
</table>

### EXCHANGE RATE

- **EXCHANGE RATE**
  - $1.00

### TOTAL

- **TOTAL**
  - $45,000.00

### ACCOUNTING CLASSIFICATION

- **ACCOUNTING CLASSIFICATION**

### PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.
#### EXHIBIT 5-16
VOUCHER BACK-UP SHEET FOR OA/CTS CONTRACTS AND EXAMPLE

<table>
<thead>
<tr>
<th>D. IDENTIFYING INFORMATION</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1 Contractor Name: ACME CORPORATION</td>
<td></td>
</tr>
<tr>
<td>2 Contract Number: AE88888888</td>
<td></td>
</tr>
<tr>
<td>3 This Voucher Number: 12</td>
<td></td>
</tr>
<tr>
<td>4 For Reimbursement of Expenses Incurred Through: 8/31/2011</td>
<td></td>
</tr>
<tr>
<td>5 Current Contract Modification Number: 5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>E. AMOUNTS VOUCHERED VERSUS CONTRACT FUNDING</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Payments Actually Received to Date</td>
<td>$440,000.00</td>
</tr>
<tr>
<td>2 Pending Payments Based on Vouchers Previously Submitted</td>
<td>$42,000.00</td>
</tr>
<tr>
<td>3 Amount Requested on this Voucher</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>4 Cumulative to Date, Including this Voucher (B1+B2+B3)</td>
<td>$527,000.00</td>
</tr>
<tr>
<td>5 Current Contract Funding</td>
<td>$780,000.00</td>
</tr>
<tr>
<td>6 Balance of Contract Funding Remaining After This Voucher</td>
<td>$253,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. COMMENTS</th>
<th></th>
</tr>
</thead>
</table>

**INSTRUCTIONS**

**SECTION A**
6. Self-Explanatory
7. Self-Explanatory
8. Vouchers must be numbered sequentially
9. Normally either the last day of the month or the 15th
10. Number of the most recent contract modification when the voucher is submitted

**SECTION B** - Enter Amounts for Operating Expense, CRA, and Totals Under the Appropriate Columns
1. Amount of payments actually received by the contractor for this contract as of voucher submittal date
2. Amount of payments that are pending for this contract based on vouchers previously submitted by the contractor
3. Amount of payment requested on this voucher (taken from SF 1034)
4. Enter total of Lines B1, B2, and B3
5. Enter contract funding amount per current contract modification
6. Enter result of Contract Funding minus Cumulative Voucher Amount to Date (This should be a positive amount)

**SECTION C**
Contractor may use this section to provide any comments deemed appropriate, such as identifying the previous vouchers that were paid in amounts other than requested.

* In vouchers that are prepared for expense through the end of a month, the cumulative amount should be in agreement with the cumulative voucher reimbursable expense amounts shown in page 2, Section F, of the 2110-OA/CTS cost report that is submitted for that month.
## EXHIBIT 5-17
ETA 2110F JOB CORPS CCC FINANCIAL REPORT

<table>
<thead>
<tr>
<th>A. CENTER NAME</th>
<th>B. AGENCY NAME</th>
<th>C. PERIOD END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Qtr. Number:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End Date:</td>
</tr>
</tbody>
</table>

D. STATUS

E. STUDENT YEARS (SYS) PRODUCED, PROGRAM YEAR TO DATE (PYTD)
1. Current Quarter Planned Average OBS
2. Current Quarter Actual Average OBS
3. Capacity Percent Current Quarter
4. Planned SY, PYTD
5. Actual SY, PYTD
6. Capacity Percent, PYTD
7. Slot Capacity @ End of Quarter

G. EXPECTED UNDERRUN IF OBIS IS LESS THAN 98.0%
1. Expected Savings per SY Not Delivered
2. SY Shortfall, SYTD (block E4 less E5)
3. Minimum Expected Underrun (G1 x G2)
4. Reported Variance (Pg. 2, Line 30)
5. Underrun Deficit (G3 – G4; blank if G3 < G4)

F. STUDENT YEAR COST (IN DOLLARS)
1. Planned for PYTD
2. Actual Cost/SY, PYTD

H. SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE
1. Signature: __________________________ Date: ____________
2. Name/Title: ________________________

---

Page 1 of 4
<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>(a) Current Quarter Actual</th>
<th>(b) Full Program Year Budget</th>
<th>(c) Planned Expense PYTD</th>
<th>(d) Actual Expense PYTD</th>
<th>(e) Variance (c - d)</th>
<th>(f) Variance Threshold</th>
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<tbody>
<tr>
<td>1 Academic Personnel Expense</td>
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<tr>
<td>2 Other Academic Expense</td>
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<tr>
<td>3 Career Technical Training Personnel Expense</td>
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<td>4 Other Career Technical Training Expense</td>
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<tr>
<td>5 Career Success Personnel Expense</td>
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<tr>
<td>6 Other Social Skills Expense</td>
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<tr>
<td>7 Food</td>
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<tr>
<td>8 Clothing</td>
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<tr>
<td>9 Support Service Personnel Expense</td>
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<tr>
<td>10 Other Support Service Expense</td>
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<tr>
<td>11 Medical Personnel Expense</td>
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<td>12 Other Medical Expense</td>
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<td>13 Career Prep/TR Personnel Expense</td>
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<td>14 Other Career Prep/TR Expense</td>
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<td>15 Administrative Personnel Expense</td>
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<td>16 Other Administrative Expense</td>
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<td>17 Line Reserved for Later Use</td>
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<td>18 Facilities Maintenance Personnel Expense</td>
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<tr>
<td>19 Other Facilities Maintenance Expense</td>
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<td>20 Security Personnel Expense</td>
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<td>21 Other Security Expense</td>
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<td>22 Communications</td>
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<td>23 Utilities and Fuel</td>
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<td>24 Facility Lease Cost</td>
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<td>26 Motor Vehicle Expense</td>
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<td>27 Travel and Training</td>
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<td>28 Line Reserved for Later Use</td>
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<td>29 FECA Charge Back</td>
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<tr>
<td>30 Subtotal of Direct Expense (Lines 1 thru 29)</td>
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<tr>
<td>31 Program Direction Expense (Allocated)</td>
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<tr>
<td>32 Total Center Operations Expense (Lines 30-31)</td>
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</table>
### U.S. DEPARTMENT OF LABOR

#### JOB CORPS CIVILIAN CONSERVATION CENTER FINANCIAL REPORT

<table>
<thead>
<tr>
<th>A. CENTER NAME</th>
<th>B. AGENCY NAME</th>
<th>C. REPORT PERIOD</th>
<th>End Date:</th>
<th>Quarter Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

#### D. STATUS OF OPERATING (NON-CRA) FUNDS

<table>
<thead>
<tr>
<th>Categories of Expense</th>
<th>Budget For Program Year</th>
<th>Current Quarter Expense</th>
<th>Program Year to Date (PYTD) Expense</th>
<th>Expense Paid (or Being Paid) From Current Funds</th>
<th>Expense Paid (or Being Paid) From Expired Funds</th>
<th>Total PYTD Expense (c + d)</th>
<th>Total PYTD Expense AS% PY Budget</th>
</tr>
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<tbody>
<tr>
<td>1 Center Operations</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>a. Direct Expense</td>
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<tr>
<td>b. Program Direction</td>
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<tr>
<td>c. Total Center Operations (Lines 1a + 1b)</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>2 Equipment/Furniture</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>3 Vehicle Rental</td>
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<tr>
<td>4 CTST Materials</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5 Student Transport/Meal Allowance</td>
<td></td>
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</tr>
<tr>
<td>6 Outreach/Admissions</td>
<td></td>
<td></td>
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<tr>
<td>7 Career Transition Services</td>
<td></td>
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<tr>
<td>8 Other</td>
<td></td>
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</tr>
<tr>
<td>9 Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10 Operating Fund Totals (Lines 1 thru 9)</td>
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</tr>
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#### E. STATUS OF CRA FUNDS IN ACTIVE/CURRENT APPROPRIATIONS

<table>
<thead>
<tr>
<th>Accounts Expiring This Program Year</th>
<th>Accounts Expiring Next Program Year</th>
<th>Accounts Expiring Later Program Year</th>
<th>Total of Current Accounts (a+b+c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Transfers Budgeted by DOL</td>
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</tr>
<tr>
<td>2 Actual Transfers (EOP)</td>
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</tr>
<tr>
<td>3 Balance of Transfers Due (Line 1 - 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Cumulative Obligations EOP</td>
<td></td>
<td></td>
<td></td>
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#### 2110HQ Job Corps CCC National Roll-Up Financial Report

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#### A. Agency Name

#### B. Quarter End Date

#### C. Quarter Number

#### D. Status of Report

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### U.S. DEPARTMENT OF LABOR

#### OFFICE OF JOB CORPS FORM 2110HQ

#### JOB CORPS CIVILIAN CONSERVATION CENTER NATIONAL ROLL-UP FINANCIAL REPORT

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**JOB CORPS QUARTERLY CONSTRUCTION/REHAB REPORT**

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<td>10/15/2013</td>
<td>100%</td>
<td>RO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45770</td>
<td>Cafeteria Door Replacement</td>
<td>1215</td>
<td>6/30/2015</td>
<td>04/01/14</td>
<td>4,200</td>
<td>3,800</td>
<td>$3,800</td>
<td>5/1/2014</td>
<td>5/12/2014</td>
<td>100%</td>
<td>RO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46772</td>
<td>Gym Floor Replacement</td>
<td>1215</td>
<td>6/30/2015</td>
<td>06/01/14</td>
<td>35,000</td>
<td>35,500</td>
<td>$35,500</td>
<td>6/15/2014</td>
<td>35%</td>
<td>90%</td>
<td>RO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **TOTAL** $162,200 $136,250 $13,500 $161,750 $450

- Report must be submitted quarterly.
- Report is due January 20, April 20, July 20, and October 20 for quarters ending December 30, March 31, June 30, and September 30 respectively.
- DOL and/or operators may request more frequent updates.
### Instructions

**Job Corps Quarterly Construction/Rehab Report**

<table>
<thead>
<tr>
<th>Line</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Center Name</td>
<td>Enter the full name of the center.</td>
</tr>
<tr>
<td>2</td>
<td>For Quarter Ending</td>
<td>Enter the last day of the calendar quarter for which the report is being submitted i.e. 3/31, 6/30, 9/30, 12/31.</td>
</tr>
<tr>
<td>3</td>
<td>Cy End</td>
<td>Enter the current contract year end date.</td>
</tr>
<tr>
<td>4</td>
<td>Center Number</td>
<td>Enter the full center number.</td>
</tr>
<tr>
<td>5</td>
<td>Contract Number</td>
<td>Enter the full contract number.</td>
</tr>
<tr>
<td>6</td>
<td>Center Operator</td>
<td>Enter the Center’s ID number. Each Job Corps Center is assigned a unique DOL identification number. This number is listed on the top right hand corner of the cover page on the facility survey. It is also listed on the monthly Design and Construction Status Reports.</td>
</tr>
<tr>
<td>7</td>
<td>Deficiency ID# or FOP#</td>
<td>Enter the CRA Deficiency ID# if available. If it is not available. Enter the FOP# in which the amounts were funded. Once the Deficiency ID is known, update the report.</td>
</tr>
<tr>
<td>8</td>
<td>Project Description and Location</td>
<td>Enter a complete description of the project including building number.</td>
</tr>
<tr>
<td>9</td>
<td>Fund Code</td>
<td>Enter or select the Fund Code (part of the appropriation string) from the Contract Modification. The Fund Code is located in Block 12 of the Contract Modification and is usually the four digits in positions 7-10. It is the same number recorded in Funded Not Corrected when funds are received.</td>
</tr>
<tr>
<td>10</td>
<td>Fund Expiration</td>
<td><strong>Automatic</strong> - Calculates the Expiration Date of the funds based on the Fund Code.</td>
</tr>
<tr>
<td>11</td>
<td>Contract Modification # and Date</td>
<td>Enter the contract modification number and date of the mod approval by the Contracting Officer.</td>
</tr>
<tr>
<td>12</td>
<td>Amount Funded</td>
<td>Enter the amount funded for each project. If funding is deobligated the expiration of a contract year, the funded amount will be reduced and remarks should be included.</td>
</tr>
<tr>
<td>13</td>
<td>Amount Expensed</td>
<td>Enter the amount Expensed. The amount expensed must equal the sum of vouchered reimbursable, unvouchered reimbursable, and unvouchered accounts payable listed on the ETA 2110.</td>
</tr>
<tr>
<td>14</td>
<td>Undelivered Commitments</td>
<td>Enter the total amount undelivered commitments (open purchase orders). This should also reconcile with the ETA 2110.</td>
</tr>
<tr>
<td>15</td>
<td>Cost to Complete</td>
<td>Enter the amount of funding needed to complete the project. This amount is the anticipated costs that have not been paid or otherwise committed to the project. For instance, if funds were just received, the entire amount should be listed in &quot;Cost to Complete.&quot;</td>
</tr>
<tr>
<td>16</td>
<td>Estimated Project Total Cost</td>
<td><strong>Automatic</strong> - This column automatically calculates the sum of columns 12 through 15 to determine the total costs of the project.</td>
</tr>
<tr>
<td>17</td>
<td>Balance</td>
<td><strong>Automatic</strong> - This column automatically calculates the difference between the Amount Funded (12) and the Estimated Project Total Cost (16).</td>
</tr>
<tr>
<td>18</td>
<td>Project Start and End Dates</td>
<td>Enter the subcontract award or start date and anticipated completion date or completion date.</td>
</tr>
<tr>
<td>19</td>
<td>Percent Complete</td>
<td>Enter the percentage of work in place (actual work completed). Do not enter the percentage of funds obligated to date.</td>
</tr>
<tr>
<td>20</td>
<td>Remarks</td>
<td>Enter the description of the status of the project and any pertinent data related to the project.</td>
</tr>
<tr>
<td>21</td>
<td>Approved Completed RO/ESC</td>
<td>When the project is complete the center should notify the region and the engineering support contractor (ESC) to schedule inspection. Enter the initials of the ESC or RO project manager who confirmed completion.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1012</td>
<td>6/30/2012</td>
</tr>
<tr>
<td>1013</td>
<td>6/30/2013</td>
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<tr>
<td>1114</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>1214</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>1215</td>
<td>6/30/2015</td>
</tr>
<tr>
<td>1316</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>1417</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>1518</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>1619</td>
<td>6/30/2019</td>
</tr>
<tr>
<td>1720</td>
<td>6/30/2020</td>
</tr>
</tbody>
</table>
### Exhibit 5-20
**Job Corps Emergency Funding Request Report**

<table>
<thead>
<tr>
<th>(7) Deficiency ID# or FOP#</th>
<th>(8) Project Description and Location</th>
<th>(9) Fund Code</th>
<th>(10) Fund Expiration</th>
<th>(11) Modification or Approval Number</th>
<th>(12) Amount Funded</th>
<th>(13) Amount Expensed</th>
<th>(14) Undelivered Commitments</th>
<th>(15) Cost to Complete</th>
<th>(16) Estimated Project Costs</th>
<th>(17) Project Dates</th>
<th>(18) Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>246</td>
<td>INITIAL FUNDING</td>
<td>1013</td>
<td>6/30/2014</td>
<td>07/01/13</td>
<td>$50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>SUPPLEMENTAL</td>
<td>1114</td>
<td>6/30/2014</td>
<td>07/02/14</td>
<td>$5,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>RECOVERY/DEOBLIGATION</td>
<td>1215</td>
<td>6/30/2014</td>
<td>07/02/14</td>
<td>$4,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $10,000

<table>
<thead>
<tr>
<th>(19) Remarks</th>
<th>(20) Complete RO/ESC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS** $48,000 $48,000 FUND BALANCE $3,000

---

Report must be submitted with any requests to use available Emergency Funds. Additionally, the report is due January 20, April 20, July 20, and October 20 for quarters ending December 30, March 31, June 30, and September 30 respectively, with the CRA Status Report.
### INSTRUCTIONS

**JOB CORPS EMERGENCY FUNDING REQUEST REPORT**

<table>
<thead>
<tr>
<th>LINE</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CENTER NAME</td>
<td>Enter the full name of the center.</td>
</tr>
<tr>
<td>2</td>
<td>FOR QUARTER ENDING OR REPORT DATE</td>
<td>Enter the report date or if a quarterly report, enter the last day of the calendar quarter for which the report is being submitted i.e. 3/31, 6/30, 9/30, 12/31.</td>
</tr>
<tr>
<td>3</td>
<td>CY END</td>
<td>Enter the current contract year end date.</td>
</tr>
<tr>
<td>4</td>
<td>CENTER NUMBER</td>
<td>Enter the full contract number.</td>
</tr>
<tr>
<td>5</td>
<td>CONTRACT NUMBER</td>
<td>Enter the full contract number.</td>
</tr>
<tr>
<td>6</td>
<td>CENTER OPERATOR</td>
<td>Enter the Center’s ID number. Each Job Corps Center is assigned a unique DOL identification number. This number is listed on the top right hand corner of the cover page on the facility survey. It is also listed on the monthly Design and Construction Status Reports.</td>
</tr>
<tr>
<td>7</td>
<td>DEFICIENCY ID# OR FOP#</td>
<td>Enter the CRA Deficiency ID# if available. If it is not available, Enter the FOP# in which the amounts were funded. Once the Deficiency ID is known, update the report.</td>
</tr>
<tr>
<td>8</td>
<td>PROJECT DESCRIPTION AND LOCATION</td>
<td>Enter the funding provided or deobligated in the top portion. Enter a complete description of the project including building number in the bottom portion.</td>
</tr>
<tr>
<td>9</td>
<td>FUND CODE</td>
<td>Enter or select the Fund Code (part of the appropriation string) from the Contract Modification. The Fund Code is located in Block 12 of the Contract Modification and is usually the four digits in positions 7-10. It is the same number recorded in Funded Not Corrected when funds are received.</td>
</tr>
<tr>
<td>10</td>
<td>FUND EXPIRATION</td>
<td>Automatic - Calculates the Expiration Date of the funds based on the Fund Code.</td>
</tr>
<tr>
<td>11</td>
<td>CONTRACT MODIFICATION # AND DATE</td>
<td>Enter the contract modification number and date of the mod approval by the Contracting Officer.</td>
</tr>
<tr>
<td>12</td>
<td>AMOUNT FUNDED</td>
<td>Enter the amount funded for each project. If funding is deobligated the expiration of a contract year, the funded amount will be reduced and remarks should be included.</td>
</tr>
<tr>
<td>13</td>
<td>AMOUNT EXPENSED</td>
<td>Enter the amount Expensed. The amount expensed must equal the sum of vouchered reimbursable, unvouchered reimbursable, and unvouchered accounts payable listed on the ETA 2110.</td>
</tr>
<tr>
<td>14</td>
<td>UNDELIVERED COMMITMENTS</td>
<td>Enter the total amount undelivered commitments (open purchase orders). This should also reconcile with the ETA 2110.</td>
</tr>
<tr>
<td>15</td>
<td>COST TO COMPLETE</td>
<td>Enter the amount of funding needed to complete the project. This amount is the anticipated costs that have not been paid or otherwise committed to the project. For instance, if funds were just received, the entire amount should be listed in &quot;Cost to Complete.&quot;</td>
</tr>
<tr>
<td>16</td>
<td>ESTIMATED PROJECT TOTAL COST</td>
<td>Automatic - This column automatically calculates the sum of columns 12 through 15 to determine the total costs of the project.</td>
</tr>
<tr>
<td>17</td>
<td>PROJECT START AND END DATES</td>
<td>Enter the subcontract award or start date and anticipated completion date or completion date.</td>
</tr>
<tr>
<td>18</td>
<td>PERCENT COMPLETE</td>
<td>Enter the percentage of work in place (actual work completed). Do not enter the percentage of funds obligated to date.</td>
</tr>
<tr>
<td>19</td>
<td>REMARKS</td>
<td>Enter the description of the status of the project and any pertinent data related to the project.</td>
</tr>
<tr>
<td>20</td>
<td>APPROVED COMPLETED RO/ESC</td>
<td>When the project is complete the center should notify the region and the engineering support contractor (ESC) to schedule inspection. Enter the initials of the ESC or RO project manager who confirmed completion.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<tbody>
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</tr>
<tr>
<td>1013</td>
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<tr>
<td>1114</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>1214</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>1215</td>
<td>6/30/2015</td>
</tr>
<tr>
<td>1316</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>1417</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>1518</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>1619</td>
<td>6/30/2019</td>
</tr>
<tr>
<td>1720</td>
<td>6/30/2020</td>
</tr>
</tbody>
</table>
### EXHIBIT 5-21

**B1 CRA - ETA 2110 RECONCILIATION**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount Funded</th>
<th>Amount Expensed</th>
<th>Undelivered Commitments</th>
<th>Cost to Complete</th>
<th>Estimated Project Cost</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRA FUNDS</td>
<td>$162,200</td>
<td>$136,250</td>
<td>$12,000</td>
<td>$13,500</td>
<td>$161,750</td>
<td>$450</td>
</tr>
<tr>
<td>EMERGENCY FUNDS</td>
<td>$51,000</td>
<td>$48,000</td>
<td>$0</td>
<td>$0</td>
<td>$48,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>TOTAL B1 FUNDS</td>
<td>$213,200</td>
<td>$184,250</td>
<td>$12,000</td>
<td>$13,500</td>
<td>$209,750</td>
<td>$3,450</td>
</tr>
</tbody>
</table>

**ETA 2110, Page 4, Section E Contractor Obligations**

<table>
<thead>
<tr>
<th>Category</th>
<th>Contract Funding Row E2, Column (f)</th>
<th>Voucher Reimbursable Row E2, Column (b)</th>
<th>Unvoucher Reimbursable Row E2, Column (c)</th>
<th>Undelivered Commitments Row E2, Column (d)</th>
<th>Total Obligations Row E2, Column (e)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSTRUCTION/FACILITY</td>
<td>$213,200</td>
<td>$150,000</td>
<td>$34,250</td>
<td>$12,000</td>
<td>$196,250</td>
<td>$16,950</td>
</tr>
</tbody>
</table>

Less: COST TO COMPLETE (22) $13,500

BALANCE (23) $3,450

BALANCE CHECK (24) YES

Report must be submitted quarterly. Report is due January 20, April 20, July 20, and October 20 for quarters ending December 30, March 31, June 30, and September 30 respectively. DOL and/or operators may request more frequent updates.
### Instructions B1 CRA – ETA 2110 Reconciliation

<table>
<thead>
<tr>
<th>LINE</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CENTER NAME</td>
<td>Enter the full name of the center.</td>
</tr>
<tr>
<td>2</td>
<td>FOR QUARTER ENDING OR REPORT DATE</td>
<td>Enter the report date or if a quarterly report, enter the last day of the calendar quarter for which the report is being submitted i.e. 3/31, 6/30, 9/30, 12/31.</td>
</tr>
<tr>
<td>3</td>
<td>CY END</td>
<td>Enter the current contract year end date.</td>
</tr>
<tr>
<td>4</td>
<td>CENTER NUMBER</td>
<td>Enter the full center number.</td>
</tr>
<tr>
<td>5</td>
<td>CONTRACT NUMBER</td>
<td>Enter the full contract number.</td>
</tr>
<tr>
<td>6</td>
<td>CENTER OPERATOR</td>
<td>Enter the Center’s ID number. Each Job Corps Center is assigned a unique DOL identification number. This number is listed on the top right hand corner of the cover page on the facility survey. It is also listed on the monthly Design and Construction Status Reports.</td>
</tr>
<tr>
<td>7</td>
<td>ETA 2110 DATE</td>
<td>Enter the data of the ETA 2110 month end report used for the reconciliation.</td>
</tr>
<tr>
<td>8</td>
<td>CATEGORY</td>
<td>Automatic - Describes the funding type for all B1 funds. No entry required.</td>
</tr>
<tr>
<td>9</td>
<td>AMOUNT FUNDED</td>
<td>Automatic - Pulls the funding data from the Quarterly CRA Status Report and the Emergency Funding Request Report.</td>
</tr>
<tr>
<td>10</td>
<td>AMOUNT EXPENSED</td>
<td>Automatic - The amount expensed is pulled from the Quarterly CRA Status Report and the Emergency Funding Request Report.</td>
</tr>
<tr>
<td>11</td>
<td>UNDELIVERED COMMITMENTS</td>
<td>Automatic - The undelivered commitments are pulled from the Quarterly CRA Status Report and the Emergency Funding Request Report.</td>
</tr>
<tr>
<td>12</td>
<td>COST TO COMPLETE</td>
<td>Automatic - The cost to complete figures are pulled from the Quarterly CRA Status Report and the Emergency Funding Request Report.</td>
</tr>
<tr>
<td>13</td>
<td>ESTIMATED PROJECT TOTAL COST</td>
<td>Automatic - This column automatically calculates the sum from the Quarterly CRA Status Report and the Emergency Funding Request Report.</td>
</tr>
<tr>
<td>14</td>
<td>BALANCE</td>
<td>Automatic - This column automatically calculates balance of funds available that are not expensed, committed or otherwise reserved for approved projects.</td>
</tr>
<tr>
<td>15-20</td>
<td>ETA 2110 CONTRACTOR OBLIGATIONS</td>
<td>Enter the applicable information in columns 16 through 20 from the ETA 2110 report. The column headings show where to pull the data from the report.</td>
</tr>
<tr>
<td>21</td>
<td>BALANCE</td>
<td>Automatic - Calculates the difference between expenses (vouchered, unvouchered, and commitments) versus funding levels. This block does not consider “cost to complete.”</td>
</tr>
<tr>
<td>22</td>
<td>LESS: COST TO COMPLETE</td>
<td>Automatic - Adjustment to capture cost to complete of CRA and Emergency Funded Projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>1013</td>
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<td>1114</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>1214</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>1215</td>
<td>6/30/2015</td>
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<td>1316</td>
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<td>6/30/2018</td>
</tr>
<tr>
<td>1619</td>
<td>6/30/2019</td>
</tr>
<tr>
<td>1720</td>
<td>6/30/2020</td>
</tr>
</tbody>
</table>
### Center Preventive Maintenance Plan (PMP) Checklist

| CENTER NAME: | | |
| CENTER ADDRESS: | | |
| CENTER OPERATOR: | | |
| REGIONAL OFFICE COR: | | |
| REVIEWED BY: | | |
| REVIEW DATE: | | |

#### GENERAL REVIEW

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes quantity and qualifications of maintenance staff?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Y</td>
<td>Plan provides list of qualified vendors that will be used to provide maintenance activities?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Y</td>
<td>Plan includes how the center will address health and safety requirements for maintenance activities?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Y</td>
<td>Plan describes how Computerized Maintenance Management System (CMMS) will be used to schedule and manage the preventive maintenance program?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### CUSTODIAL

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes custodial work plan that addresses each facility and articulates frequency of activity to ensure a safe, clean, and sanitary environment for Job Corps students (e.g., cleaning and stocking of all restrooms, kitchen areas, dining areas, and other common areas daily)?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## GROUNDS/SNOW REMOVAL

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes grounds requirements for each facility to include provisions for ensuring safe, clean, neat, and sanitary grounds and landscaping?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes provisions for timely snow and ice removal for center pavements to ensure a safe environment?</td>
<td></td>
</tr>
</tbody>
</table>

## PEST MANAGEMENT

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan addresses minimal federal and local requirements for development of Integrated Pest Management (IPM) plan, licensure requirements for pest specialists, and handling requirements for chemicals and pesticides?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes weekly monitoring, inspections, and mitigation of pests, such as termites and rodents, to ensure a clean and safe environment?</td>
<td></td>
</tr>
</tbody>
</table>

## WASTE MANAGEMENT

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes provisions for ensuring waste, including recycling waste, is collected and removed from center as required to maintain clean and sanitary conditions?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Waste and Recycling operations are in accordance with center’s Solid Waste Management Plan and support waste diversion goals?</td>
<td></td>
</tr>
</tbody>
</table>

## SECURITY SYSTEM (CHECK HERE IF N/A □)

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes periodic inspection of security systems to ensure they are working properly?</td>
<td></td>
</tr>
</tbody>
</table>

## FIRE EXTINGUISHERS / EMERGENCY LIGHTING (CHECK HERE IF N/A □)

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes documented monthly inspections and annual certification of all center fire extinguishers?</td>
<td></td>
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</tbody>
</table>
**FIRE EXTINGUISHERS / EMERGENCY LIGHTING** (CHECK HERE IF N/A □)

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes documented monthly inspections of all center illuminated exit signs and emergency lighting?</td>
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</tbody>
</table>

**KITCHEN HOOD FIRE SUPPRESSION SYSTEMS** (CHECK HERE IF N/A □)

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes annual testing and certification by vendor?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes semiannual maintenance by qualified vendor?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes hood duct grease removal service by qualified vendor at regular intervals in accordance with manufacturer recommendations?</td>
<td></td>
</tr>
</tbody>
</table>

**FIRE ALARM AND SMOKE DETECTION SYSTEMS** (CHECK HERE IF N/A □)

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes weekly inspection of fire alarm systems for alarm and issues?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes provision for the repair of identified fire alarms and fire alarm issues by a qualified vendor in a timely manner?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes provisions for a fire watch if a system is out of service?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes annual testing and inspection of the entire fire alarm system (including duct smoke detection system and all dampers) by qualified personnel to ensure it is operational?</td>
<td></td>
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</tbody>
</table>

**FIRE SUPPRESSION SYSTEMS** (CHECK HERE IF N/A □)

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes weekly inspection of dry system gauges to ensure that proper pressures are maintained?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes weekly inspection of valves to ensure they are in the proper position?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes quarterly inspection of wet system gauges to ensure that proper pressures are maintained?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes weekly inspection of the fire pump system to ensure there are no leaks and that it is operational?</td>
<td></td>
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</tbody>
</table>
### FIRE SUPPRESSION SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes quarterly inspection of waterflow alarms and supervisor signal devices?</td>
<td></td>
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<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes annual testing and inspection of the entire system by qualified personnel to ensure it is operational?</td>
<td></td>
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<tr>
<td>N</td>
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</table>

### FIRE HYDRANT SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes annual lubrication of all stems, caps, plugs, and threads to ensure proper operation?</td>
<td></td>
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<tr>
<td>N</td>
<td></td>
<td></td>
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<tr>
<td>Y</td>
<td>Plan includes annual testing of fire hydrants with full flow for at least one minute per hydrant (or until all foreign material has cleared) to ensure removal of sediment and hydrants are functioning properly?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes flow testing at minimum 5-year intervals of fire hydrant system to validate that the required flow and pressure is achieved?</td>
<td></td>
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<tr>
<td>N</td>
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</table>

### ELEVATORS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes monthly, quarterly, and annual maintenance requirements in accordance with manufacturer’s recommendations performed by qualified personnel or vendor?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
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</tr>
<tr>
<td>Y</td>
<td>Plan includes annual certification testing by an authorized and qualified third-party elevator inspector in the state of jurisdiction?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes load testing every 5 years (or as required by local jurisdiction) by qualified elevator vendor.</td>
<td></td>
</tr>
<tr>
<td>N</td>
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</table>

### GROUND AND ELEVATED WATER STORAGE TANKS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes thorough inspection in accordance with American Water Works Association (AWWA) D101-53 to include tank structure at minimum every 5 years by qualified professionals?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes washout of tanks at minimum every 5 years or more frequently in areas prone to sediment problems?</td>
<td></td>
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<tr>
<td>N</td>
<td></td>
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<tr>
<td>Y/N</td>
<td>Assessment Item</td>
<td>Review Comment or Recommendation</td>
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</tr>
<tr>
<td>☐  Y</td>
<td>Plan includes quarterly environmental health inspection by qualified non-center personnel?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>Plan includes provision to record amount of water treated, amount of chlorine used, and daily free chlorine residual?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>Plan includes regular verification that primary and secondary disinfection systems are working properly?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>Plan includes provision for bacterial and chemical tests to be performed by state or local health authorities?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>Plan includes annual environmental health inspection by qualified non-center personnel (N/A for septic systems)?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>Plan addresses requirement for wastewater treatment operators to be licensed and trained per state, federal, and local requirements?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>Plan includes maintaining records of water treatment variables (pH, dissolved oxygen, total suspended solids, BOD) as needed to check the system’s operation?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>Plan includes regular inspection for undesirable objects and chemicals, and removal or additional safety training/education as needed?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>For septic systems, plan includes regular checking of tank level and provisions to pump the tank before solids reach the overflow?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>For septic systems, plan includes periodic inspection and removal of debris from pretreatment devices and periodic pumping of solids from trap as needed?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>For septic systems, plan includes periodic inspection and cleaning of effluent filters?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>For septic systems, plan includes monthly inspection of drain field for odors or septic tank effluent on surface?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>For lagoons, plan includes periodic mowing and if possible, removal of burrowing animals from lagoon banks?</td>
<td></td>
</tr>
<tr>
<td>☐  N</td>
<td>For lagoons, plan includes inspection for noxious odor, floating plant life, excessive algae, or high solid content in effluent, and dredging if necessary?</td>
<td></td>
</tr>
<tr>
<td>☐  Y</td>
<td>For packaged plants, plan includes daily inspection of system to ensure pre-treatment devices, aeration tanks, sludge pumps, settling tanks, dosing tanks/pumps, chlorination/de-chlorination systems are working properly?</td>
<td></td>
</tr>
</tbody>
</table>
### WATER TREATMENT SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>For packaged plants, plan includes maintenance of system to include scraping of hopper walls, washing of plant structures, lubrication of mechanical devices, replacement of air filters and belts as needed, cleaning of diffusers?</td>
<td></td>
</tr>
</tbody>
</table>

### BOILER SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes monthly chemical testing of system water and adjustment as needed?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes monthly inspection of fuel filter and replacement as needed?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes quarterly blowdown of drain valve and inspection of system?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes semiannual inspection and adjustment of control system?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes annual maintenance requirements including inspection/cleaning of combustion chamber and refractory, inspection of safety devices, and tuning to ensure optimal performance?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes annual testing and certification requirements in accordance with federal, state, and local requirements by a qualified vendor?</td>
<td></td>
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</tbody>
</table>

### BUILDING MANAGEMENT (HVAC CONTROLS) SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes monthly inspection of air compressor systems for pneumatic systems and checking pneumatic lines for blockage?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes monthly inspection of control set-points and timing with adjustment as needed?</td>
<td></td>
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</tbody>
</table>

### AIR HANDLING SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes at minimum quarterly inspection of air handling systems for excessive vibration, worn parts, and improper operation?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Plan includes at minimum quarterly inspection and/or replacement of air filters?</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes at minimum quarterly inspection and/or replacement of belts?</td>
<td></td>
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</tbody>
</table>
### OTHER MECHANICAL SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Chillers and Refrigeration Equipment - Plan includes at minimum quarterly inspection to include water testing, proper operation, refrigerant and fluid leaks, proper alignment, lubrication and adjustment of components, and repairs as needed?</td>
<td></td>
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<tr>
<td>☐ N</td>
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<td>☐ N</td>
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<tr>
<td>☐ N/A</td>
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</tr>
<tr>
<td>☐ Y</td>
<td>Cooling Towers - Plan includes at minimum monthly water testing and quarterly inspection to include proper operation of towers and chemical injection system, belt tension and wear, inspection/clearing of blowdown system, lubrication and adjustment of components?</td>
<td></td>
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<tr>
<td>☐ N</td>
<td></td>
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<td>☐ N</td>
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<tr>
<td>☐ N/A</td>
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<tr>
<td>☐ Y</td>
<td>Steam Distribution Systems - Plan includes at minimum quarterly testing of system condensate and feed water and treatment as necessary, inspection of safety devices for proper operation, inspection/clearing of blowdown system, inspection/cleaning of steam traps, pumps, controls?</td>
<td></td>
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<td>☐ N</td>
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<td>☐ N/A</td>
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<tr>
<td>☐ Y</td>
<td>Furnaces - Plan includes at minimum inspection of fuel and air filters and replacement as needed, inspection of belt tension and condition and replacement as needed?</td>
<td></td>
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<tr>
<td>☐ N</td>
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<tr>
<td>☐ N/A</td>
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<tr>
<td>☐ Y</td>
<td>Aboveground Storage Tanks/Underground Storage Tanks (AST/UST) - Plan includes inspecting tanks, secondary containment and ancillary equipment in accordance with applicable SP001, etc. regulations.</td>
<td></td>
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<td>☐ N</td>
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### GREASE INTERCEPTOR SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes at minimum monthly inspection and grease removal/disposal at required intervals by qualified vendor?</td>
<td></td>
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<td>☐ N</td>
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<td>☐ N</td>
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<tr>
<td>☐ N/A</td>
<td></td>
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</tr>
<tr>
<td>☐ Y</td>
<td>Plan includes at minimum monthly inspection of inlet, outlet, and air relief ports for obstructions, and connections for leaks?</td>
<td></td>
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<tr>
<td>☐ N</td>
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<tr>
<td>☐ N/A</td>
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<tr>
<td>☐ Y</td>
<td>Plan includes provision for storage of used grease in approved containers and disposal by qualified vendor to minimize introduction of grease into drainage systems?</td>
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<td>☐ N</td>
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### RENEWABLE ENERGY SYSTEMS

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<tr>
<th>Y/N</th>
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<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Solar Water Systems - Plan includes at minimum quarterly inspection for leaks, loose connections,</td>
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<td>☐ N</td>
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### RENEWABLE ENERGY SYSTEMS (CHECK HERE IF N/A □)

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<tr>
<th>Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Insulation wear, proper pump operations, and proper controls operations?</td>
</tr>
<tr>
<td>Y</td>
<td>Solar Electric Systems - Plan includes at minimum quarterly inspection for damage, loose connections, and proper controls operations?</td>
</tr>
<tr>
<td>N/A</td>
<td>Wind Turbine Systems - Plan includes at minimum maintenance and inspections in accordance with manufacturer’s recommendations by qualified vendor?</td>
</tr>
</tbody>
</table>

### ELECTRICAL SYSTEMS (CHECK HERE IF N/A □)

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Y/N</td>
<td>Y/N</td>
<td>Transformers (to include those containing PCBs) -</td>
</tr>
<tr>
<td></td>
<td>Y/N</td>
<td>Plan includes at minimum quarterly inspection for leaks, corrosion, structural support issues, removal of brush and other debris from around transformers, loose connections, insulation and conductor condition, proper locked enclosure as needed for safety?</td>
</tr>
<tr>
<td>Y/N</td>
<td>Y/N</td>
<td>Electrical Panels - Plan includes at minimum quarterly inspection for damage, proper labeling, breaker failure, proper securing of panel doors for safety, loose connections?</td>
</tr>
<tr>
<td>Y/N</td>
<td>Y/N</td>
<td>Electrical Outlets - Plan includes at minimum quarterly inspection and replacement of damaged outlets and outlet covers and testing of GFCI breakers to ensure proper operation?</td>
</tr>
<tr>
<td>Y/N</td>
<td>Y/N/N/A</td>
<td>Generators - Plan includes at minimum regular maintenance by qualified personnel to include monthly exercise of generators and fluid checks/replacement as needed?</td>
</tr>
<tr>
<td>Y/N</td>
<td>Y/N/N/A</td>
<td>Plan includes provisions for Lockout/Tagout in accordance with 29 Code of Federal Regulations (CFR) 1910.147 to safeguard workers from hazardous energy releases during maintenance or repair activities?</td>
</tr>
</tbody>
</table>
### LIGHTING SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Y</td>
<td>Plan includes regular inspections of exterior lighting systems and re-lamping as required to ensure safe illumination levels during hours of darkness?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Plan includes regular inspections of interior lighting systems and re-lamping as required to ensure adequate illumination levels?</td>
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</table>

### PLUMBING SYSTEMS

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<thead>
<tr>
<th>Y/N</th>
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</thead>
<tbody>
<tr>
<td>☐</td>
<td>Y</td>
<td>Backflow Preventers – Plan includes annual inspection and certification of backflow prevention devices by a certified professional as required by federal, state, or local requirements?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Plan includes regular inspection of gas, water, and drainage piping systems and fixtures for leaks, insulation damage, proper operation, and repairs as needed?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Lift Stations - Plan includes at minimum quarterly inspection of pump lift stations for proper operation and maintenance/repairs as needed?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Water Heaters - Plan includes at minimum quarterly inspection water heaters for proper set point, condition of water and draining as needed, condition of element and replacement as needed, and for any leaks and corrosion?</td>
</tr>
</tbody>
</table>

### BUILDING ENVELOPE SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Y</td>
<td>Roofs – Plan includes at minimum, semi-annual inspection of roofs and maintenance to include removal of debris from drainage devices, inspection of flashing systems and penetrations for leaks, inspection of interior finishes for water damage, and repairs as needed?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Plan includes regular inspection of windows to include replacement of weather-stripping as needed?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Plan includes regular inspection of doors and designated emergency exits to ensure proper closure and ease of egress?</td>
</tr>
<tr>
<td>☐</td>
<td>N</td>
<td>Plan includes regular inspections of the building envelope system for leaks and/or damage and repairs as needed?</td>
</tr>
</tbody>
</table>
### BUILDING ENVELOPE SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes recurring protection of exposed building envelope surfaces to include repainting as needed?</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL MAINTENANCE

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes periodic inspection of building interior finishes to include ceiling tiles, flooring, wall finishes and repair, replacement, repainting as required?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td>Plan includes periodic inspection of laundry facilities, dryer vent systems, electrical, as required for repair or replacement?</td>
<td></td>
</tr>
</tbody>
</table>

### KITCHEN PREVENTIVE MAINTENANCE

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes maintenance requirements for kitchen equipment including refrigeration systems, hood ventilation systems, steamers, ovens, and dishwashers?</td>
<td></td>
</tr>
</tbody>
</table>

### PAVEMENTS MAINTENANCE

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes periodic inspection of rigid and flexible pavements for damage and proper drainage, removal of debris and vegetation as needed, repair of potholes and sealing of cracks as needed to prevent further damage.</td>
<td></td>
</tr>
</tbody>
</table>

### HAZARDOUS MATERIALS MANAGEMENT

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Y</td>
<td>Plan includes provisions for ensuring proper handling and disposal of Asbestos-Containing Materials (ACM) and lead-based paint by qualified personnel or vendor as needed?</td>
<td></td>
</tr>
<tr>
<td>☐ N</td>
<td>Plan includes provisions for ensuring proper handling, storage, and disposal of hazardous materials by qualified personnel or vendor as needed?</td>
<td></td>
</tr>
</tbody>
</table>
## STATE HEALTH INSPECTION

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes provision to ensure required health inspections are scheduled with local and state authorities as required for food services and child development center facilities?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## STORMWATER MANAGEMENT SYSTEMS

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes periodic inspection for and removal of sediment and vegetation in storm-water systems to ensure unobstructed flow and proper capacity?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes periodic mowing, litter removal, and debris removal as required in swales to ensure unobstructed storm-water flow?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan includes repair of eroded embankments as required to maintain unobstructed flow and proper capacity?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Plan addresses requirement for storm-water permitting as required per state, federal, and local requirements?</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM

<table>
<thead>
<tr>
<th>Y/N</th>
<th>Assessment Item</th>
<th>Review Comment or Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Plan includes center’s plan for use of a system to schedule and track all preventive and corrective maintenance activities? It is recommended that this include all facilities maintenance and repair activities including subcontracted activities.</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 501
POLICIES AND PROCEDURES FOR JOB CORPS’ PROGRAM YEAR (PY) 2019
PERFORMANCE MANAGEMENT SYSTEM
INTRODUCTION

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Attachments
A. **General**

Job Corps has established a comprehensive performance management system to assess program effectiveness across multiple components of services and programs offered to Job Corps students. This system evaluates Outreach and Admissions (OA) contractors, Job Corps Center operators, Career Transition Services (CTS) contractors, and Career Technical Training (CTT) programs based on the outcomes of program participants. The performance management system serves three primary purposes:

1) To meet accountability requirements for establishing performance measures (also known as metrics) and reporting student outcomes for the Job Corps system under the program’s authorizing legislation (the Workforce Innovation and Opportunity Act [WIOA]), and U.S. Department of Labor (DOL) priorities.

2) To assess centers’ and contractors’ accomplishments in meeting the level of performance expected by the Department of Labor, implementing program priorities and serving students effectively.

3) To have a Federal management tool that focuses on useful and relevant feedback on performance, while holding all centers, OA and CTS contractors accountable for continuous program improvement.

Job Corps has an interwoven set of performance metrics that meet multiple reporting requirements. The system is designed to answer four basic questions:

1) Are Job Corps students effectively recruited and retained in the program?

2) While enrolled in Job Corps, do students achieve fundamental qualifications and credentials that could lead to either a career path with opportunity for advancement and economic stability or higher education?

3) Are Job Corps students successfully transitioning into the workforce, enrolling in additional education or training, or entering the military after they leave the program?

4) How is each Job Corps contractor (Center, OA, and CTS) performing compared to the established annual performance goals and other contractors?

In short, Job Corps’ performance management system conveys the program’s effectiveness in executing the program’s mission. Additionally, the system meets the intent of Job Corps’ authorizing legislation and other reporting requirements.

Job Corps’ performance management system is comprised of four Outcome Measurement System (OMS) Report Cards, each of which is designed to reflect results in a specific area of student services and represents a discrete pool of students. At the same time, the system is designed with intentional overlap of performance metrics across multiple
Report Cards to represent a comprehensive picture of performance throughout all phases of students’ Job Corps experience. This overlap encourages collaboration across service contractors, as they strive to meet clearly defined program goals. The four Report Cards are:

- Outreach and Admissions Report Card (OAOMS)
- Center Report Card (Center OMS)
- Career Transition Services Report Card (POMS)
- Career Technical Training Report Card (CTT)

In addition to the above quantitative components of the performance management system, Job Corps uses a Center Quality Assessment process to provide a more comprehensive view of the program’s performance. This Center Quality Assessment has three components: an On-Board Strength (OBS) rating, a Quality Rating (QR), and a Student Satisfaction Survey (SSS) rating. More information regarding the quality assessment of centers can be found in Appendix 501a.

In PY 2016, Job Corps implemented the Performance Improvement Plan (PIP) System as an accountability and management tool to assist operators in improving their performance when it has not met the levels expected by the Office of Job Corps. Details on the PIP System can be found in Appendix 501e.

B. Background

Annual Revision of the Performance Management System

The Office of Job Corps annually reviews and revises its performance management system so it continues to support program goals and DOL priorities and meet Job Corps’ legislative reporting requirements. Over the years, Job Corps has made changes to its performance management system that reflect programmatic changes, account for current labor market conditions, and ensure effective delivery of services to students, while keeping the system relatively stable.

Job Corps’ performance management system has served the program well in focusing on key metrics, improving performance on measured outcomes, and meeting program management requirements. To further align with WIOA reporting requirements and strengthen focus on driving students’ long-term career success and upward economic mobility, Job Corps undertook a major reform initiative of its performance management system for PY 2018. The goals of the reform initiative were:

- Further align with and support reporting requirements of the primary WIOA measures;
- Simplify the system so it is easier for stakeholders to understand;
- Prioritize post-center outcomes that are central to Job Corps’ mission;
- Improve internal consistency of the OMS so that high overall performers also rank relatively high on key individual measures; and,
• Continue to meet program management needs to effectively oversee the program.

To meet these goals, Job Corps developed a streamlined performance management system with a reduced number of measures that are more closely aligned with the primary measures reported under WIOA and places more emphasis on measures that support Job Corps’ mission of placing students in meaningful jobs or further education. Job Corps has planned a two-year transition for meeting this goal, culminating in increased weights on long-term placement and wage measures for PY 2019. (Please see Attachment 1 of ePRH Appendix 501 Introduction for more information on the primary measures required under WIOA.)

**Workforce Innovation Opportunity Act (WIOA) Reporting Requirements**

The Workforce Innovation and Opportunity Act (WIOA) requires Job Corps to report on the six primary indicators of performance, common to all WIOA programs, that provide key outcome information. This includes how many students attained employment or were placed in education or training, their median wages, whether they attained credentials, their measurable skills gains during training, and the effectiveness of the program in serving employers. Please see Attachment 1 of ePRH Appendix 501 Introduction for more details on the WIOA Reporting System, the definitions of the pools and credits for the six primary WIOA measures, and an overview of how the six primary measures differ from the way Job Corps has traditionally reported similar program outcomes under prior legislative reporting requirements and through OMS.

To collect the data necessary to report on the primary WIOA measures, in PY 2016 Job Corps replaced its post-placement surveys (13-week reverification and the 6- and 12-month follow up surveys for graduates) with two new surveys. The new surveys re-verify CTS placements and capture placement outcomes in the second quarter (Quarter 2) and fourth quarter (Quarter 4) after exit for a broader group of students. Job Corps implemented these post-separation surveys using a program-specific definition of the time period constituting the second quarter after exit and the fourth quarter after exit. Under this definition, Quarter 2 is the second three-month period and Quarter 4 is the fourth three-month period immediately following the student’s exit date. These Quarter 2 and Quarter 4 definitions, based on individual students’ exit date, were utilized in all surveys completed during PYs 2016 and 2017.

Beginning in PY 2018, Job Corps adopted the definition used by other DOL programs to define Quarter 2 as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter. For example, if the participant’s exit date is between January 1st and March 31st, the second quarter after exit would be July 1st through September 30th.

As described in Job Corps Data Center (JCDC) Notice 17-207, Job Corps effected a gradual transition to the new Quarter 2 and Quarter 4 timeframes over the last two months of PY 2017. All surveys conducted as of July 1, 2018 use the new definitions of Quarter 2 and Quarter 4.
The implementation of WIOA requires Job Corps to also collect and report annually on the program performance and accountability measures outlined in Sections 116 and 159 of the authorizing legislation. The Job Corps WIOA Annual Report, with outcomes by center, CTS contractor, OA contractor and nationally, will be made available to Congress and the Office of Management and Budget (OMB).

National targets will not be set for the WIOA measures until sufficient annual data has been collected and any inconsistencies in the data collection have been resolved. Until the new WIOA performance system has been fully implemented, stabilized, and targets have been set, Job Corps will continue to use OMS reports for decision making in the areas of contract and option year awards, past effectiveness scores, incentive fees, performance assessments, and Performance Improvement Plan (PIP) placement and graduation evaluations.

C. Approach

For PY 2018, Job Corps undertook a major initiative to reform its performance management system. Job Corps conducted an extensive review of WIOA reporting requirements, program management needs, and lessons learned over the past 30 years to determine the essential elements of a reformed system. Based upon the identified needs, Job Corps developed a prototype system for PY 2018 intended to meet each of the reform goals. This prototype was refined, and goals and weights assigned based upon extensive analysis of historical and more recent data. The Secretary’s Office and ETA reviewed and approved the new design, which was implemented in PY 2018. For PY 2019, Job Corps is maintaining this new design, including the planned Center Report Card weight changes. Given the transition to the Test of Adult Basic Education (TABE) 11/12 being implemented in PY 2019, Job Corps modified the learning gains indicators under the Measurable Skills Gains measure. The specific changes made to each of the four report cards and to associated policies can be found in Sections E and F below.

D. Design of the PY 2019 Performance Management System

Job Corps has made changes to the PY 2019 performance management system from PY 2018. These changes affect only the Center Report Card and involve a shift in measure weights as announced for PY 2019 in the PY 2018 Appendix 501, modifications to the two learning gain indicators under the Measurable Skills Gains measure in light of the transition to the new TABE 11/12, and the addition of the new, unweighted measure of Employer Retention to further align with WIOA reporting requirements.

The design of the performance management system for PY 2019 is as follows:

1. Core Components

The Appendix 501 Introduction provides readers with an overall understanding of the performance management system. It includes an overview of the components and provides background information that applies to multiple report cards, such as
basic definitions of student status, Zero Tolerance (ZT) policies and administrative status issues. The Appendix 501 Introduction also includes additional policies that apply to multiple report cards, such as the grace period for new centers, transfers to Advanced Training (AT) programs, placement upgrades, the Job Training Match (JTM) Crosswalk policy, and, the post-separation surveys.

The Appendix 501 Introduction includes the four OMS Report Cards for the program year and all attachments.

Following the Appendix 501 Introduction are five sections:

✓ Appendix 501a – Center Report Card
✓ Appendix 501b – Outreach and Admissions Report Card
✓ Appendix 501c – Career Transition Services Report Card
✓ Appendix 501d – Career Technical Training Report Card
✓ Appendix 501e – Performance Improvement Plan System

Each OMS Report Card consists of four basic components: results-oriented measures, goals, weights, and ratings, including an overall rating, described as follows:

• Performance measures (also known as metrics) are the categories of outcomes under evaluation that reflect the program priorities and objectives important to Job Corps’ mission and also align or support legislative reporting requirements.
  o Job Corps has used performance measures composed of a single indicator. For example, the PY 2019 Placement Rate measure is calculated based upon the number of graduates and former enrollees in the pool that entered a placement during the reporting period.
  o Beginning in PY 2018, Job Corps began using composite measures. These measures are calculated based upon the weighted performance of two or more indicators against their goals that produces a performance rating in Center and CTS Report Cards. The term “indicator” is used to distinguish between the main measures and a metric that is used, in combination with other metrics, to calculate a composite measure. Goals for composite measures are set to 100%, indicating that the goal for the composite measure is to meet the individual goals for each of the indicators that combine to make up the measure.
• Performance goals are quantitative targets for each measure that are set to establish an expected level of performance. Goals are established to promote high expectations for student and operator/contractor performance.
• Relative weights are assigned to performance measures to indicate areas of emphasis among responsibilities for serving students. Each weight is expressed as a percentage with the sum of all weights in a Report Card.
• The rating is the performance (actual percent of goal achieved) on each measure, expressed as a percentage. The overall rating is the weighted aggregate of all individual performance measure ratings expressed as a percentage.

In addition to the OMS Report Cards, the performance management system contains a qualitative component to provide a more comprehensive review of performance. The Center Quality Assessment is composed of three discrete measures. On-Board Strength (OBS), which measures student capacity utilization on Job Corps centers; the Quality Rating (QR), which is issued during Regional Office Compliance Assessments (ROCA) of OA, center, and CTS contracts; and the Student Satisfaction Survey (SSS), which gauges students’ perceptions of center safety and security and overall satisfaction with the Job Corps program. Each of these elements is independent of the others and there is no aggregation of results across the measures.

These three measures are valuable management tools that complement the other systems by assessing the quality of services provided by Job Corps and capturing information on aspects of center life that are not reflected in the other management systems.

2. Performance Goals

As stated above, performance goals are the quantitative targets for each measure and indicator of the four Report Cards. Each outcome measure (and each indicator) is scored against its performance goal to report a percentage of the goal achieved.

Example: If the goal for the Placement Rate in the Center Report Card is 83%, and a center has Placement Rate of 70%, then its rating on that measure would be 84.3%, meaning that the center has reached 84.3% of the goal (70/83 = 84.3). The rating indicates there is room to grow in achieving the goal.

Performance goals may be national or model-based, as follows:

(a) National Goals: National goals are set and are generally applied to centers, OA, CTS, and CTT contractors equally for the same measure to maintain internal consistency and equity/ability. Where performance can reasonably be expected to be different for the same measure across report cards (e.g., due to differences in student pools), different national goals may be established.

(b) Model-Based Goals: Model-based goals are used for specific measures and indicators that require adjustments to ensure equity in making comparisons of performance across centers and contractors. Model-based
goals are statistically adjusted for circumstances that are beyond the operator’s control and help to level the playing field in assessing performance. A model is calculated, based on regression analysis, by estimating the effect of various factors on the achievement of the measure using a regression model. The cumulative effect of these factors provides the amount by which the national goal should be adjusted (upward or downward) for each center and CTS contractor (the OA Report Card has only national goals). The model-based goals for one center can significantly differ from those of other centers in the same state or region, as the goals are calculated using a combination of center-specific and local county economic data.

For PY 2019, the model-based goals for the HSD/HSE Attainment Rate incorporates results of the 2019 OMS Factor Verification Survey. The model-based goals for the Average Hourly Wage at Placement indicator are based on student characteristics and local economic factors. Center-specific model-based goals are applied to the CTT report card for the average hourly wage measures and the average earnings measure in Quarter 2 after exit quarter.

For PY 2019, center- and CTS contractor-specific models are estimated for the Graduate and Former Enrollee Average Earnings in Quarter 2 measure based upon data from the Quarter 2 survey.

For the CTT Report Card, the center-specific goal adjustments will be applied to the national goal of $5,700 for the CTT Completer Average Earnings in the Quarter 2 measure.

For PY 2019, Job Corps will not be applying model-based goals for the learning indicators under the Measurable Skills Gains Rating measure, as data are not available for TABE 11/12 outcomes for use in developing appropriate models. Model-based goals for these two indicators will be reintroduced in PY 2020 based upon the data collected for TABE 11/12 gains during PY 2019.

(1) **PY 2019 Model-Based Goals.** The following measures and indicators in the Center, CTS and/or CTT Report Cards, use model-based goals, as applicable:

- Credential Attainment Rating Measure
- HSD or HSE Attainment Rate
- Graduate and Former Enrollee Average Hourly Wage at Placement
- JTM Average Hourly Wage
- Graduate and Former Enrollee Average Earnings in Quarter 2 after Exit Quarter
• CTT Completer Average Earnings in Quarter 2 after Exit Quarter

Model-based goals for all Center, CTS and CTT measures can be found in Appendix 501 Introduction, Attachments 10, 11, and 12, respectively.

(2) Appeal Process for Model-Based Goals: Model-based goals are developed using the most recent data available. As a result, the goals are meant to accurately represent the factors beyond the control of a center or CTS contractor that impact the achievement of the specific measure. An appeal of a model-based goal may be filed only if there are new or extenuating circumstances that cannot be resolved during the program year, and that have not already been factored into the model.

NOTE: For PY 2019, appeals can be filed and will be processed for the model-based goals for all the applicable measures and indicators. If approved, the changes will be applied to both the Center Report Card and the related measures/indicators on the CTS and CTT Report Cards as applicable.

Appeals for model-based goals must include, (a) a written request outlining the justification for the appeal, and, (b) supporting data and/or official documentation supporting the appeal. The Office of Job Corps will review the request and documentation and determine if the appeal will be granted.

Appeals for model-based goals are to be submitted no later than October 31, 2019. The written justification and supporting documentation can be scanned and emailed to:

Modelbasedgoalsappeals@dol.gov

3. Weights, Performance Ratings and Overall Rating

Weights are assigned to each measure of the four Report Cards to underscore the relative importance in accountability for achieving student outcomes. Each weight is expressed as a percentage with the sum of all weights in a Report Card totaling 100%. A weighted performance rating for a measure is the actual percent of goal achieved (the performance rating calculated by dividing actual performance by the goal) multiplied by the measure weight.

Results across each of the weighted measures are aggregated to create an overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process. Overall ratings are also used to determine the performance ranges for performance-based service contracting.
Similarly, composite measures are comprised of indicators that are assigned weights that collectively sum to 100%. The performance rating for a composite measure is the sum of the weighted performance rating of each of the individual indicators. The table provided below is an illustration of how the performance rating of a composite measure is calculated.

**EXAMPLE: CALCULATING PERFORMANCE RATING OF A COMPOSITE MEASURE**

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Actual Performance</th>
<th>Indicator Goal</th>
<th>Performance Rating</th>
<th>Indicator Relative Weight</th>
<th>Weighted Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicator 1</td>
<td>68.2%</td>
<td>65%</td>
<td>104.9%</td>
<td>37.5%</td>
<td>39.3%</td>
</tr>
<tr>
<td>Indicator 2</td>
<td>66.0%</td>
<td>70%</td>
<td>94.3%</td>
<td>25.0%</td>
<td>23.6%</td>
</tr>
<tr>
<td>Indicator 3</td>
<td>92.3%</td>
<td>90%</td>
<td>102.6%</td>
<td>25.0%</td>
<td>25.6%</td>
</tr>
<tr>
<td>Indicator 4</td>
<td>57.5%</td>
<td>60%</td>
<td>95.8%</td>
<td>12.5%</td>
<td>12.0%</td>
</tr>
</tbody>
</table>

**Composite Measure Performance Rating**: 100.5%

To calculate the performance rating for a composite measure:
1. Calculate the performance rating of each indicator by dividing the actual performance on the indicator by the indicator goal.
2. Calculate the weighted performance of each indicator by multiplying the performance rating by the indicator’s relative weight.
3. Sum the weighted performance ratings of the four indicators to produce the overall rating for the credential attainment measure.

The overall rating for a Report Card is then calculated by summing the weighted performance ratings of all weighted single and composite measures. The table below illustrates how the overall rating is calculated.

**SAMPLE OMS REPORT CARD**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Actual Performance</th>
<th>Measure Goal</th>
<th>Performance Rating</th>
<th>Measure Weight</th>
<th>Weighted Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Measure 1</td>
<td>79%</td>
<td>75%</td>
<td>105.3%</td>
<td>40%</td>
<td>42.1%</td>
</tr>
<tr>
<td>Single Measure 2</td>
<td>54%</td>
<td>60%</td>
<td>90.0%</td>
<td>25%</td>
<td>22.5%</td>
</tr>
<tr>
<td>Composite Measure 3</td>
<td>90%</td>
<td>100%</td>
<td>90.0%</td>
<td>35%</td>
<td>31.5%</td>
</tr>
</tbody>
</table>

**Overall Report Card Rating**: 96.1%

To calculate the Overall Report Card Rating:
1. Calculate the performance rating of each measure by dividing the actual performance on the measure by the measure goal (actual performance/Goal).
2. Calculate the weighted performance of each measure by multiplying the performance rating by the measure’s weight (Performance Rating x Weight).
3. Sum the weighted performance ratings of all the measures to produce the Overall Report Card Rating.
4. **Job Corps Students in the Performance Management System**

Provided below is a description of the pool of students included in and excluded from the performance management system:

(a) **Definitions of Student Separation Status:** The criteria for graduate, former enrollee, and uncommitted student status, as defined in the Job Corps Policy and Requirements Handbook (PRH), Chapter 4, Section 4.2, apply to the Performance Management System.

1. **Graduate:** One who has completed 60 or more calendar days of enrollment and has completed the requirements of CTT, or earned a HSD or HSE, or who completes both, while enrolled in Job Corps. Students who have exited for any Level 1 Zero Tolerance (ZT) infraction, at any time, do not qualify as graduates.

2. **Former Enrollee:** One who has completed 60 or more calendar days of enrollment, has not attained graduate status, and whose exit is for reasons other than any Level 1 ZT infraction.

3. **Uncommitted Student:** One who has remained in Job Corps less than 60 calendar days (regardless of achievement), or who has separated for a Level 1 ZT infraction at any time.

(b) **Zero Tolerance (ZT) for Purposes of Exclusion in OMS Pools:** The Job Corps program has a strict policy of Zero Tolerance (ZT) for drugs, alcohol, weapons possession, and violence, and requires that all students sign a commitment to remain drug- and violence-free. Students who violate Job Corps’ ZT Policy are automatically separated from the program and generally not allowed to re-enter the program. Exceptions can be found in Exhibit 3-1.

For the Center and CTT Report Cards, students who exit due to Level 1 ZT infractions within 30/45 days are not included in the pools and credits for the “direct center services” measures. Specifically, the pools for the on-center measures do not include students who remained in Job Corps:

- less than 30 days and exit under codes 5.1a or 5.2b;
- less than 30 days and exit under code 5.3c for an infraction that is categorized as alcohol abuse or alcohol possession, consumption or distribution while on center or under center supervision; or,
- less than 45 days and exit under code 5.2a.

Students who exit due to Level 1 ZT infractions after 30/45 days, however, are included in all pools of the direct center services measures, and credit will be given for attainments earned prior to exit.
Since all students who exit due to Level 1 ZT infractions, regardless of timing (within or after 30/45 days), are not considered former enrollees or graduates, they are ineligible for post-center services, and are, therefore, excluded from all post-center pools in the Center, CTS and CTT Report Cards.

The list of Level 1 ZT infractions can be found in the PRH, Chapter 3, Exhibit 3-1 (Infraction Levels and Appropriate Center Actions).

(c) **Students Who Are Medical Separations With Reinstatement Rights (MSWR).** Per the PRH, Chapter 6, Section 6.4, R5a, students who are medically separated with reinstatement rights are allowed an expedited return within 180 days if the medical condition has been resolved.

The JCDC will report the student outcomes only at the time of final separation. Thus, OMS outcomes for an MSWR student will be recorded either at 180 days after MSWR, if the student does not return to the program, or at final separation, if the student resumes participation in the program.

The following summarizes how specific instances are recorded in the OMS:

1. **Student is reinstated back to the Job Corps center before the 180 days ends:** Student outcomes will be reported at the time of final separation.

2. **Student did not return to the Job Corps center within the 180 days:** In this case, at the end of the 180 days, the system will automatically separate the student under the “MSWR Final Closeout” (MSFC) status using the 180th day as the date of MSFC separation. At that time, the system will determine the student’s separation status and placement services eligibility status. If the student is eligible for placement services, he or she will be active for CTS contractors to enter placement data in CTS. The placement service period will start at the 181st day and the Quarter 2 and Quarter 4 survey timeframes will be based on the student’s MSFC date.

3. **Student notifies the center before the 180 days end that he or she does not intend to return to the Job Corps center:** In this case, the center will perform MSFC in the Center Information System (CIS). The MSFC date will be the date the student officially notified the center. At that time, the system will determine the student’s separation status and placement service
eligibility status. If the student is eligible for placement services, he or she will be active in the CTS system for CTS contractors to enter placement data. The Quarter 2 and Quarter 4 survey timeframes will be based on the student’s MSFC date.

(d) **Students Who Are Administrative Separations with Reinstatement Rights (ASWR):** Per the PRH, Chapter 6, Section 6.4, R5a, administrative separations with reinstatement rights are allowed an expedited return within 12 months.

JCDC will report the student outcomes only at the time of final separation. Thus, OMS outcomes for an ASWR student will be recorded either at 12 months after ASWR if the student does not return to the program, or at final separation if the student resumes participation in the program.

The following summarizes how specific circumstances are recorded in the OMS:

1. **Student is reinstated back to the Job Corps center before the 12 months end:** Student outcomes will be reported at the time of final separation.

2. **Student did not return to the Job Corps center within the 12 months:** In this case, at the end of the 12 months, the system will automatically separate the student under the “ASWR Final Close-Out” (ASFC) status using the 365th day as the date of MSFC separation. At that time, the system will determine the student’s separation status and placement services eligibility status. If the student is eligible for placement services, he or she will be active for CTS contractors to enter placement data in CTS. The placement service period will start at the 366th day, and the Quarter 2 and Quarter 4 survey time frames will be based on the student’s ASFC date.

3. **Student notifies the center before the end of the 12 months that he or she does not intend to return to the Job Corps center:** In this case, the center will separate the student under the ASFC status in CIS. The “close-out” date will be the date the student officially notified the center. At that time, the system will determine the student’s separation status and placement services eligibility status. If the student is eligible for placement services, he or she will be active in the CTS system for CTS contractors to enter placement data. The Quarter 2 and Quarter 4 survey time frames will be based on the student’s ASFC date.
Deceased Students: In the event of a student’s death while enrolled in Job Corps, the student will be removed from all Center, CTS, and CTT Report Card outcome pools. The student will also be removed from all OA Report Card outcome pools with the exception of the pools of the Total Arrivals and, where appropriate, Female Arrivals measures.

In the event of death after separation and during the eligible placement window, the CTS contractor should enter the student’s death into the CTS system, and the student will be removed from all CTS placement measure pools and, when appropriate, from the Quarter 2 and Quarter 4 survey queues. Please note that center and CTS contractor staff must adhere to Job Corps policy and Federal reporting requirements regarding student deaths.

5. Reporting Timeframes and Formats of Performance Reports

Job Corps will continue to produce OMS Report Cards for two distinct reporting timeframes:

(a) **Rolling 12-Month Report:** The rolling 12-month report covers a 12-month reporting period and “rolls over” each month to a new 12-month period. This report is continuous and *does not* begin anew at the start of a new program year.

Data will continue to be reported using the 12-month rolling format when a new contractor takes over the operation of an existing center. New centers, however, will begin with one month of data and will build up to a rolling report by the 13th month.

In PY 2019, Job Corps will resume the production of the rolling 12-month OMS reports since the major changes implemented in PY 2018 have accumulated one full year’s data.

(b) **Program Year (PY) Cumulative Report:** The PY cumulative report begins with data for the first month of the PY (July 1) and continues to incorporate monthly data as the PY progresses, culminating with 12 months of data by June 30 of the following year. This report *does* begin anew at the start of a new program year.

Job Corps will also continue to produce Report Cards using two formats:

(a) **Performance Rating Report:** The performance rating report provides for each center, region and nationally, the actual performance on each measure, the performance rating (calculated by dividing actual performance by the measure goal), and the overall rating calculated by summing the weighted performance rating for each measure.
(b) **Performance Ranking Report:** The performance ranking report ranks centers, OA and CTS contractors in order of highest to lowest based upon their overall rating, and also includes their performance rating and the ranking for each measure. There is no ranking report for the CTT Report Card.

For PY 2019, Job Corps will continue producing a supplemental report for the Center and CTS Report Cards that provides information on the performance of each center and CTS contractor, respectively, on the composite measures and their indicators. These reports are intended for use by centers and CTS contractors to monitor attainments across all the indicators credited under a composite measure. These reports will be published according to the same schedule and using the same timeframes as the Center and CTS Report Cards.

6. **Performance Improvement Plan**

In PY 2016, Job Corps implemented the Performance Improvement Plan (PIP). The PIP is required by WIOA as part of DOL’s oversight responsibilities. The PIP system is a major performance accountability and management tool to assist operators whose performance is not at the level expected by the Office of Job Corps to improve their performance. Please see Appendix 501e for details.

7. **Effective Date**

Data reporting under the PY 2019 system begins on July 1, 2019.

E. **Changes to the Outcome Measurement System Report Cards for PY 2019**

**Center Report Card**

For PY 2019, Job Corps has made changes to the Center Report Card. The changes include a shift in the weighting scheme for PY 2019 presented in the PY 2018 Appendix 501, adjustments to the Average Literacy and Average Numeracy Gain indicators to account for transition to the new TABE 11/12 in effect as of July 1, 2019, and the addition of a new, unweighted measure of Employer Retention to further align with the WIOA performance measures.

As indicated in the PY 2018 Appendix 501, Job Corps has shifted weights for the PY 2019 Center Report Card to place greater emphasis on the Quarter 2 and Quarter 4 measures. Weight on the Credential Attainment Rating measure is decreased from 30% to 15% to reduce the overall weight on Direct Center Services from 35% to 20%. Weights for the Quarter 2 and Quarter 4 Placement measures have increased from 13.75% to 20% each in PY 2019. Similarly, the weight for the Quarter 2 Earnings measure has increased from 7.5% and 10% in PY 2019, shifting the weight of the Q2/Q4 Placement Outcomes from 35% in PY 2018 to 50%. These increases support WIOA’s emphasis on long-term outcomes and ensure better internal consistency throughout the system so that overall high performance includes high performance on these key metrics.
In addition to changes in the weighting scheme, Job Corps revised the two learning gains indicators to adjust for the transition to the new TABE 11/12 that is in effect as of July 1, 2019. The resulting TABE 11/12 scale scores are only translated to Educational Functioning Levels (EFLs) – not Grade Level Equivalents (GLEs) as available under the TABE 9/10 test. Furthermore, the criteria for determining if a student is “basic skills deficient” based upon initial TABE results has been revised for PY 2019. These two factors required Job Corps to modify the algorithms for calculating the Average Reading Gains and Average Math Gains indicators under the Measurable Skill Gains measure. For PY 2019, gains are calculated using EFLs instead of GLEs, and a national goal of 1 EFL will be used for all centers. Model-based goals will not be calculated for centers for PY 2019 due to the lack of TABE 11/12 test data to develop appropriate models. Models will be calculated for PY 2020 based upon the data collected in PY 2019. The change in the benchmark for determining “basic skills deficient” has also required Job Corps to modify the criteria for inclusion in the OMS learning gains pools. Students who score EFL 4 or below on the initial reading TABE 11/12 test and EFL 5 or below on the initial math TABE 11/12 test will respectively be included in the Average Literacy Gains and Average Numeracy Gains pools. Similarly, students taking the initial TABE Espanol tests beginning in PY 2019 will be in the appropriate learning gains pools if they score at or below EFL 4 on the reading or math tests.

In light of the scale of the modifications to the new learning gain indicators, Job Corps has implemented certain accommodations for crediting students who were on center prior to PY 2019 and who separate from Job Corps on or after July 1, 2019. Specifically:

- Students who took a valid initial TABE 9/10 test or TABE Espanol test prior to July 1, 2019 and tested out of the Average Reading Gain and/or Average Math Gain OMS pools based upon the criteria in place at the time of testing (e.g., scored above 552 or 551 respectively on the TABE 9/10 initial reading or math tests, or above 751 or 764 respectively on the TABE Espanol initial reading or math tests), will not be included in the PY 2019 pools for the respective indicators.

- Students whose valid initial TABE 9/10 tests placed them in the OMS learning gain pools (e.g., scored at or below 552 or 551 respectively on the TABE 9/10 initial reading or math tests) but who scored 567 or above on a TABE 9/10 reading test, form M or D, and 566 or above on a follow-up TABE 9/10 math test, form M or D prior to July 1, 2019 will be included in the PY 2019 pools for the respective indicators, and will receive a credit for 1 or more EFL gains as applicable.

- Students who scored at or below 552 or 551 respectively on a valid TABE 9/10 initial reading or math test, but did not achieve scores of 567 or 566 or above on a follow-up TABE 9/10 (form M or D) reading or math test respectively are required to take an initial TABE 11/12 test as of July 1, 2019 as stipulated in Program Instruction Notice (PIN) 18-06, dated June 6, 2019. These students will be included in the PY 2019 OMS learning gains pools unless their initial TABE 11/12 test results are above EFL 4 for reading or EFL 5 for math. EFL gains for these students will be calculated as the higher of either their TABE 9/10 EFL gains (based upon their valid initial and follow up TABE 9/10 tests taken prior to July 1, 2019) or TABE 11/12 EFL gains (based upon their valid initial and follow up TABE 11/12 tests taken on or after July 1,
as long as an initial TABE 11/12 test is taken within the timeframes stipulated in PIN 18-06. If a student does not take the initial TABE 11/12 test, then the student is in the PY 2019 OMS pools but is not credited with any gains. NOTE: TABE 9/10 and TABE 11/12 EFL gains cannot be combined, therefore only the highest EFL gains from either the 9/10 or 11/12 versions will be credited.

- Students who did not take a valid TABE 9/10 initial reading and/or math test within the allotted 21-days are required to take an initial TABE 11/12 test as of July 1, 2019. These students will be included in the PY 2019 OMS learning gains pools unless their initial TABE 11/12 test results are above EFL 4 for reading or EFL 5 for math. EFL gains will be calculated solely on TABE 11/12 results, as long as an initial TABE 11/12 test is taken within the timeframes stipulated in PIN 18-06.

For PY 2019 Job Corps is introducing a new measure of Employer Retention for informational purposes only. This measure aligns with Measure 6 of the WIOA performance measures that reports on the proportion of students in a job during Quarter 2 after the exit quarter that are still with the same employer in Quarter 4 after the exit quarter. Based upon analysis of available data, a goal of 60% has been set for this measure for PY 2019.

CTS, CTT and OA Report Cards

For PY 2019, Job Corps made no changes to the measures, goals and weights of the CTS, CTT and OA Report Cards.

F. Additional Policies

Provided below are additional policies in effect for PY 2019:

1. Grace Period for New Job Corps Centers

Prior to PY 2007, new centers were granted a one-year grace period during which they were not held accountable to the same degree as more established centers for outcomes and performance results. Effective PY 2007, the grace period for newly opened centers was increased from one year to two years, primarily to allow sufficient time for students to enroll and progress through all stages of Job Corps services, and to have student data populate in all performance pools. The grace period was extended to two years based upon the Average Length of Stay (ALOS) for all students and graduates, as well as time required for students to populate the longer-term placement pools. The two-year grace period is calculated from the start date of the contract, not when the center enrolls its first student. Performance outcome data will still be captured in the CIS as students enter and separate, but the center will not be held accountable for purposes of OMS.
2. Policy for Crediting Transfers to Advanced Training (AT) Programs

Job Corps offers both basic and advanced CTT programs. CTT completers are encouraged to enroll in a Job Corps Advanced Training (AT) program to earn additional and higher-level industry-recognized credentials and enhance their employability. The National Office has approved a variety of AT programs at certain Job Corps centers. Students enrolled in AT programs have the opportunity to extend their enrollment up to one full year beyond the current two-year enrollment limitation. All students who are placed in an approved AT program must meet the AT program’s specific eligibility criteria. Job Corps’ policy for crediting centers in situations where CTT completers are transferred to AT programs is outlined below. NOTE: This policy does not apply to Advanced Career Training (ACT) transfers.

(a) General: The crediting policy for AT transfers applies solely to those cases where a student physically transfers to a different center to enroll in that center’s AT program. The underlying philosophy behind the policy for AT credit is that sending and receiving centers should be held accountable for the specific outcome measures and accomplishments that are earned while the students are at their respective centers.

All placement accomplishments are credited to both the sending and the AT centers. The AT centers, however, are not credited for on-center accomplishments achieved at the sending center, nor can they obtain credit for the Measurable Skills Gains Rating measure nor the HSD/HSE indicator. AT centers can receive credit for the following indicators of the Credential Attainment measure, as applicable, when the student completes the AT program: CTT completion, and Primary IRC attainment.

In those cases where both the sending center and the AT center are credited for the same measure, the regional total and national total count the credit only once. In other words, the regional and national totals do not double-count credits for one student’s accomplishments.

NOTE: In situations where a student enters the AT program at the same center (that is, the sending center and the AT center are one and the same), the student is not considered an AT transfer, and the policy regarding crediting does not apply. Students who enter an AT program at the same center will be placed in the pools for direct center service measures (Credential Attainment Rating and Measurable Skills Gains Rating) upon separation from Job Corps.

A table summarizing the crediting policy can be found in Appendix 501 Introduction, Attachment 3: PY 2019 Center Report Card Pools and Credits for Graduates Transferred to Advanced Training (AT) Programs.
(b) Sending Centers:

(1) Credits for Transferring Students to AT Programs: At the time of the transfer:

- The sending center will receive an automatic education placement credit for the Placement Rate measure. If the student is subsequently placed in a job or education/training program after separating from the AT center, the automatic education placement credit will be replaced by a credit for the student’s actual placement.
- The sending center will receive applicable credits for all direct center services measures based upon the student’s attainment while at that center. For PY 2019, this includes:
  ✓ Credential Attainment Rating measure:
    • HSD or HSE Attainment Rate
    • CTT Completion Rate
    • Primary IRC Attainment Rate
  ✓ Measurable Skills Gains Rating measure:
    • Average Literacy Gain
    • Average Numeracy Gain

(2) Credits at Separation, CTS Placement, and Quarter 2 and Quarter 4 Placement: At the time of separation from the AT center:

- The sending center will not receive any credits for direct center services measures that are earned while the student is at the AT center.
- The sending center will receive “flow-back” credits as applicable for all placement measures. Specifically, if the student is placed in a job after separating from the AT center, the student will be placed in the sending center’s Placement Quality Rating pool for Quality Placement Rate and for Average Hourly Wage at Placement and will receive credit as applicable. If the placement is a job training match (JTM) to the student’s training received at the sending center, then the student will also be placed in the sending center’s CTT Completer JTM pool and will receive credit. If the job placement is not a JTM to the student’s training received at either the sending or receiving center, the student will be placed in the sending center’s CTT Completer JTM pool and receive a negative credit. If a student is placed in postsecondary education/training after separating from the AT center, the student will be placed in
the sending center’s Placement Quality Rating pool for one indicator (Quality Placement Rate), and will receive credit.

- For students who respond to the Quarter 2 survey, the student will be included in the sending center’s pool for the Graduate and Former Enrollee Placement Rate in Quarter 2 measure and will receive credit as applicable for that measure based on the answers to the survey questions. If the placement is a full- or part-time job, the student will be placed in the Graduate and Former Enrollee Average Earnings in Quarter 2 measure pool and the sending center will receive credit for the student’s earnings as calculated based on the information provided in the survey.

For students who respond to the Quarter 4 survey, the student will be placed in the sending center’s pool for the Graduate and Former Enrollee Placement Rate in Quarter 4 measure and will receive credit as applicable for that measure based on the answers to the survey questions.

(c) Receiving AT Centers: Credits at Separation, CTS Placement, and Quarter 2 and Quarter 4 Placement: At the time of separation from the AT center:

- The student will be entered in the AT center’s pool for two of the Credential Attainment Measure indicators (CTT Completion Rate and Primary IRC Attainment Rate). The credit for these indicators will only be based on the student’s accomplishments while at the AT center. For example, if the student completed his or her CTT program at the sending center but did not complete the trade at the AT center, the AT center would not receive credit for the CTT Completion Rate indicator. However, from the perspective of the Job Corps program, the student will be regarded as a CTT completer (having completed a CTT program at the sending center) and as noted below, will be included in the JTM pool if he or she is placed in a job after separation.

- The student will not be included in the pool for the HSD or HSE Attainment Rate indicator, or the Measurable Skills Gains Rating measure at the AT center.

- The AT center will receive credits as applicable for the CTS placement measures. Specifically, the student will be placed in the AT center’s pool for the Placement Rate measure and will receive credit as applicable. If the student is placed in a job, the student will be placed in the pools of both indicators of the AT center’s Placement Quality Rating measure (JTM Placement Rate and Quality Placement Rate) and for Average Hourly Wage at Placement and receive credit as applicable. If the job is a JTM for the sending center but not the AT center, the student will not be in
the pool for the JTM indicator of the AT center. If the student is placed in an education/training program, the student is placed in the Quality Placement Rate indicator of the AT center’s Placement Quality Rating measure.

- For students who respond to the Quarter 2 survey, the student will be put in the AT center’s pool for the Graduate and Former Enrollee Placement Rate in Quarter 2 measure and will receive credit as applicable for that measure based on the answers to the survey questions. If the placement is a full- or part-time job, the student will be placed in the Graduate and Former Enrollee Average Earnings in Quarter 2 measure pool and receive credits for the student’s earnings as calculated based on the information provided in the survey.

- For students who respond to the Quarter 2 survey, the student will be put in the AT center’s pool for the Graduate and Former Enrollee Placement Rate in Quarter 4 measure and will receive credit as applicable for that measure based on the answers to the survey questions.

(d) **Multiple AT Transfers: Credit at Transfer, Separation, CTS Placement, and Quarter 2 and Quarter 4 Placement:** If a student transfers from one center to another center to enroll in an AT program and then subsequently transfers either back to the sending center, or to another center, credit is assigned as follows:

- The center that first transfers a student to an AT program at another center is the only center that will receive an automatic education credit for the Placement Rate measure. No subsequent center that the student transfers from will receive an automatic placement education credit at the time of the transfer.

- The student will be placed in the pools of the following indicators of the Credential Attainment Rating measure at all subsequent new centers transferred to, regardless of whether a CTT program is completed or a primary IRC is attained while at that center: CTT Completion Rate and Primary IRC Rate Credit will only be granted for on-center accomplishments achieved at that specific center. **NOTE:** If the student transfers back to the sending center, the student will not be placed in that center’s CTT completion pool again.

- The first center and all subsequent centers are accountable for post-center measures, regardless from which center the student ultimately separates.
3. Timelines for Reporting Placement Data

Per the PRH, Chapter 4, Section 4.5, the timelines surrounding reporting, verifying, and entering placement data are as follows:

(a) **Date Reported:** This is the date the student first enters a placement during their *initial placement window*, regardless of whether they meet Job Corps’ placement definition, and regardless of when the CTS contractor first learns of the student’s placement. The Date Reported must occur within the *placement service window* time frame.

Exceptions to the Date Reported policy are currently allowed in the following circumstances:

- If the student enters a placement prior to their separation date, the Date Reported must be recorded as the date following the separation date.
- If the student transfers from one CTS contractor to another, the Date Reported cannot be earlier than the transfer date; therefore, if the student is placed prior to the transfer date, the Date Reported must be recorded as the date of transfer.

For placement upgrades, the Date Reported is the first day the student starts the upgraded placement - whether this is the first day at a new, upgraded placement or the first day the position, hours, wages or credits improved in an existing placement.

(b) **Date Placed:** This is the date the student meets the Job Corps definition for placement and must be at least 7 calendar days after the Date Reported in order to ensure that the placement criteria have been met. For example, if the Date Reported is April 1, then the Date Placed must be on or after April 8.

(c) **Date Verified:** This is the date that documentation is received verifying the placement, including the hours, duration, and/or wage as appropriate.

(d) **Date Approved:** This is the date, after all the placement and verification information is entered into the CTS System, that the placement is approved by either a CTS Manager or Coordinator.

**NOTE:** For crediting purposes, the placement verification must be received and reported to the JCDC via the CTS System within 90 calendar days of Date Reported. The Date Placed, Date Verified, and Date Approved are not required to be in the placement service window. However, the time from the Date Reported to the Date Approved must be 90 calendar days or less.
If the verification is not received and/or the information is not entered into the CTS system within the above-specified time frame, the CTS contractor and center will not receive credit for the Placement Rate measure for this student. The student will not be in the pool of any of the Placement Quality Rating indicators and Graduate and Former Enrollee Average Hourly Wage at Placement and the CTS contractor and center will not receive credit for these measures. JCDC will, however, include these placements in the National and Regional totals of the CTS placement measures if they otherwise meet placement requirements.

If the student responds to the post-separation surveys, the CTS contractor and center can receive credit for the Quarter 2 and Quarter 4 placement and Quarter 2 Average Earning measures as appropriate.

4. Placement Upgrades

Placement upgrades occurring while the student’s placement service window is active will continue to be credited in PY 2019. As in prior years, placement upgrades that occur during the placement window are credited for the Placement Rate measure, Graduate and Former Enrollee Average Hourly Wage at Placement, and Placement Quality Rating measure (and its two indicators as applicable: JTM Rate and Quality Placement Rate). All students (graduates and former enrollees) are eligible for upgrades that occur while their placement windows are active.

Example: A graduate separates from a center and is initially reported as placed in a $7.50 per hour, non-JTM, and full-time job. Credit for that student is given in the Center Report Card for the Placement Rate measure and for the following: Average Hourly Wage at Placement (at $7.50 per hour), and Placement Quality Rate (for a full-time job). During the placement window, the graduate obtains another full-time position that is a JTM and has an hourly wage of $8.00; a placement record for this job should be submitted since there has been a change in the placement information. The Date Reported is entered as the first date the wage increase is in effect. Upon submission of the verified increase, the higher wage and job information replaces the lower, thereby “upgrading” the result for the student. That is, credit for the Placement Rate, Average Hourly Wage at Placement and Placement Quality Rate indicators is replaced by the $8.00 per hour job, and credit is now also given for the JTM Rate.

NOTE: For upgraded placements, the Date Reported is the first day the student starts the upgraded placement (whether this is the first day at a new, upgraded placement or the first day the position, hours, wages or credits improved in an existing placement). From Date Reported, CTS contractors have 90 calendar days to verify and approve the upgraded placement in the CTS system. All subsequent placements that occur after the initial placement, yet during the placement
window, should be recorded for informational purposes, regardless of whether the placement is an upgrade. However, only those placements that are upgrades are credited for the CTS placement measures. A chart outlining the placement upgrade policy can be found in Appendix 501 Introduction, Attachment 2: PY 2019 Initial Placements and Allowable Upgrades. Upgrades are credited to align the systems with the CTT Report Card, emphasize the importance of continuous progress in the workforce, and encourage JTM and post-secondary education/training placements.

5. **Filing a Request to Add a Placement Code to the Job Training Match (JTM) Crosswalk**

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2019. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. Please ensure that requests are filed using the PY 2019 version of the Request Form located in Appendix 501 Introduction, Attachment 6: PY 2019 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk and Request Form.

6. **Military Wage at Placement**

Job Corps uses a standardized hourly wage rate to record the salary of Job Corps students placed in the military. This rate applies for all students who enter the military during their initial placement (or as a placement upgrade). Standardized weekly earnings rates are also used for students who are enlisted in the military in Quarter 2 after exit.

To develop the standardized military hourly wage at placement, the estimated gross annual earnings is calculated by summing the gross annual basic pay for E-1 enlistees at entry (<4 months), the annual initial clothing allowance (weighted by the most recent CY student placements across military branch and gender), the annual subsistence allowance, the estimated value of the house services received, plus the tax-value of the latter three benefits. The total adjusted gross amount is divided by 2,080 hours to yield an average hourly wage at placement.

The annual gross values for all components, except basic pay, remain the same in calculating the standardized military wage at placement and for the second quarter after exit. In calculating weekly earnings at Quarter 2 after exit, the value for
basic pay for E-1 enlistees active for 4 or more months is used (since, depending on when the student separated from Job Corps during a particular calendar quarter, Quarter 2 can be 4 to 6 months, 5 to 7 months, or 6 to 8 months after exit).

Beginning January 2017, the standardized military hourly wage and weekly earnings at Quarter 2 after exit used by Job Corps is adjusted annually to reflect the most current military compensation levels typically updated at the start of the calendar year. The annual adjustments account for the military base pay percentage increases determined by the House Armed Services Committee as well as increases in the allowances rates. The annual military hourly wage at placement and Quarter 2 weekly earnings values are shared with the Job Corps community via a Program Information Notice at the beginning of each calendar year.

**NOTE:** While students who enlist in the military may be eligible for incentive/special pays, bonuses, retirement, vacation, and education assistance, these additional benefits are not included in the calculation of the standardized wage rate in order to ensure a degree of uniformity of measurement with the wages recorded for students who are in civilian positions (which do not include any benefits that may be received, such as free or subsidized medical coverage, subsidized transportation, retirement savings contributions, etc.).

7. **Second Quarter (Quarter 2) and Fourth Quarter (Quarter 4) after Exit Quarter Surveys**

In PY 2019, Job Corps will continue to report graduate and former enrollee placements in Quarter 2 and Quarter 4 after exit quarter and graduate and former enrollee average earnings in Quarter 2 after exit quarter. Job Corps’ post-separation surveys capture such information for all students who have demonstrated a commitment to the program (i.e., those who have completed the Career Preparation Period or have been enrolled for 60 or more days). Data from these surveys are used to calculate placement and earnings credits for the three Quarter 2 and Quarter 4 placement and earnings measures in the OMS.

Job Corps originally implemented the post-separation surveys using a program-specific definition of the time period constituting the second quarter after exit and the fourth quarter after exit. Under this definition, Quarter 2 is the second three-month period and Quarter 4 the fourth three-month period immediately following the student’s exit date. Beginning PY 2018, Job Corps adopted the definition used by other DOL programs to define Quarter 2 as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter. For example, if the participant’s date of exit is between January 1st and March 31st, the second quarter after exit would be July 1st through September 30th.
The transition from the previous to these new reporting timeframes was implemented in May and June 2018 as stated in JCDC Notice 17-207. As of July 1, 2018, all post-separation surveys use the new reporting timeframes.

Provided below is a description of the survey process and requirements:

(a) **Data Validity:** Job Corps is committed to the highest standards of data validity and integrity for all data collected and used in the performance management systems. In particular, this applies to all information obtained from students through the Quarter 2 and Quarter 4 after exit surveys. It is important that all Job Corps staff recognize the policies and procedures that need to be followed when collecting data from human subjects to ensure the validity and integrity of these data. Provided below is background on the information provided to students when the surveys are administered, followed by examples of behaviors that potentially threatens the validity and integrity of the data.

The Office of Job Corps and the survey contractors are committed to the ethical conduct of the Quarter 2 and Quarter 4 survey data collection to protect the rights of participants. This includes providing participants with information about the survey and their rights as participants so that they can make an informed decision about whether to participate. The survey is voluntary, which means that participants have the right to refuse to participate and must not be subject to coercion or otherwise made to feel that a benefit of the program will be denied to them if they do not participate.

(b) **Survey Protocol:** Before beginning the questionnaire, survey staff read each participant a statement of “informed consent” that includes the following guidelines and principles:

- Their participation in the survey is voluntary
- They have the right to refuse to participate in the survey or to refuse to answer any questions they do not wish to answer
- Their refusal to participate in the survey will not impact any benefit they are eligible to receive as participants in the Job Corps program
- The information they provide will be confidential and will only be used by Job Corps for purposes of program evaluation

(c) **Prohibited Activities:** To ensure that participation in Job Corps’ Second and Fourth Quarter after exit surveys remains voluntary and that Job Corps program staff does not engage in any practice that might be construed as coercion, the following practices should be avoided by all Job Corps staff:

- Linking the receipt of any payments, awards, or benefits that Job
Corps students are otherwise eligible to receive for their program participation to the conduct or result of the survey is inappropriate. Whether the student completes the surveys and whether answers result in a positive credit for the program, center, or CTS contractor, survey results should never be used to give or deny students any payments, awards, or benefits for which they are otherwise eligible.

• Instructing students that they should not participate in the surveys unless they are employed or in school is inappropriate and would lead to invalid measures of program performance.

• Coaching students on their responses, such as providing or suggesting “correct” or “incorrect” answers to questions is inappropriate.

• Listening in on the telephone while the student takes a confidential survey is inappropriate. If former students call the survey line from a counselor’s office, the counselor should leave the room so that the participant can answer the survey in private.

• Calling the survey line professing to be the student to complete the survey(s) in place of the student is inappropriate and leads to invalid outcome measures.

• Requesting students whose responses to the survey resulted in zero credit to call the survey line and take the survey over again is inappropriate. Moreover, if a student has already completed the survey, the survey contractor will not administer a second survey. **NOTE:** If a student’s survey resulted in no credit and the center or CTS contractor believes the student was in a qualified placement, the appropriate step is to file an appeal.

• Withholding known contact information for students who do not currently have a Job Corps-valid job or educational placement is inappropriate and will lead to invalid outcome measures.

• Encouraging students in their survey windows to call the survey contractors instead of waiting to be contacted by the survey contractors is inappropriate. The Quarter 2 and Quarter 4 after exit quarter survey system is designed for out-bound calls by contractors to former students in their survey windows to sustain the third-party objectivity and data integrity. Encouraging and organizing student call-ins undermines the integrity of the system.

The Office of Job Corps actively responds to violations of this policy. Consequences for unethical or fraudulent contact could include:

• Dismissal of the responsible contractor staff;
• Invalidation of any credits received for the second and fourth quarter after exit surveys (as applicable) in the Center, CTS, and CTT Report Cards;
• Administrative movement of the contractor to the bottom of the
Report Cards, affecting their performance and incentive bonus, as well as their internal scores for earning future contracts; and/or
- Cancellation of the contract.

**NOTE:** These or similar repercussions may be imposed when such behavior is identified.

(d) **Appeal Process:**

For PY 2019, appeals will be accepted for both placement and earnings outcomes reported from the Quarter 2 survey and placement outcomes reported from the Quarter 4 survey for the following measures:
- Graduate and Former Enrollee Placement Rate in Quarter 2 after Exit;
- Graduate and Former Enrollee Average Earnings in Quarter 2 after Exit;
- Graduate and Former Enrollee Placement Rate in Quarter 4 after Exit; and
- Graduate Average Earnings in Quarter 4 after Exit (for verification of Quarter 4 placement).

Placement and earnings outcomes appeals are only approved if supporting documentation can validate that student’s placement was in the applicable survey quarter and met Job Corps’ placement definitions. Appeals will be accepted and processed only when all the four conditions below are met:

- a student is working, in education or training, or in the military during the survey quarter with adequate documentation,
- completed the Quarter 2 or Quarter 4 survey;
- received negative survey results, and
- the 8-week survey window has expired

All appeals for job placements, including active duty military, must include an appeal for earnings for the same quarter. Earnings only appeals are accepted where a positive job placement is credited (through data collected via the post-separation surveys). Please note that the survey appeals are not designed for verification of initial placement outcomes. It is also important to note that the required placement documentation must cover the survey quarter, not for the 8-week survey window.

The following table provides the Quarter 2 and Quarter 4 start and end dates according to a student’s separation date:
<table>
<thead>
<tr>
<th>Q2</th>
<th>Exit Quarter</th>
<th>Q2 Survey Reference Quarter</th>
<th>Q2 Survey Quarter Start of 8-Week Survey Window</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Q4</th>
<th>Exit Quarter</th>
<th>Q4 Survey Reference Quarter</th>
<th>Q4 Survey Quarter Start of 8-Week Survey Window</th>
</tr>
</thead>
</table>

**Documentation:** Appeals submitted for a placement must include a completed PY 2019 Job Corps Appeal Form for Quarter 2 or Quarter 4 Placement Outcomes using the template and instructions provided in Appendix 501-Introduction, Attachment 4.

Centers must submit supporting documentation to validate the placement and are required to provide justification for their appeal. Acceptable documentation for placement appeals includes:

- pay stubs,
- written statements from employer or educational entity on letterhead,
- business cards or office stamp from employer or educational entity on a center or CTS verification form,
- school/training institution transcript, or
- third party employment verification documentation such as *The Work Number*, or the SCRA website (for military placement verification only).

Placement appeals are only considered if the supporting documentation can validate that the student’s placement was in the applicable survey quarter and met Job Corps’ placement requirements.
Earnings appeals must include a completed PY 2019 Job Corps Appeal Form for Quarter 2 Earnings Outcomes using the template and instructions provided in Appendix 501-Introduction, Attachment 5.

All earnings appeals must include documentation to completely validate the earnings reported for the student for the entire quarter. For a complete list of the documentation required to validate total earnings received by the student in the quarter, please see the instructions in Attachment 5. Documentation is required to validate total earnings received for all hours worked in the quarter and for all jobs held by the student in the quarter. This includes:

- All part-time and full-time jobs the student held in the quarter even if some of the jobs do not meet the Job Corps placement criteria.
  - Earnings must be calculated for hours worked in the quarter at all jobs, plus any overtime, tips, and commissions earned from work conducted in the quarter. If a student receives income from bonuses, tips, or commissions earned during the appeal quarter and previous quarter(s), the earnings appeal should only include the portion earned and verified during the appeal quarter, some of which might be paid during the next quarter.
  - At least one job must meet Job Corps job placement criteria, and earnings included in the earnings appeal and the relevant verification documentation should be from all employers or approved third-party verifiers.
- Each job during the appeal quarter must have one of the following forms of documentation to verify all earnings for that entire quarter:
  - pay stubs;
  - proof of income for tax purposes (e.g., W-2); third party verification (e.g., The Work Number,);
  - earnings statement from the employer or payroll company; or timesheet record.

All verification documentation from an employer must include a signature from a point of contact. As specified in Table 1, Attachment 5 of Appendix 501 Introduction, Verification of Employment forms are required when other forms of documentation do not include enough information to fully verify students’ quarterly wage.

To protect students’ Personally Identifiable Information (PII), appeal submissions and supporting documentation should ONLY include students’ names and Student ID numbers issued by Job Corps for
identification purposes. Under no circumstances should any appeal and/or supporting documentation contain a student’s Social Security Number (SSN). Job Corps requires that SSNs be redacted from any supporting document before submission to the National Office.

**Submission of Appeals:** Completed appeal form(s), justification and required supporting documentation are to be scanned/e-mailed to:

surveyappeals@dol.gov

Appeals must be submitted and received by close of business (COB), two working days prior to the last working day of the month to be processed within that month.

The following timetable outlines the PY 2019 dates during which appeals must be received by the National Office, Program Performance Team:

<table>
<thead>
<tr>
<th>Appeals for</th>
<th>Received from</th>
<th>To COB</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2019</td>
<td>6/26/19</td>
<td>7/29/19</td>
</tr>
<tr>
<td>August 2019</td>
<td>7/30/19</td>
<td>8/28/19</td>
</tr>
<tr>
<td>September 2019</td>
<td>8/29/19</td>
<td>9/26/19</td>
</tr>
<tr>
<td>October 2019</td>
<td>9/27/19</td>
<td>10/29/19</td>
</tr>
<tr>
<td>November 2019</td>
<td>10/30/19</td>
<td>11/27/19</td>
</tr>
<tr>
<td>December 2019</td>
<td>11/28/19</td>
<td>12/27/19</td>
</tr>
<tr>
<td>January 2020</td>
<td>12/28/19</td>
<td>1/29/20</td>
</tr>
<tr>
<td>February 2020</td>
<td>1/30/20</td>
<td>2/26/20</td>
</tr>
<tr>
<td>April 2020</td>
<td>3/28/20</td>
<td>4/28/20</td>
</tr>
<tr>
<td>June 2020</td>
<td>5/28/20</td>
<td>6/26/20</td>
</tr>
</tbody>
</table>

Appeals must be filed within 90 calendar days from the date the first report was issued with the individual student’s outcomes (OMS-20, CTT-20, or CTS-20).

The Office of Job Corps will review (according to the timetable above) the appeal and all supporting documentation to determine if the justification supports granting an appeal. Documentation and decisions will be retained for future reference. Notification of outcomes (both approvals and denials) will be e-mailed by the Office of Job Corps to the appealing entity in the month following processing. For example, notifications of the outcomes of appeals processed in July will be e-mailed in August.
G. **Data Integrity**

Job Corps’ performance management system is also an integral tool for continuous program improvement and is a key factor for performance-based contracting. To maintain the highest level of data integrity, the Office of Job Corps has established a Data Integrity Audit (DIA) system to ensure the validity and reliability of the information supporting the performance management systems. Using random and targeted samples, DIAs identify and report on specific instances of improperly reported or anomalous data, as well as management practices that could potentially affect data integrity. The Office of Job Corps conducts DIAs on center records pertaining to HSD/HSE attainment, CTT completion, student leave, and on CTS contractor records pertaining to CTS placement results. All validated errors and discrepancies are corrected, and Regional Offices impose liquidated damages as appropriate. As a system, each level of program staff is responsible for the integrity of the data it generates, collects, or records. As a program, the Office of Job Corps continues to conduct rigorous DIAs and remains vigilant and responsive to all data integrity issues.

H. **PY 2019 OMS Report Cards**

Provided on the following pages are summary tables depicting the PY 2018 OMS Report Cards followed by the PY 2019 OMS Report Cards (and the supplemental report cards for calculating the composite measures). New measures/indicators and changes in goals and weights for PY 2019 compared to PY 2018, are represented in red font. See Appendices 501a, 501b, 501c, and 501d for specific information on the individual outcome measurement systems, including changes, for PY 2019.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT CENTER SERVICES (35%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credential Attainment Rating</td>
<td>Rating based on weighted performance on three indicators relative to goals: (1) HSD/HSE attainment rate*, (2) CTT completion rate, and (3) Primary IRC attainment rate</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td>Measurable Skills Gains Rating*</td>
<td>Rating based on average performance of two indicators relative to goals: Average Literacy Gains and Average Numeracy Gains</td>
<td>100%</td>
<td>5%</td>
</tr>
<tr>
<td><strong>CTS PLACEMENT OUTCOMES (30%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Rate</td>
<td>No. of graduates and former enrollees placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center. No. of graduates and former enrollees whose placement records are due or received or who transferred to an approved Advanced Training program at another center</td>
<td>83%</td>
<td>10%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Average Hourly Wage at Placement*</td>
<td>Sum of hourly wages of graduates and former enrollees placed in a job or the military. No. of graduates and former enrollees placed in a job or the military.</td>
<td>$12.00</td>
<td>7.5%</td>
</tr>
<tr>
<td>Placement Quality Rating</td>
<td>Rating based on weighted performance on two indicators relative to goals: (1) job-training match rate, and (2) quality placement rate. (percentage of all initially placed graduates and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training)</td>
<td>100%</td>
<td>12.5%</td>
</tr>
<tr>
<td><strong>Q2/Q4 PLACEMENT OUTCOMES (35%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program divided by the number of graduates and former enrollees who completed the Quarter 2 survey.</td>
<td>80%</td>
<td>13.75%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program divided by the number of graduates and former enrollees who completed the Quarter 4 survey.</td>
<td>80%</td>
<td>13.75%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey divided by the number of graduates and former enrollees who completed the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter.</td>
<td>$5,500</td>
<td>7.5%</td>
</tr>
</tbody>
</table>

*Model-Based Goal
## PY 2018 SUPPLEMENTAL CENTER REPORT CARD

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CREDENTIAL ATTAINMENT RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSD/HSE Attainment Rate*</td>
<td>No. of students who attain either an HSD or HSE No. of separated students without an HSD or HSE at entry</td>
<td>65%</td>
<td>40%</td>
</tr>
<tr>
<td>Career Technical Training (CTT) Completion Rate</td>
<td>No. of students who complete a CTT program No. of separated students</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>CTT Primary IRC Attainment Rate</td>
<td>No. of CTT students who attain an approved Primary industry-recognized credential or complete an NTC program No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>30%</td>
</tr>
<tr>
<td>*Model-based Goal</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td><strong>MEASURABLE SKILLS GAINS RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Literacy Gains*</td>
<td>Sum of Grade Level Equivalent gains attained on the highest valid subsequent TABE reading test No. of students who score 552 or lower on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center</td>
<td>3.00 GLE</td>
<td>50%</td>
</tr>
<tr>
<td>Average Numeracy Gains*</td>
<td>Sum of Grade Level Equivalent gains attained on the highest valid subsequent TABE math test No. of students who score 551 or lower on the initial TABE math test and students who do not take a valid initial math test during the first 21 calendar days on center</td>
<td>3.00 GLE</td>
<td>50%</td>
</tr>
<tr>
<td>*Model-based Goal</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td><strong>PLACEMENT QUALITY RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Completer Job Training Match (JTM) Rate</td>
<td>No. of CTT completers placed in a training-related job or the military No. CTT completers placed in a job or the military</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td>Full-Time Quality Placement Rate</td>
<td>No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time jobcollege combination or a full-time post-secondary training program No. of initially placed graduates and former enrollees</td>
<td>75%</td>
<td>65%</td>
</tr>
<tr>
<td>*Model-based Goal</td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
### PY 2019 CENTER REPORT CARD

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT CENTER SERVICES (20%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credential Attainment Rating</td>
<td>Rating based on weighted performance on three indicators relative to goals: (1) HSD/HSE attainment rate*, (2) CTT completion rate, and (3) Primary IRC attainment rate</td>
<td>100%</td>
<td>15%</td>
</tr>
<tr>
<td>Measurable Skills Gains Rating</td>
<td>Rating based on average performance of two indicators relative to goals: Average Literacy Gains and Average Numeracy Gains</td>
<td>100%</td>
<td>5%</td>
</tr>
<tr>
<td><strong>CTS PLACEMENT OUTCOMES (30%)</strong></td>
<td></td>
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<td></td>
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<td>Placement Rate</td>
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<td>83%</td>
<td>10%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Average Hourly Wage at Placement*</td>
<td>Sum of hourly wages of graduates and former enrollees placed in a job or the military No. of graduates and former enrollees placed in a job or the military</td>
<td>$12.00</td>
<td>7.5%</td>
</tr>
<tr>
<td>Placement Quality Rating</td>
<td>Rating based on weighted performance on three indicators relative to goals: (1) job-training match rate, and (2) quality placement rate (percentage of all initially placed graduates and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training)</td>
<td>100%</td>
<td>12.5%</td>
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<td></td>
<td></td>
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<tr>
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<td>No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program No. of graduates and former enrollees who complete the Quarter 2 survey</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program No. of graduates and former enrollees who complete the Quarter 4 survey</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter</td>
<td>$5,500</td>
<td>10%</td>
</tr>
<tr>
<td>Employer Retention Rate</td>
<td>No. of graduates and former enrollees who were employed by the same employer in Quarter 2 and Quarter 4 after exit quarter No. of graduates and former enrollees who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter</td>
<td>60%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Model-Based Goal
<table>
<thead>
<tr>
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</tr>
<tr>
<td><strong>MEASURABLE SKILLS GAINS RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Literacy Gains</td>
<td>Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE reading test No. of students who score Educational Functioning Level 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center</td>
<td>1 EFL</td>
<td>50%</td>
</tr>
<tr>
<td>Average Numeracy Gains</td>
<td>Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE math test No. of students who score Educational Functioning Level 5 or below on the initial TABE math test and students who do not take a valid initial math test during the first 21 calendar days on center</td>
<td>1 EFL</td>
<td>50%</td>
</tr>
<tr>
<td><strong>PLACEMENT QUALITY RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Completer Job Training Match (JTM) Rate</td>
<td>No. of CTT completers placed in a training-related job or the military No. CTT completers placed in a job or the military</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td>Full-Time Quality Placement Rate</td>
<td>No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program No. of initially placed graduates and former enrollees</td>
<td>75%</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Measure</td>
<td>Definition</td>
<td>Goal</td>
<td>Weight</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
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<td>--------</td>
</tr>
<tr>
<td><strong>QUANTITY/PRODUCTION (60%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female Arrival Rate</td>
<td>No. of female arrivals&lt;br&gt;Total female contracted quota</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td>Total Arrival Rate</td>
<td>No. of total arrivals&lt;br&gt;Total contracted quota</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td><strong>QUALITY/COMMITMENT (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Level 1 Zero Tolerance (ZT) Separation Rate</td>
<td>No. of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days or under code 5.2A within the first 45 calendar days&lt;br&gt;No. of student arrivals with the opportunity to stay in the program for at least 45 calendar days</td>
<td>98%</td>
<td>5%</td>
</tr>
<tr>
<td>Arrivals With 90-Day Commitment Rate</td>
<td>No. of students in the pool who stay for 90 or more calendar days&lt;br&gt;No. of student arrivals with the opportunity to stay in the program for at least 90 calendar days</td>
<td>85%</td>
<td>30%</td>
</tr>
<tr>
<td>Graduate Rate</td>
<td>No. of students who separate as graduates&lt;br&gt;No. of separated students</td>
<td>65%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Measure</td>
<td>Definition</td>
<td>Goal</td>
<td>Weight</td>
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<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>QUANTITY/PRODUCTION (60%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female Arrival Rate</td>
<td>No. of female arrivals</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Total female contracted quota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Arrival Rate</td>
<td>No. of total arrivals</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Total contracted quota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUALITY/COMMITMENT (40%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Level 1 Zero Tolerance (ZT) Separation Rate</td>
<td>No. of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days or under code 5.2A within the first 45 calendar days</td>
<td>98%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>No. of student arrivals with the opportunity to stay in the program for at least 45 calendar days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrivals With 90-Day Commitment Rate</td>
<td>No. of students in the pool who stay for 90 or more calendar days</td>
<td>85%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>No. of student arrivals with the opportunity to stay in the program for at least 90 calendar days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Rate</td>
<td>No. of students who separate as graduates</td>
<td>65%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>No. of separated students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measure</td>
<td>Definition</td>
<td>Goal</td>
<td>Weight</td>
</tr>
<tr>
<td>---------</td>
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<td>--------</td>
</tr>
</tbody>
</table>
| Placement Rate | No. of graduates and former enrollees placed in a job, the military, an education/training program, or a job/college combination
No. of graduates and former enrollees whose placement records are due or received | 83% | 20% |
| Placement Average Wage* | Sum of hourly wages of graduates and former enrollees placed in a job or the military
No. of graduates and former enrollees placed in a job or the military | $12.00 | 10% |
| Placement Quality Rating | Rating based on weighted performance on two indicators relative to goals: (1) job-training match rate, and (2) quality placement rate (percentage of all initially placed graduate and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training) | 100% | 20% |
| Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter | No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program
No. of graduates and former enrollees who complete the Quarter 2 survey | 80% | 20% |
| Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter | No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program
No. of graduates and former enrollees who complete the Quarter 4 survey | 80% | 20% |
| Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter* | Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey
No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military | $5,500 | 10% |

*Model-Based Goal
## PY 2018 SUPPLEMENTAL CTS REPORT CARD

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Technical Training (CTT) Completer Job Training Match (JTM) Rate</td>
<td>No. of CTT program completers placed in a training-related job or the military</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td>Full-Time Quality Placement Rate</td>
<td>No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program</td>
<td>75%</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td>No. of placed graduates and former enrollees</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
### PY 2019 CTS REPORT CARD

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CTS PLACEMENT OUTCOMES (50%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Rate</td>
<td>No. of graduates and former enrollees placed in a job, the military, an education/training program, or a job/college combination. No. of graduates and former enrollees whose placement records are due or received.</td>
<td>83%</td>
<td>20%</td>
</tr>
<tr>
<td>Placement Average Wage*</td>
<td>Sum of hourly wages of graduates and former enrollees placed in a job or the military. No. of graduates and former enrollees placed in a job or the military.</td>
<td>$12.00</td>
<td>10%</td>
</tr>
<tr>
<td>Placement Quality Rating</td>
<td>Rating based on weighted performance on two indicators relative to goals: (1) job-training match rate and (2) quality placement rate. Percentage of all initially placed graduate and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training.</td>
<td>100%</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Q2/Q4 PLACEMENT OUTCOMES (50%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program. No. of graduates and former enrollees who complete the Quarter 2 survey.</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program. No. of graduates and former enrollees who complete the Quarter 4 survey.</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey. No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military.</td>
<td>$5,500</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Model-Based Goal
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLACEMENT QUALITY RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Completer Job Training Match (JTM) Rate</td>
<td>No. of CTT program completers placed in a training-related job or the military No. of CTT program completers placed in a job or the military</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td>Full-Time Quality Placement Rate</td>
<td>No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program No. of placed graduates and former enrollees</td>
<td>75%</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Measure</td>
<td>Definition</td>
<td>Goal</td>
<td>Weight</td>
</tr>
<tr>
<td>---------</td>
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<td>--------</td>
</tr>
<tr>
<td><strong>DIRECT CENTER SERVICES (20%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Program Completion Rate</td>
<td>No. of students who complete a CTT program No. of separated students assigned to a CTT program</td>
<td>80%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Industry-Recognized Credential (IRC) I Attainment Rate</td>
<td>No. of CTT students who attain an approved Primary IRC or complete an NTC program No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>7.5%</td>
</tr>
<tr>
<td>CTT Industry-Recognized Credential (IRC) II Attainment Rate</td>
<td>No. of CTT students who attain an approved Secondary IRC or an approved second Primary IRC No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>2.5%</td>
</tr>
<tr>
<td><strong>CTS PLACEMENT OUTCOMES (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTT Completer Placement Rate</td>
<td>No. of CTT completers placed in a job, the military, an education/training program, a job/college combination, or who transferred to an approved Advanced Training program at another center No. of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center</td>
<td>92%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Average Hourly Wage at Placement*</td>
<td>Sum of hourly wages of CTT completers placed in a job or the military No. of CTT completers placed in a job or the military</td>
<td>$12.25</td>
<td>5%</td>
</tr>
<tr>
<td>CTT Completer Full-Time Quality Placement Rate</td>
<td>No. of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program No. of initially placed CTT completers</td>
<td>75%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Job Training Match (JTM) Placement Rate</td>
<td>No. of CTT completers placed in a training-related job or the military No. of CTT completers placed in a job or the military</td>
<td>65%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Job Training Match (JTM) Average Hourly Wage*</td>
<td>Sum of hourly wages of CTT completers placed in a training-related job or the military No. of CTT completers placed in a training-related job or the military</td>
<td>$12.85</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Q2/Q4 PLACEMENT OUTCOMES (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTT Completer Placement Rate in Quarter 2 After Exit Quarter</td>
<td>No. of CTT completers who report on the Quarter 2 survey they are in a job, the military, or an education/training program No. of CTT completers who complete the Quarter 2 survey</td>
<td>83%</td>
<td>15%</td>
</tr>
<tr>
<td>CTT Completer Placement Rate in Quarter 4 After Exit Quarter</td>
<td>No. of CTT completers who report on the Quarter 4 survey they are in a job, the military, or an education/training program No. of CTT completers who complete the Quarter 4 survey</td>
<td>83%</td>
<td>15%</td>
</tr>
<tr>
<td>CTT Completer Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of CTT completers who report they are in a job or the military on the Quarter 2 survey No. of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter</td>
<td>$5,700</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Model-Based Goal (center level)
<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Center Services (20%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Program Completion Rate</td>
<td>No. of students who complete a CTT program&lt;br&gt;No. of separated students assigned to a CTT program</td>
<td>80%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Industry-Recognized Credential (IRC) I Attainment Rate</td>
<td>No. of CTT students who attain an approved Primary IRC or complete an NTC program&lt;br&gt;No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>7.5%</td>
</tr>
<tr>
<td>CTT Industry-Recognized Credential (IRC) II Attainment Rate</td>
<td>No. of CTT students who attain an approved Secondary IRC or an approved second Primary IRC&lt;br&gt;No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>2.5%</td>
</tr>
<tr>
<td><strong>CTT Placement Outcomes (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTT Completer Placement Rate</td>
<td>No. of CTT completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center&lt;br&gt;No. of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center</td>
<td>92%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Average Hourly Wage at Placement*</td>
<td>Sum of hourly wages of CTT completers placed in a job or the military&lt;br&gt;No. of CTT completers placed in a job or the military</td>
<td>$12.25</td>
<td>5%</td>
</tr>
<tr>
<td>CTT Completer Full-Time Quality Placement Rate</td>
<td>No. of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program&lt;br&gt;No. of initially placed CTT completers</td>
<td>75%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Job Training Match (JTM) Placement Rate</td>
<td>No. of CTT completers placed in a training-related job or the military&lt;br&gt;No. of CTT completers placed in a job or the military</td>
<td>65%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Job Training Match (JTM) Average Hourly Wage*</td>
<td>Sum of hourly wages of CTT completers placed in a training-related job or the military&lt;br&gt;No. of CTT completers placed in a training-related job or the military</td>
<td>$12.85</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Q2/Q4 Placement Outcomes (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTT Completer Placement Rate in Quarter 2 After Exit Quarter</td>
<td>No. of CTT completers who report on the Quarter 2 survey they are in a job, the military, an education/training program, or a job/college combination&lt;br&gt;No. of CTT completers who complete the Quarter 2 survey</td>
<td>83%</td>
<td>15%</td>
</tr>
<tr>
<td>CTT Completer Placement Rate in Q4 After Exit Quarter</td>
<td>No. of CTT completers who report on the Quarter 4 survey they are in a job, the military, an education/training program, or a job/college combination&lt;br&gt;No. of CTT completers who complete the Quarter 4 survey</td>
<td>83%</td>
<td>15%</td>
</tr>
<tr>
<td>CTT Completer Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of CTT completers who report they are in a job or the military on the Quarter 2 survey&lt;br&gt;No. of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter</td>
<td>$5,700</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Model-Based Goal (center level)
APPENDIX 501 - Attachments

POLICIES AND PROCEDURES FOR
PROGRAM YEAR (PY) 2019
OUTCOME MEASUREMENT SYSTEM
APPENDIX 501 - Attachments

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Model-Based Goals

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Attachment 11: PY 2019 CTT Center Level Model-Based Goals (CTT)
Attachment 1

Workforce Innovation Opportunity Act (WIOA) Performance Reporting System

Following guidance from the Office of Management and Budget (OMB) and the Employment and Training Administration (ETA) of Department of Labor (DOL), Job Corps (JC) has established a Workforce Innovation and Opportunity Act (WIOA) Reporting System, independent of the Performance Management System and the Outcome Measurement System (OMS) Report Cards.

While Job Corps began collecting data through this new reporting system in Program Year (PY) 2016, national targets will not be set for the WIOA measures until sufficient annual data has been collected and any inconsistencies in the data collection have been resolved. Until the new WIOA performance system has been fully implemented, stabilized, and targets have been set, Job Corps will continue to use OMS reports for decision making in the areas of contract and option year awards, past effectiveness scores, incentive fees, performance assessments, and Performance Improvement Plan (PIP) graduation evaluations.

Beginning PY 2018, Job Corps is developing a system to use quarterly wage records, as available, as the primary data source to report on the employment status and wages of Job Corps participants. This use of quarterly wage record data to assess participants’ outcomes is required under section 159(e) of WIOA. Job Corps will continue to use its post-separation survey to collect responses regarding employment, education and training status, and earnings at Quarter 2 and Quarter 4 after exit (OMB No. 1205-0426, Placement Verification and Follow-up of Job Corps Participants) as a supplemental data source to the quarterly wage records.

Additionally, as of PY 2018, Job Corps has adopted the definition used by other DOL programs to define Quarter 2 as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter. For example, if the participant’s date of exit is between January 1st and March 31st, the second quarter after exit would be July 1st through September 30th. This change in the definitions of the reporting quarters serves two goals:

- Alignment with other DOL employment and training programs that all employ this definition; and,
- Alignment with how quarterly wage records are reported, which will serve as the primary data source for reporting employment status and earnings for Job Corps (with the surveys serving as supplemental data sources) under WIOA.
Under Job Corps’ WIOA Reporting System, a new WIOA Quarterly Performance Report (QPR) is used to report Job Corps’ outcomes on the six primary WIOA measures detailed in Section 116 of the legislation. In PY 2018, Job Corps began transmitting data quarterly, including results from the post-separation surveys, to the DOL Workforce Integrated Performance System (WIPS). WIPS will utilize the transmitted data to obtain quarterly wage record matches through the Common Reporting Information System (CRIS) and subsequently produce the QPRs with results for the six primary performance measures. The QPR is designed in the same format as the other adult and youth programs administered by DOL/ETA, the U.S. Department of Education (ED), and the U.S. Department of Health and Human Services (HHS), to enable performance comparison across these programs.

In accordance with proposed regulations for implementing WIOA, as indicated in the DOL and U.S. Education Department joint regulations, Job Corps has developed the following specifications for the six primary measures.

<table>
<thead>
<tr>
<th>Measure 1: Employment or Education/Training Rate (Quarter 2 After Exit)</th>
<th>Pool</th>
<th>Credit</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>All JC participants who demonstrated a commitment to the program (completed Career Preparation Period (CPP) or remained in the program at least 60 days) and exited</td>
<td>Number of participants who exited that were employed and/or in an education/training program during the second quarter after the exit quarter</td>
<td>Number employed, or in education/training during the second quarter after the exit quarter divided by the number of committed participants who exited</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure 2: Employment or Education/Training Rate (Quarter 4 After Exit)</th>
<th>Pool</th>
<th>Credit</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>All JC participants who demonstrated a commitment to the program (completed CPP or remained in the program at least 60 days) and exited</td>
<td>Number of participants who exited that were employed and/or in an education/training program during the fourth quarter after the exit quarter</td>
<td>Number employed, or in education/training during the fourth quarter after the exit quarter divided by the number of committed participants who exited</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Measure 3: Median Earnings (Quarter 2 After Exit)</th>
<th>Pool</th>
<th>Credit</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>All JC participants who demonstrated a commitment to the program (completed CPP or remained in the program at least 60 days) exited, and were employed in the second quarter after the exit quarter</td>
<td>Quarterly earnings for each participant is calculated as the sum of gross dollars (before taxes) earned on all jobs worked during the second quarter after exit, where earnings include wages, overtime pay, bonuses, commission, and tips</td>
<td>Median earnings in the second quarter after the exit quarter is the midpoint value of quarterly total earnings, between the highest and lowest amounts earned among participants who exited and who were employed in the second quarter after the exit quarter</td>
<td></td>
</tr>
<tr>
<td>Measure 4: Credential Attainment Rate</td>
<td>Pool</td>
<td>Credit</td>
<td>Formula</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Measure 4: Credential Attainment Rate</strong></td>
<td>The credential attainment measure includes two cohorts of participants.</td>
<td>The credential attainment measure includes the credentials for two cohorts of participants.</td>
<td>Cohort 1 Credentials + Cohort 2 Credentials</td>
</tr>
<tr>
<td><strong>Cohort 1 Pool</strong>: The number of participants without a high school diploma or equivalent at entry, who exited having demonstrated a commitment to the program (completed CPP or remained in program at least 60 days), and were in a secondary education program (at or above the 9th grade level) while in Job Corps. Participants in a secondary education program (at or above the 9th grade level) will be considered to be all participants without an HSD/HSE at enrollment who enrolled in an HSD/HSE program while in Job Corps.</td>
<td>Cohort 1 Credentials: The number of committed participants who exited who obtained a secondary school diploma or its equivalent during the program or within one year after exit AND who were also employed or enrolled in an education or training program leading to a postsecondary credential within one year after exit.</td>
<td><strong>Cohort 1 Pool + Cohort 2 Pool</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cohort 2 Pool</strong>: The number of participants who exited having demonstrated a commitment to the program (completed CPP or remained in program at least 60 days) and were in a postsecondary education program while in Job Corps. Participants in a postsecondary education program while in Job Corps will be considered to be those who enrolled with an HSD/HSE at entry, who: (1) Entered a CTT program; (2) Entered an AT program; or (3) Entered an Advanced Career Training (ACT) program.</td>
<td>Cohort 2 Credentials: The number of participants who exited who obtained a recognized postsecondary credential during the program or within one year after exit.</td>
<td>Below is the more detailed formula:</td>
<td></td>
</tr>
</tbody>
</table>
| A participant with an HSD/HSE at entry who enrolled in a postsecondary education or training program while in Job Corps will have earned a recognized postsecondary credential if, while enrolled in Job Corps (or within 1 year after exit), he/she: (1) Completed a CTT program; (2) Completed an AT program; (3) Completed an ACT; or (4) Obtained a primary training-related industry recognized credential (IRC). | Number without an HSD/HSE at entry who were in a secondary education program (≥ 9th grade) while in Job Corps and obtained an HSD/HSE during the program or within one year after exit, PLUS the number with an HSD/HSE at entry, who were in a postsecondary education/training program while in Job Corps and obtained a postsecondary credential (i.e., completed CTT, completed AT, completed ACT, or obtained a primary training-related IRC) during the program or within one year after exit. | Plus the number of committed participants with an HSD/HSE at entry who exited and were in a postsecondary education/training program while in Job Corps.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Pool</th>
<th>Credit</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure 5: Measurable Skill Gains Rate</td>
<td>The pool for this measure is based on participants served and is not restricted to exiters. The participants served pool includes: (1) All participants who demonstrated a commitment to Job Corps and exited during the program year; and (2) All students who completed CPP or enrolled in the program at least 60 days prior to the end of the program year and did not exit.</td>
<td>A participant will be considered to have obtained a measurable skill gain if during the program year he/she obtained one (or more) of the following types of skill gains: (1) Obtained at least 1 EFL gain on the last TABE reading and/or math test in the reporting period as compared to the initial test; (2) Obtained an HSD/HSE; (3) Completed a CTT program; (4) Completed an AT program; (5) Obtained a primary training-related industry recognized credential; (6) Completed at least 12 credits in ACT; or (7) Completed an approved industry foundations course.</td>
<td>Number who obtained one (or more) of the following during the program year: at least 1 GLE gain, an HSD/HSE, a CTT, an AT, or a training-related primary IRC Number of committed participants served during the program year</td>
</tr>
</tbody>
</table>

Measure 6: Effectiveness in Serving Employers Rate | All JC participants who demonstrated a commitment to the program (completed CPP or remained in program at least 60 days) and exited and were employed in quarter 2 after the exit quarter | The number of committed participants who worked for the same employer in both quarter 2 and in quarter 4 after the exit quarter. | Number employed by the same employer in quarter 2 and quarter 4 after the exit quarter Number of committed participants who exited and were employed in quarter 2 after the exit quarter |

Although the broad description of several of the primary WIOA measures above may appear very similar to performance measures that Job Corps has used in the past, the definitions of the primary WIOA measures actually differ significantly on key elements.

1. **Broader Student Pools.** Job Corps has reported placement results for two groups of students – former enrollees and graduates – with all long-term placement-related measures focused on graduates. Under WIOA, specifically Measures 1-3, the pools for the placement measures include the broader group of students who demonstrate a commitment to the program (i.e., complete CPP or stay 60 or more days in Job Corps). Students who meet this definition are defined as “participants” for the purpose of WIOA reporting. As of PY 2018, Job Corps is required to use quarterly
wage record matches as the primary data sources for reporting on WIOA Measures 1-3, with survey data used as a supplemental data source. For this reason, Job Corps must include all committed participants, not just those who complete the appropriate post-separation survey, in its pools for reporting on Measures 1 and 2. Similarly, the pool for WIOA Measure 3, Median Earnings in Quarter 2, will include all committed participants who were in an unsubsidized job and had earnings in Quarter 2 as reported either through quarterly wage records or the post-separation surveys.

2. **Timing of Long-term Placement Outcomes.** Prior to PY 2016, Job Corps reported placements, for initially placed graduates, at the sixth month and twelfth month after their initial placement. For a placement to be considered, the student must have been in a job/military or in education/training during the week prior to the week the survey is conducted, and earnings are reported for that one-week period. In contrast, WIOA requires that placement results be reported, for all participants for the second and fourth quarters after the exit quarter. WIOA also credits a placement that occurs at any point during the quarter, and reports the earnings obtained during the entire quarter.

3. **Calculation of Long-Term Earnings.** WIOA requires reporting of median earnings over the quarter, whereas Job Corps has historically reported average earnings over the week prior to the survey.

4. **Attainment of Multiple Accomplishments.** Job Corps has traditionally reported the attainment of various credentials and skill gains as separate measures. In contrast, WIOA Measures 4 and 5 consider the attainment of participants’ accomplishments (e.g., learning gains, attainment of HSD/HSE, CTT, and primary IRCs) collectively and credit a participant’s attainment of any one of these.

5. **Credential/Skill Attainments Pool.** Job Corps has always reported student accomplishments for a cohort of separated students. In contrast, the pool for the WIOA Measure 5, Measurable Skill Gains, is composed of participants served that includes both active/enrolled and separated participants (i.e., all participants who are in the program at the beginning of the reporting period and all participants who enroll during the reporting period). Credit is then given for any skill gain(s) obtained during the program year by these active/enrolled and separated participants.
Since credit is given for attainments made by participants while they are active/enrolled, it is important that these accomplishments be reported in real-time as they occur. Delays in reporting when students enter or complete CTT programs or complete other accomplishments in a timely manner will result in underreporting and will negatively impact Job Corps’ performance on this measure.

6. **Effectiveness in Serving Employers.** WIOA added a measure of effectiveness in serving employers. Following guidance from ETA, Job Corps interprets this measure as working for the same employer in the second and fourth quarters after the exit quarter.
## PY 2019 INITIAL PLACEMENT AND ALLOWABLE UPGRADES

<table>
<thead>
<tr>
<th>INITIAL PLACEMENT CATEGORY</th>
<th>ALLOWABLE UPGRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.  Full-time JTM Job Placement</td>
<td>• Full-time JTM with wage increase</td>
</tr>
<tr>
<td>B.  Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)</td>
<td>• Full-time JTM Job Placement</td>
</tr>
<tr>
<td>C.  Full-time Non-JTM Job Placement</td>
<td>• Full-time JTM with same or higher wage</td>
</tr>
<tr>
<td>D.  Part-time JTM Job Placement</td>
<td>• Full-time JTM Job Placement with same or higher wage</td>
</tr>
<tr>
<td>E.  Part-time Job/College Combination (PSC)</td>
<td>• Full-time JTM Job Placement</td>
</tr>
<tr>
<td>F.  Part-time Non-JTM Job Placement</td>
<td>• Full-time JTM with same or higher wage</td>
</tr>
</tbody>
</table>
| G. High School, Other Training Program, On the Job Training (OJT)/Subsidized Employment | • Full-time JTM Job Placement  
• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC)  
• Full-time Non-JTM Job Placement  
• Part-time JTM Job Placement  
• Part-time Job/College Combination (PSC)  
• Part-time Non-JTM Job Placement  
• Registered Apprenticeship |
|---|---|
| H. Registered Apprenticeship | • Full-time JTM Job Placement with same or higher wage  
• Full-time Non-JTM Job with wage increase  
• Post-secondary School/Training, College Placement or Full-time Job/College Combination (PSC) |
## PY 2019 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs at Another Center

<table>
<thead>
<tr>
<th>Event</th>
<th>Measure(s)</th>
<th>Indicator</th>
<th>Sending Center</th>
<th>AT Center</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Pool</td>
<td>Credit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credential Attainment Rating</td>
<td>HSD/HSE</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CTT Completion</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Primary IRC/NTC Completion</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Combination HSD/HSE, CTT and Primary IRC/NTC Completion</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Measurable Skill Gains Rating</td>
<td>Literacy Gains</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Numeracy Gains</td>
<td>As applicable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Placement Rate (placement code updated based upon placement status after separation)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Placement Quality Rating</td>
<td>JTM Rate</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average Hourly Wage</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full-time Quality Placement</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate Separates from AT Center</td>
<td>CTT Completion</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Primary IRC/NTC Completion</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Combination HSD/HSE, CTT and Primary IRC/NTC Completion</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Placement Rate</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Placement Quality Rating</td>
<td>JTM Rate:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>if JTM for both centers</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>if JTM for neither center</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>if JTM for sending center only</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>if JTM for receiving center only</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Average Hourly Wage</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full-time Quality Placement</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Placed in School</td>
<td>Placement Rate</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Placement</td>
<td>JTM Rate</td>
</tr>
</tbody>
</table>
### PY 2019 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs at Another Center

<table>
<thead>
<tr>
<th>Event</th>
<th>Measure(s)</th>
<th>Indicator</th>
<th>Sending Center</th>
<th>AT Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Rating</td>
<td></td>
<td>Average Hourly Wage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full-time Quality Placement</td>
<td>1</td>
<td>1/0</td>
</tr>
<tr>
<td>Placed in combination of School &amp; Job</td>
<td>Placement Rate</td>
<td></td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JTM Rate</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Average Hourly Wage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full-time Quality Placement</td>
<td>1</td>
<td>1/0</td>
</tr>
<tr>
<td>Not Placed</td>
<td>Placement Rate</td>
<td></td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JTM Rate</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Average Hourly Wage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full-time Quality Placement</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Second and Fourth Quarter After Exit Surveys</td>
<td>Graduate and Former Enrollee Placement in Quarter 2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>If Q2/Q4 survey not completed</td>
<td>Graduate and Former Enrollee Placement in Quarter 4</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>If Q2/Q4 survey completed</td>
<td>Graduate and Former Enrollee Placement in Quarter 2</td>
<td>1</td>
<td>1/0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate and Former Enrollee Placement in Quarter 4</td>
<td>1</td>
<td>1/0</td>
<td></td>
</tr>
<tr>
<td>If Q2 survey completed and student is working in a job or in the military</td>
<td>Graduate and Former Enrollee Average Earnings in Quarter 2</td>
<td>1</td>
<td>add earnings to total</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>add earnings to total</td>
</tr>
</tbody>
</table>

**Note:** This does not apply to ACT transfers
Attachment 4

PY 2019 Instructions for Filing an Appeal of
Second or Fourth Quarter After Exit Quarter Survey Data – Placement Outcomes

**GENERAL INSTRUCTIONS**

1. Use this form to file an appeal for Q2 and Q4 survey placement outcomes only.
2. The appeal must be filed within 90 days of the month in which the student’s record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.
3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file an appeal.
4. Appeals must be submitted with supporting documentation.
   **Note:** Do not include the student’s Social Security Number on any documentation.
5. Submit the completed and signed fillable appeal form(s) with scanned supplemental documentation by email only, to:

   [surveyappeals@dol.gov](mailto:surveyappeals@dol.gov)

6. See the timetable in Appendix 501 Introduction, 8(d) Appeal Process for dates during which appeals must be received by the National Office in order to be processed for each month in PY 2019.

**INSTRUCTIONS FOR COMPLETING THE APPEAL FORM**

**Check Box for Appeal**

1. Check the appropriate box(es) to indicate which survey (Quarter 2 or Quarter 4) and which placement outcome you are appealing.
2. This form may be used to file an appeal for a job, education, or training placement. To file an earnings appeal, use the “PY 2019 Job Corps Appeal Form Quarter 2 and Quarter 4 Survey Earnings Outcomes” found in ePRH, Appendix 501 Introduction Attachment 5.

   **Note:** All appeals for job placements must also include an appeal for earnings for the same quarter

**Student Information**

1. Enter the student’s Job Corps-assigned student Identification Number.
2. Enter the student’s last name, followed by middle initial, and first name.
3. Enter the name of the center from which the student separated.
4. Enter the month, day, and year that the student exited the program.

5-6. You must determine the survey reference quarter for which you are filing an appeal based on the student’s separation date. The table below shows the Quarter 2 and Quarter 4 periods based upon the quarter the student separated.

<table>
<thead>
<tr>
<th>Q2 Exit Quarter</th>
<th>Q2 Survey Reference Quarter</th>
<th>Q2 Survey Quarter Start of 8-Week Survey Window</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Q4 Exit Quarter</th>
<th>Q4 Survey Reference Quarter</th>
<th>Q4 Survey Quarter Start of 8-Week Survey Window</th>
</tr>
</thead>
</table>

**Note:** If no survey record appears in CIS, then an appeal cannot be filed.

Use the table below to determine which sections to complete for different types of placements:

<table>
<thead>
<tr>
<th>Type of Placement:</th>
<th>If Appealing:</th>
<th>Then Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One part-time or full-time job</td>
<td>Same</td>
<td>Section A</td>
</tr>
<tr>
<td>School or training placement</td>
<td>Same</td>
<td>Section B</td>
</tr>
</tbody>
</table>

**Section A: Employment**

If you are appealing data on employment status, complete Section A.

1. Enter the employer’s name.

2. Enter the total number of hours that the student worked during a 1-week period, and also enter the start and end dates of the reference week. The student must have worked the minimum number of hours required to meet Job Corps’ placement definition, during a 7-day consecutive period at any time in the applicable quarter for the job(s), to qualify for credit. That is, for full-time employment, the student must have worked 32 hours in
1 or more unsubsidized job(s), or 40 hours in the Armed Forces, or be in a paid, registered apprenticeship job during a 7-day consecutive period at any time in the quarter. For part-time employment, the student must have worked 20 or more hours but less than 32 hours in one or more unsubsidized job(s) during a 7-day consecutive period at any time in the quarter. Additionally, the job placement must meet any other criteria stipulated in Exhibit 4-1.

3. Check the appropriate box to indicate the student’s earnings unit (i.e., if the student was paid hourly, weekly, monthly, or daily) as indicated on the student’s pay stub.

4. Enter the dollar amount of earnings on the line that corresponds with the earnings unit selected as indicated on the student’s pay stub. Note: The student must have earned at least the Federal Minimum Wage (FMW) for this to qualify as a valid Job Corps Job Placement.

5. If the student earned other payments from this job during the 7-day consecutive period identified in Item 2 above (e.g., bonus, tips, commission, etc.), enter the dollar amount on the appropriate line of Item 4.

You must attach written documentation of employment information. Pay information must at a minimum, (1) include the complete 7-day consecutive period (identified in Item 2 above) that occurs within the applicable quarter and (2) show that the student worked a minimum of 20 hours during the 7-day consecutive period. For example: The quarter is from January 1 to April 1. The student is paid by the week and the pay stub covers February 6th to February 12th when the student worked 22 hours. The overlap in dates and the documentation of the minimum required hours will serve as valid documentation. Written documentation may include: a pay stub, a written statement from the employer on letterhead, or a business card/official stamp affixed to an Employer Verification Form. Documentation through a third-party verifier such as The Work Number, detailing the student’s employment information (such as employment verification, hours, and payment) in such a way as to meet Job Corps’ placement requirements, will also be accepted for verification. The Employer Verification Form should be completed and signed by the employer and submitted to the National Office as part of the appeal package. Please see Exhibit 4-2 for further information regarding documentation requirements.

Section B: Education

If appealing data on education status, complete Section B.

1. Enter the name of the school or training institution.

2. Check the appropriate box to indicate the type of school, college, or training program the student attends or attended. The student must attend or have attended school/training for the minimum number of hours required, or be enrolled for the minimum number of credits, to meet Job Corps’ educational placement definition during a 7-day consecutive period at any time in the applicable quarter for the school/training to qualify for credit. Additionally, the educational placement must meet any other criteria stipulated in Exhibit 4-1.

3. Enter information on attendance/enrollment in this column if the student:
   a. is enrolled in high school, enter the grade level and the number of hours the
student attended during a 7-day consecutive period at any time in the applicable quarter. The student must be enrolled in 9th grade or higher to qualify.

b. was enrolled in a post-secondary CTT or technical school, enter the number of hours the student attended during a 7-day consecutive period at any time in the applicable quarter.

c. was enrolled in college, record the number of course credit hours the student was registered to take for the period that includes the dates of a 7-day consecutive period at any time in the applicable quarter.

d. was enrolled in an on-the-job training program or was working in a subsidized job, enter the number of hours the student worked during a 7-day consecutive period at any time in the applicable quarter.

e. was enrolled in an “other” program (e.g., a program to obtain a High School Equivalency (HSE), etc.), enter the number of hours the student attended during a 7-day consecutive period at any time in the applicable quarter.

4. If other training was completed during the survey week, specify the type of program and training.

You must attach written documentation from the school, training program, college (on official letterhead or with an official stamp) or third-party verification such as the National Student Clearinghouse, documenting that the student was enrolled or attended during the 7-day consecutive period at any time in the applicable quarter. Please see Exhibit 4-2 for further information regarding documentation requirements.

Information on Person Completing the Form

1. Enter your last name and first name.

2. Enter the name of the center or placement contractor where you are located and the appropriate six-digit identification code for your center/contractor.

3. Enter the telephone number at which you may be reached.

4. Enter the e-mail address at which you may be reached.

5. Sign your name.

6. Enter the date you are submitting the form.
U.S. Department of Labor  
PY 2019 JOB CORPS APPEAL FORM QUARTER 2 AND QUARTER 4 SURVEY PLACEMENT OUTCOMES

Student Information (Please Print):

<table>
<thead>
<tr>
<th>Check Box for Appeal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q2 Placement</td>
</tr>
<tr>
<td>Q4 Placement</td>
</tr>
</tbody>
</table>

| 1. Student Identification Number: |

| 2. Last Name: MI |
| First Name |

| 3. Center Attended: |

| 4. Date of Separation: Month Day Year |

Correct Start and End Dates for the Appropriate Quarter (Quarter 2 or Quarter 4 after Exit Quarter)

| 5. Start Date of Quarter: Month Day Year |
| 6. End Date of Quarter: Month Day Year |

Complete Section A and/or Section B Below:

Section A: Complete this section if appeal is for employment during the quarter. Attach a pay stub which shows start and end dates for (minimally) a one week period that occurred at any time during the appropriate quarter after exit.

1. Employer’s Name:

2. Reference Week Start/End Dates (7-day Consecutive Period of Employment):

3. Earnings* Unit (check one):

4. Dollar Amount (enter earnings for unit selected):

5. Other weekly payments (e.g., bonuses, tips, commission, etc.):

* Earnings per hour must equal or exceed the Federal Minimum Wage to qualify as a valid placement.

Section B: Complete this section if the appeal is for education data. Attach a letter from the institution stating student attended or was enrolled for the minimum hours required for a valid Job Corps placement for, minimally, a one week period at any point during the quarter.

1. Enter Name of School/Training Institution:

2. Type of School/Training Program (check one):

3. Enter Information on School/Training Below:

4. If Other Training, specify type:
**INFORMATION OF PERSON COMPLETING THE FORM:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Print Your Name:</td>
<td>2. Contractor Name/Code (six-digit ID Code):</td>
</tr>
<tr>
<td>3. Your Telephone: ( )</td>
<td>4. Your e-mail address:</td>
</tr>
<tr>
<td>5. Signature:</td>
<td>6. Date form submitted:</td>
</tr>
</tbody>
</table>

**National Office Use Only**

Reviewed by: Date:  

- [ ] Approved  
- [ ] Not Approved  

Reason for Denial: 
Attachment 5

PY 2019 Instructions for Filing an Appeal of Second Quarter or Fourth Quarter After Exit Quarter Survey Data – Earnings Outcomes

GENERAL INSTRUCTIONS

1. Use this form to file an appeal for Q2 survey earnings outcomes only. One summary sheet must be submitted along with one completed worksheet for each job the student held during the quarter.

2. The appeal must be filed within 90 days of the month in which the student’s record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.

3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file an appeal.

4. Appeals must be submitted with supporting documentation.
   Note: Do not include the student’s Social Security Number on any documentation.

5. Submit the completed and signed fillable appeal form(s) with scanned supplemental documentation by e-mail only, to:

   surveyappeals@dol.gov

6. See the timetable in Appendix 501 Introduction, 9(d) Appeal Process for dates during which appeals must be received by the National Office in order to be processed for each month in PY 2019.

INSTRUCTIONS FOR COMPLETING THE APPEAL FORM

All appeals require a completed Summary Page. For the earnings appeal that you are submitting, please do the following:

Check Box for Appeal

1. Check the appropriate box(es) to indicate whether you are appealing earnings outcomes for Quarter 2 or Quarter 4.

2. All earnings appeals must be either for a job placement that has been credited for the appropriate quarter (student took the survey and received a positive result), or be accompanied by a job placement appeal.

Student Information

1. Enter the student’s Job Corps-assigned student Identification Number.

2. Enter the student’s last name, followed by middle initial, and first name.

3. Enter the name of the center from which the student separated.
4. Enter the month, day, and year that the student exited the program.

5-6. You must determine the service reference period for which you are filing an appeal based on the student’s separation date. The table below shows the Quarter 2 period based upon the quarter the student separated.

<table>
<thead>
<tr>
<th>Q2</th>
<th>Exit Quarter</th>
<th>Q2 Survey Reference Quarter</th>
<th>Q2 Survey Quarter Start of 8-Week Survey Window</th>
</tr>
</thead>
</table>

**Note:** If no survey record appears in CIS, then an appeal cannot be filed.

**Information on Person Completing the Form**
1. Enter your last name and first name.
2. Enter your full position title with no abbreviations.
3. Enter the telephone number at which you may be reached.
4. Enter the e-mail address at which you may be reached.
5. Enter the name of the center or placement contractor where you are located and the appropriate six-digit identification code for your center/contractor.
6. Enter the date you are submitting the form.
7. Sign your name.

**Summary Job Placement Information**
1. Enter the number of total jobs held during the appealed quarter for which verification documentation is being submitted with this appeal. Enter all jobs regardless of the duration, hours, and pay of that job. A separate job worksheet must be completed for each of these jobs. Please note that placements in AmeriCorps VISTA, National Civilian Community Corps (NCCC) and Public Allies are classified as training placements and are not included in the pools of the earnings measures.
2. Enter the total quarterly earnings for all jobs held in the appealed quarter for which documentation is being submitted with this appeal. These total earnings must equal the sum of the total quarterly earnings of each job for which a Job Worksheet has been completed as part of this appeal.
3. Enter the number of total pages included in the appeal paperwork; this includes the completed form, completed worksheets for each job, and all supporting documentation of the earnings received through each job for hours worked in the quarter.
INSTRUCTIONS FOR COMPLETING THE JOB WORKSHEET

Complete one worksheet per job held by the student during the quarter.

1. Enter the name of the employer.
2. Enter the start date of employment. The start date can be before or during the appeal quarter.
3. Enter the end date of employment. The end date can be within or after the appeal quarter. If the student is still employed enter “Active.”
4. Enter the employer’s business address.
5. Select the type of documentation submitted to verify the earnings for this job. Multiple types of documentation may need to be submitted for one job dependent upon the type of documentation obtained and the information it contains. For a list of acceptable documentation, including what specifically the documentation must include, and how to submit the documentation to NOJC, please see Table 1 below.

The following section contains the worksheet to determine the quarter’s pay for that job. The worksheet is comprised of rows and columns to ultimately calculate the total pay the student received from this job for hours worked during the quarter.

Each row should contain information for one pay period worked during the quarter as shown on the earnings documentation. A pay period could be for the entire month, bi-monthly, bi-weekly, or weekly. A quarter is comprised of 13 weeks; however, this may not correspond perfectly with the student’s work weeks, and the pay periods, for the quarter, may actually fall across 15 work weeks. Only those hours worked during the quarter and the corresponding earnings should be entered in the worksheet.

The columns show for each pay period the start- and end-date of the pay period, the details of wages, hours and earnings to calculate base pay, the details for calculating extra pay, and the total pay.

Enter the begin-date and end-date of the period; the begin date must be no earlier than the start of the quarter and the end date can be no later than the end of the quarter.

For the columns under “Standard Pay” and “Extra Pay”, only the relevant columns in the worksheet need to be completed; determining the relevant columns is dependent upon the information supplied through the documentation validating the earnings for this job. For example, if a pay stub is obtained that indicates the number of hours worked in the pay period, hourly wage and earnings made in the pay period, then this information needs to be entered into the “Number of hours worked per period,” “Wage per hour,” and “Gross earnings for the period,” respectively. Similarly, under the “Extra Pay” columns only enter information on Overtime, Tips, and Commissions earned from hours worked during
the quarter that are shown in the documentation. If there is information for “Other Pay,” include an explanation in the area indicated of the type of payment.

The “Base Pay Subtotal” is to be calculated based upon information entered in the previous five columns. The following formulas can be used to calculate Base Pay:

- “Number of days worked” x “Number of hours worked per day” x “Wage per hour”
- “Number of hours worked per period” x “Wage per hour”
- “Gross Earnings per the period”

The “Extra Pay Subtotal” is to be calculated based upon information entered in the previous six columns. The following formula can be used to calculate Extra Pay:

- “Overtime Pay”* + “Tips” + “Commissions” + “Other”
  *“Overtime Pay” is calculated by multiplying “Overtime Wage” by “Overtime Hours”

For each pay period, sum the “Base Pay Subtotal” with the “Extra Pay Subtotal” to calculate the “Total Pay.”

When information has been entered for all pay periods, sum the “Total Pay” to obtain the “Quarter Total Pay” for that job.

When you have entered all information for all jobs and earnings during the quarter under appeal, add the total earnings from each individual job together. This number must be the total for the summary sheet.
### Table 1. Acceptable Documentation for Earnings Appeals for Each Job

<table>
<thead>
<tr>
<th>Type of Documentation</th>
<th>Required Information</th>
<th>Additional Documentation Required</th>
<th>Must be scanned and emailed to NOJC</th>
</tr>
</thead>
<tbody>
<tr>
<td>All pay stubs for earnings received from work conducted in the quarter</td>
<td>All pay stubs from all employers in the quarter must be included in the appeal. All pay stubs must include: 1) Earnings for the pay period or the hourly pay rate in the pay period; 2) Hours per pay period; 3) Start and end dates for each pay period; 4) Overtime and commission if included on the Earnings Appeal Form; and, 5) The company name and address.</td>
<td>If any criteria listed under required information is missing then a Verification of Employment form is required. Verification of Employment form must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date; 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.</td>
<td>Only if Verification of Employment form is included</td>
</tr>
<tr>
<td>Proof of income for tax purposes (e.g., W-2) and Verification of Employment form</td>
<td>Documentation showing all income received from the job worked during the quarter that minimally covers the entire period identified on the Earnings Appeal Form for each job.</td>
<td>Verification of Employment form must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date; 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.</td>
<td>Yes; Verification of Employment form must be an original or have proof that it was faxed or emailed from employer</td>
</tr>
<tr>
<td>Third Party (e.g., The Work Number,) Documentation</td>
<td>Third-party documentation is an acceptable form of verification. Any earnings based on tips will need to be documented on the third party documentation or an alternative from of documentation will be needed. Third-party documentation must include: 1) Each pay period as a separate line with the pay</td>
<td>If any criteria listed under required information is missing then a Verification of Employment form is required. Verification of Employment form must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date.</td>
<td>Only if Verification of Employment form is included</td>
</tr>
<tr>
<td>Type of Documentation</td>
<td>Required Information</td>
<td>Additional Documentation Required</td>
<td>Must be scanned and emailed to NOJC</td>
</tr>
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</tr>
<tr>
<td><strong>Earnings Statement</strong></td>
<td>period start or end date, hours worked, and gross earnings. 4) Overtime, tips and commission if included on the Earnings Appeal Form; and, 5) Employer company name and address.</td>
<td>6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.</td>
<td>Only if Verification of Employment form is included</td>
</tr>
<tr>
<td>from employer or payroll company</td>
<td></td>
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<tr>
<td><strong>Earnings Statement</strong></td>
<td>Printed pay summary from the employer or payroll company (e.g., ADP) showing the earnings for the entire period within the quarter included in the appeal for this job. The Earnings Statement must include: 1) Earnings for the pay period or hourly pay rate in the pay period; 2) Hours per pay period; 3) Start and end date of the earnings; 4) Overtime, tips, and commission if included on the Earnings Appeal Form; and 5) Employer company name and address.</td>
<td>If any criteria listed under required information is missing, then a Verification of Employment form is required. Verification of Employment form must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Employer point of contact including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.</td>
<td></td>
</tr>
<tr>
<td><strong>Timesheet record</strong></td>
<td>Printed (not handwritten) timesheet(s) for the entire appeal period showing the hours worked at each job in the quarter. The timesheets must contain employer’s company name, the printed name (as applicable) and signature of the person signing the timesheets.</td>
<td>Verification of Employment Form for each job worked in the quarter must include: 1) Dates of employment; 2) Company name; 3) Employer address; 4) Employer phone number; 5) Point of contact at the employer including their title, phone number, and signature with date. 6) Business card, stamp, or proof of company location; 7) Hours worked by pay rate throughout the quarter for each unique pay rate, and timeline for any raises; and, 8) Overtime, tips, and commission earned during the quarter, if any.</td>
<td>Yes: Verification of Employment form must be original or have proof that it was faxed or emailed from employer</td>
</tr>
<tr>
<td><strong>AND Verification of Employment Form</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## U.S. Department of Labor

**PY 2019 JOB CORPS APPEAL FORM QUARTER 2 AND QUARTER 4 SURVEY EARNINGS OUTCOMES**

### Student Information (Please Print):

<table>
<thead>
<tr>
<th>1. Student Identification Number:</th>
<th>Q2 Earnings</th>
<th>Q4 Earnings</th>
<th>Job Placement Appeal Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>YES</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Last Name:</th>
<th>MI</th>
<th>First Name</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>3. Center Attended:</th>
<th>4. Date of Separation:</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

### Correct Start and End Dates for the Appropriate Quarter (Quarter 2 after Exit Quarter)

<table>
<thead>
<tr>
<th>5. Start Date of Quarter:</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
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<table>
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<tr>
<th>6. End Date of Quarter:</th>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
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</table>

### Information of Person Completing the Form:

<table>
<thead>
<tr>
<th>1. Print Your Name:</th>
<th>2. Your Position Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Your Telephone:</th>
<th>4. Your e-mail address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Contractor Name/Code (six-digit ID Code):</th>
<th>6. Date form submitted:</th>
</tr>
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<thead>
<tr>
<th>7. Signature:</th>
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</table>

### Summary Job Placement Information:

<table>
<thead>
<tr>
<th>1. Number of Jobs Held During Quarter:</th>
<th>2. Total Earnings from All Jobs in the Quarter:</th>
<th>3. Number of Pages Included in Appeal Paperwork:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### National Office Use Only

Reviewed by:  

- Approved  
- Not Approved

Reason for Denial:

FOR EACH JOB HELD BY THE STUDENT DURING THE QUARTER, PLEASE COMPLETE A JOB WORKSHEET USING THE TEMPLATE ON THE FOLLOWING PAGE. COMPLETE ONE WORKSHEET FOR EACH JOB.
Complete the following worksheet for each pay period in documentation*. Note, the quarter period is comprised of 13 weeks; however, this may not correspond perfectly with the work weeks, and the quarter period may actually fall across 15 work weeks. Record quarter total for all employment in section “Summary Job Placement Information” box 2.

**JOE WORKSHEET**

<table>
<thead>
<tr>
<th>Period</th>
<th>Standard Pay</th>
<th>Extra Pay</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Number of days worked</th>
<th>Number of hours worked per day</th>
<th>Wage per hour</th>
<th>Gross Earnings for the period</th>
<th>Base Pay Subtotal</th>
<th>Overtime</th>
<th>Wage</th>
<th>Hours</th>
<th>Pay</th>
<th>Tips</th>
<th>Commission</th>
<th>Other* (Explain below)</th>
<th>Extra Pay Subtotal</th>
<th>Total Pay</th>
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</tbody>
</table>

| QUARTER TOTAL | | |

*Explain any values entered under “Extra Pay” or “Other”:

__________________________________________________________

__________________________________________________________
**Attachment 6**

**PY 2019 Instructions for Filing a Request to Add a Placement Code to the Job Training Match (JTM) Crosswalk**

**GENERAL INSTRUCTIONS**

1. This form is to be used to request the addition of a Placement Code to the Job Training Match (JTM) Crosswalk. This form should be submitted only if the current JTM Crosswalk does not already contain an appropriate placement job code that: (a) is the most appropriate O*NET-SOC code to describe a specific placement outcome and (b) is directly related to one of the new Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code.

2. The request must be filed within 90 days of the month in which the student’s record first appears on the Center OMS-20, CTT-20, or CTS OMS-20.

3. Job Corps Centers, CTS contractors, and National Training Contractors (NTCs) may file a request.

4. Submit the request with documentation to:

   U.S. Department of Labor/National Office of Job Corps  
   200 Constitution Avenue, NW, Room N-4507  
   Washington, DC 20210  
   Attention: Career Technical Training Team

**INSTRUCTIONS FOR COMPLETING THE REQUEST FORM**

**Student Information**

1. Enter the student’s Job Corps Student Identification Number in the box.

2. Enter the student’s last name, followed by middle initial, and first name.

3. Enter the name of the center from which the student separated.

4. Enter the month, day, and year that the student reported to work.

**Proposed Job Training Match Codes**

1. Enter the proposed official placement code, as found in O*NET-SOC, Example: 31-1011.00

2. Enter the proposed official job title as found in O*NET-SOC, Example: Home Health Aides
3. Enter the proposed Training Program Area(s) (TPAs) that should receive a JTM credit whenever a student placement outcome is assigned the proposed placement code, Example: BRICK and CEMENT (Do not list a TAR code or title here).

4. Provide rationale for the proposed placement code/title addition to the JTM Crosswalk. Appropriate JTM placement codes/titles must correspond to the training received by the student.

**Information About You (Bottom of Form)**

1-2. Enter your name and sign the form in the appropriate boxes.

3. Enter the name of the center or placement contractor where you are located and the six-digit identification code for your center/contractor.

4. Enter the telephone number at which you may be reached.

5. Enter the e-mail address at which you may be reached.

6. Enter the date you are submitting the request form.

7. Sign your name.
NATIONAL OFFICE OF JOB CORPS
PY 2019 FORM TO REQUEST ADDITION OF A PLACEMENT CODE TO THE JOB TRAINING MATCH CROSSWALK

**Student Information (Please Print):**

1. Student ID #

<table>
<thead>
<tr>
<th>2. Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
</table>

3. Center Attended

4. Date Reported to Initial Placement:

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

**Proposed Job Training Match Code:**

1. O*NET-SOC Job Code

2. O*NET-SOC Job Title

3. Training Program Area(s)

4. Rationale for JTM Placement

**INFORMATION OF PERSON COMPLETING THE FORM:**

1. Print Your Name:

2. Signature:

3. Contractor/Center Name and Six-Digit ID Code:

4. Your Telephone: ( )

**National Office Use Only:**

5. Your E-mail Address:

Reviewed by:

6. Date Form Submitted:

Date: □ Approved □ Not Approved
Attachment 7

PY 2019 Career Technical Training (CTT) Continuous Improvement Plan (CTT-CIP)

CTT-CIP Documentation for Low Performing CTT Offerings

In acknowledgement of standardized language in the electronic Policy and Requirements Handbook (ePRH) regarding the performance improvement process, the current documentation process is inconsistent across Job Corps’ regions and centers. As a result, the Office of Job Corps has created a standardized template which can be easily completed, regularly monitored and fairly evaluated. The Office of Job Corps and regional offices have joint responsibility in the oversight of CTT Continuous Improvement Plans (CTT-CIPs).

Included here is a model for CTT-CIPs that the ePRH states are required for CTT programs with a “D” grade. The key components are an annual specific, measurable, achievable, realistic, and time-based (SMART) goal for the program (see definition below), as well as quarterly benchmarks identified by the center and monitored by the Regional and National offices. A completed sample model is included for your review and feedback.

Proposed Model for a CTT Continuous Improvement Plan (CTT-CIP)

Root-Cause Analysis – to be completed by the operator’s center staff, and reviewed and approved by Regional Office staff

The primary aim of Root-Cause Analysis (RCA) is to identify what behaviors, actions, inactions, or conditions exist and need to be changed to improve a program’s performance. To be effective, an RCA must be performed systematically, usually as part of an investigation, with conclusions and root causes that are endorsed by documented evidence. A team effort is required. There may be more than one root cause for an event or a problem. The challenge is demonstrating the persistence, and sustaining the effort required to determine them. When reviewing the center’s RCA submission, it is important for the Project Manager to be ask questions, look beyond the superficial, and dig deeper to uncover the underlying cause(s).

Root causes that are identified depend on the way in which the problem or event is defined. It is important to be as detailed as possible when defining a root cause. How does the identified cause impact desired outcomes? The purpose of identifying a problem’s solutions is to prevent recurrence at the lowest cost, and in the simplest way. If there are alternatives that are equally effective, then the simplest or lowest cost approach is preferred.
To be effective, the analysis should establish a sequence of events or a timeline to understand the relationships between contributing factors, root cause(s) and the desired outcomes. RCA can help transform a reactive culture (that reacts to problems) into a forward-looking culture that solves problems before they occur or escalate. More importantly, it reduces the frequency of problems occurring over time within the environment where the RCA process is used.

Once the root causes for the program’s low performance are identified, the center should generate a SMART goal. A simple example of conducting a root cause analysis can be found at:


A SMART goal should meet the following criteria: **SMART**

- **S** - is specific, and also stretching, systematic, synergistic, significant and shifting.
- **M** - means measurable, but also recommend meaningful, memorable, and motivating.
- **A** - is an achievable goal but A also needs to stand for action plans, accountability, acumen and agreed-upon.
- **R** - means relevant, but it also stands for realistic, reasonable, resonating, results-oriented, rewarding, responsible, reliable, rooted in facts and remarkable.
- **T** - means time-based and it also represents timely, tangible and thoughtful.

For Example:

The center will improve graduate initial placement rates for ABC Trade from 70 percent to 90 percent by the end of PY 2019.
Directions for review and management of goals:

1. Center completes shaded areas of the CTT-CIP template, and indicates acceptance by typing its name in the appropriate boxes.

2. Center sends the completed plan to the Regional Director, Division Chief, Program Manager, and Unit Chief of Career Technical Training (CTT) at the National Office.

3. Region reviews the document and works with the center until the plan is approved. Once approved, the Regional Director and Program Manager will type their names into the approval section, and forward the updated/approved plan to the National Office of Job Corps.

4. Region sends e-mail to center and Unit Chief of Career Technical Training at the National Office, confirming the region has approved the plan.

5. At the end of each quarter, the center updates the plan with the prior quarter’s results and the prior version of the form as outlined above, then sends an e-mail notifying the Regional and National Offices that the plan has been updated.
### Sample CTT-CIP Form Completed:

<table>
<thead>
<tr>
<th>Center name:</th>
<th>ABC Job Corps</th>
<th>Past performance ratings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTT Program name:</td>
<td>ABC Trade</td>
<td>PY2016</td>
</tr>
</tbody>
</table>

Baseline CTT-10 data: 70 percent graduate initial placement rate based on CTT-10 report card dated 6/30/2019, not meeting 90 percent goal and main contributing factor to Overall “D” Rating

Root cause: Why is the program struggling?

- Why are students not being placed?
- Why are students entering the trade, yet struggle to be successful?
- Why are students not receiving proper guidance about the trade?
- Why do instructors lack the capacity to modify instruction for students attracted to the trade? Why do students struggle to read and complete applications correctly?

Annual SMART Goal: The center will improve graduate placement rates for **ABC Trade** from 70 percent to 90 percent by the end of PY 2019. Annual Overall Rating to increase from a “D” to “C” or higher.

Quarterly SMART goals: Quarterly results: (completed after each quarter)

Quarter 1 Benchmark: Sept. 30

- By the end of the quarter, all dorms will increase the amount of time students practice completing online applications by 10 percent, with emphasis on supporting **ABC Trade** students.

  Results: 80 percent of the students were able to meet this goal.

  Comments: Issues with computers in Aspen Dorm prevented 100 percent of the students from practicing.
<table>
<thead>
<tr>
<th>Quarter 2 Benchmark: Dec.31</th>
<th>By the end of the quarter, all students in academics will read three articles on their desired trade and be able to articulate what the workers do on the job. <strong>ABC Trade</strong> students will receive remedial support from Reading teachers.</th>
<th>Results: 100 percent of the students met this goal. Comments: Academic team excited about the TABE increases, and has expanded remediation to <strong>XYZ Trade</strong> students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 3 Benchmark: March 31</td>
<td>By the end of the quarter, each Monday meeting will feature a 10-minute talk by a different tradesperson corresponding to the trades taught on center, specifically <strong>ABC Trade</strong>.</td>
<td>Results: 8 out of 10 Monday meetings had speakers. Comments: Two of the speakers were no shows. Four of the speakers returned to develop WBL agreements with the center.</td>
</tr>
<tr>
<td>Quarter 4 Benchmark: June 30</td>
<td>By the end of the quarter, all of the students at 75 percent complete or greater will meet with a mentor for an hour weekly to discuss transition and placement goal plans. Emphasis will be put on supporting <strong>ABC Trade</strong> student’s goals.</td>
<td>Results: 60 percent of the students were able to meet with a mentor on a weekly basis. Comments: A lack of mentors resulted in the BCL developing different partnerships with the Chamber of Commerce and recently 25 new mentors completed training.</td>
</tr>
</tbody>
</table>

**Year-end Results**

Based on the CTT-10 Report Card dated 06/30/2019, the centers **ABC Trade** initial placement rate was 92 percent and is exceeding the DOL goal.

**Year-end Comments**

Overall rating improved from “D” to high “C”. Trade results show marked improvement and solid effort made by Instructor and good support from center staff.
The goals have been reviewed and approved

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
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</tr>
<tr>
<td>CTT Manager or Designee</td>
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<tr>
<td>Center Director:</td>
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<tr>
<td>NTC (if applicable):</td>
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<tr>
<td>Project Manager:</td>
<td></td>
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<tr>
<td>Regional Director:</td>
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Contracting Officer’s Representative (COR) Comments

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<tr>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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<tbody>
<tr>
<td></td>
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CTT Continuous Improvement Plan (CTT-CIP) Form for low performing CTT offerings

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<tr>
<td>CTT Program name:</td>
<td>PY 2016</td>
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<tr>
<td>Baseline CTT-10 data:</td>
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<tr>
<td>Root cause: Why is the program struggling?</td>
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<tr>
<td>Annual SMART Goal:</td>
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<tr>
<td>Quarterly SMART goals:</td>
<td>Quarterly (completed after each quarter)</td>
</tr>
<tr>
<td>First Quarter Benchmark: Sept. 30</td>
<td>Results:</td>
</tr>
<tr>
<td>Second Quarter Benchmark: Dec. 31</td>
<td>Results:</td>
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<td>Third Quarter Benchmark: March 31</td>
<td>Results:</td>
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<td>Fourth Quarter Benchmark: June 30</td>
<td>Results:</td>
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<td>Year-end Results</td>
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<td>Year-end Comments</td>
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</table>
The goals have been reviewed and approved

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Instructor:</td>
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<tr>
<td>CTT Manager or Designee</td>
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<tr>
<td>Center Director:</td>
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<tr>
<td>NTC (if applicable):</td>
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<tr>
<td>Project Manager:</td>
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<td>Regional Director:</td>
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</tbody>
</table>

COR Comments

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<tr>
<td>Quarter 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarter 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DIRECTIONS FOR REVIEW AND MANAGEMENT OF GOALS

6. Center completes shaded areas of the CTT-CIP template, and indicates acceptance by typing its name in the appropriate boxes.

7. Center sends the completed plan to the Regional Director, Division Chief, Program Manager, and Unit Chief of Career Technical Training (CTT) at the National Office.

8. Region reviews the document and works with the center until the plan is approved. Once approved, the Regional Director and Program Manager will type their names into the approval section, and forward the updated/approved plan to the National Office of Job Corps.

9. Region sends e-mail to center and Unit Chief of Career Technical Training at the National Office, confirming the region has approved the plan.

10. At the end of each quarter, the center updates the plan with the prior quarter’s results and the prior version of the form as outlined above, then sends an e-mail notifying the Regional and National Offices that the plan has been updated.
Attachment 8

PY 2019 JOB CORPS CTT REPORT CARD
REGIONAL OFFICE APPEAL FORM

I. Program Information

<table>
<thead>
<tr>
<th>CTT Program:</th>
<th>Slots:</th>
<th>☐ Basic</th>
<th>☐ AT</th>
<th>☐ NTC</th>
<th>☐ OTP</th>
<th>☐ ACT</th>
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<tbody>
<tr>
<td>Center:</td>
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</table>

Region (name):

II. Program Performance Status

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<tr>
<th>Performance Status in Most Immediately Completed PY:</th>
<th>Performance Status in Preceding PY:</th>
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<tbody>
<tr>
<td>☐ C ☐ D ☐ Overall Score</td>
<td>☐ A ☐ B ☐ C ☐ D ☐ Overall Score: ☐ N/A</td>
</tr>
<tr>
<td>Program was on CTT Performance Improvement Plan (CTT-PIP) in Most Immediately Completed PY:</td>
<td>Substantial Improvement from Preceding PY:</td>
</tr>
<tr>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No ☐ N/A</td>
</tr>
</tbody>
</table>

III. Mitigating Circumstance(s) Supporting This Appeal (only essential documents should be attached)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
VI. **Support for This Appeal**

Operator/Contractor Official: Name _____________ Title _______________ Date ________

NTC Official (if applicable): Name _______________ Title _______________ Date ________

---

**Regional Use Only**

V. **Final Decisions**

- [ ] Neither CTT-PIP nor Probation
- [ ] CTT-PIP Only, no Probation
- [ ] CTT-PIP and Probation
- [ ] Recommend Closure or Training Slot Reduction
## Attachment 9

**PY 2019 Center Report Card Model-Based Goals for HSD/HSE Rate, Graduate and Former Enrollee Average Hourly Wage at Placement, and Average Earnings in Quarter 2 After Exit Quarter**

<table>
<thead>
<tr>
<th>Center</th>
<th>HSD/HSE</th>
<th>Graduate and Former Enrollee Average Hourly Wage at Placement</th>
<th>Average Earnings in Quarter 2 After Exit Quarter</th>
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<td>Graduate and Former Enrollee Average Hourly Wage at Placement</td>
<td>Average Earnings in Quarter 2 After Exit Quarter</td>
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<td>--------</td>
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<td>Average Hourly Wage at Placement</td>
<td>Average Earnings in Quarter 2 After Exit Quarter</td>
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## Center Model

**PY 2019 HSD/HSE Attainment Rate Model Worksheet**

**National Total***

<table>
<thead>
<tr>
<th>Local Adjustment Factors</th>
<th>(1) Center Average</th>
<th>(2) National Average</th>
<th>(3) Differences (1-2)</th>
<th>(4) Weights</th>
<th>Effect of Factor on Expected Performance (3x4)</th>
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<tbody>
<tr>
<td>% Age 16 at Enrollment</td>
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*Excluding centers in Puerto Rico

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<th>National Goal</th>
<th>Model Adjusted Goal</th>
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## Center Model

**PY 2019 Graduate and Former Enrollee Average Hourly Wage at Placement**

**Model Worksheet**

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<th>(1) Center Average</th>
<th>(2) National Average</th>
<th>(3) Differences (1-2)</th>
<th>(4) Weights</th>
<th>Effect of Factor on Expected Performance (3x4)</th>
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| | Subtotal | 0.00 |
| National Goal | $12.00 |
| Model Adjusted Goal | $12.00 |
## Center Model
### PY 2019 Average Earnings in Quarter 2 After Exit Quarter Model Worksheet
#### National Total

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<th>(1) Center Average</th>
<th>(2) National Average</th>
<th>(3) Differences (1-2)</th>
<th>(4) Weights</th>
<th>Effect of Factor on Expected Performance (3x4)</th>
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</tr>
<tr>
<td>% Training in Information Technology</td>
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</tr>
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<td>% Training in Renewable Resources and Energy</td>
<td>1.2</td>
<td>1.2</td>
<td>0.0</td>
<td>9.8969</td>
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</tr>
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<td>% Training in Retail Sales and Services</td>
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<td>0.9</td>
<td>0.0</td>
<td>-2.6033</td>
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<td>% Training in Transportation</td>
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<td>5.1</td>
<td>0.0</td>
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<td>Average Wage in All Industries in County ($1,000's)</td>
<td>52.7</td>
<td>52.7</td>
<td>0.0</td>
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<tr>
<td>% Placed in Job in State With High Minimum Wage</td>
<td>38.7</td>
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<td>Average Percent of Families in Poverty in County</td>
<td>11.1</td>
<td>11.1</td>
<td>0.0</td>
<td>-33.0410</td>
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</tr>
</tbody>
</table>

| Subtotal                                                           |                    |                       |                       |             |                                               |
| National Goal                                                     | $5,500             |                       |                       |             |                                               |
| Model Adjusted Goal                                               | $5,500             |                       |                       |             |                                               |
### Attachment 10

**PY 2019 CTS Contractor Model-Based Goals for Graduate and Former Enrollee Average Hourly Wage at Placement and Average Earnings in Quarter 2 After Exit Quarter**

<table>
<thead>
<tr>
<th>CTS Contractor</th>
<th>Graduate and Former Enrollee Average Hourly Wage at Placement</th>
<th>Average Earnings in Quarter 2 After Exit Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Goals</td>
<td>$12.00</td>
<td>$5,500</td>
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<tr>
<td>01 CTMTHF HARTFORD</td>
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<td>$5,888</td>
</tr>
<tr>
<td>01 CTSRNH NEW HAVEN OA</td>
<td>$12.65</td>
<td>$5,701</td>
</tr>
<tr>
<td>01 MAAAGR GRAFTON OAJ</td>
<td>$12.81</td>
<td>$5,891</td>
</tr>
<tr>
<td>01 MAAPSH SHRIVER API</td>
<td>$13.33</td>
<td>$6,092</td>
</tr>
<tr>
<td>01 MAAPWE WESTOVER</td>
<td>$12.95</td>
<td>$6,087</td>
</tr>
<tr>
<td>01 MDMTWS WOODSTOCK CTS</td>
<td>$12.95</td>
<td>$5,922</td>
</tr>
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<td>01 MECSLO LORING</td>
<td>$12.90</td>
<td>$5,837</td>
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<tr>
<td>01 MECSPE PENOBSCOT OA</td>
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<td>$5,643</td>
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<td>01 NECTR1 NEW ENGLAND</td>
<td>$13.19</td>
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<td>01 NHAANH N. HAMPSHIRE</td>
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<td>01 NJMTED EDISON MTC CTS</td>
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<td>01 NYAADV D VALLEY CTS</td>
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<td>01 NYAAGL GLENMONT OAC</td>
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<td>01 NYCSIR IROQUOIS OAP</td>
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<td>01 NYETON ONEONTA JCC</td>
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<td>01 NYGACA CASSADAGA JC</td>
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<tr>
<td>01 NYMTBR BROOKLYN OAC</td>
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<tr>
<td>01 PRJPPR RSCARE PR/VI</td>
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<td>$4,497</td>
</tr>
<tr>
<td>01 RIAAEX EXETER OA JC</td>
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<td>$5,571</td>
</tr>
<tr>
<td>01 VTETNO NORTHLANDS</td>
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<td>$5,696</td>
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<tr>
<td>02 DCEXPT POTOMAC JCC</td>
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<td>02 DMTWI WILMINGTON</td>
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<td>02 PARCRR RED ROCK CTS</td>
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<td>02 VAIN00 VI INSGTS</td>
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<td>02 WVHYCH CHARLESTON</td>
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<td>03 ALAEMG MONTGOMERY</td>
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<tr>
<td>CTS Contractor</td>
<td>Graduate and Former Enrollee Average Hourly Wage at Placement</td>
<td>Average Earnings in Quarter 2 After Exit Quarter</td>
</tr>
<tr>
<td>----------------</td>
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</tr>
<tr>
<td>ALCTGA GADSDEN</td>
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<td>FLAAMI MIAMI OACTS</td>
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<td>NCJP00 N. CAROLINA</td>
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<td>CTS Contractor</td>
<td>Graduate and Former Enrollee Average Hourly Wage at Placement</td>
<td>Average Earnings in Quarter 2 After Exit Quarter</td>
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<tr>
<td>06 AZEMPX PHOENIX CTS</td>
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<td>06 CACEIE I. EMPIRE</td>
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<td>06 HIJPHI HAWAII JCC</td>
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<td>05 Chicago Region</td>
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<tr>
<td>06 San Francisco Region</td>
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<td>$5,792</td>
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</table>
## CTS Contractor Model

### PY 2019 Graduate and Former Enrollee Average Hourly Wage at Placement

#### Model Worksheet

<table>
<thead>
<tr>
<th>Local Adjustment Factors</th>
<th>(1) Contractor Average</th>
<th>(2) National Average</th>
<th>(3) Differences (1-2)</th>
<th>(4) Weights</th>
<th>Effect of Factor on Expected Performance (3x4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Age at Separation</td>
<td>20.2</td>
<td>20.2</td>
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<td>0.1780</td>
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<td>4.1</td>
<td>0.0</td>
<td>-0.0065</td>
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</tr>
<tr>
<td>% Stayed 60+ Days without HSD/HSE/CTT Completion</td>
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<td>9.4</td>
<td>0.0</td>
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</tr>
<tr>
<td>% Reading TABE Educational Functioning Level 5 at Separation</td>
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<tr>
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<td>0.0069</td>
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<tr>
<td>% CTT Completers with Training in Advanced Manufacturing</td>
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<td>6.0</td>
<td>0.0</td>
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</tr>
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<td>% CTT Completers with Training in Automotive and Machine Repair</td>
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</tr>
<tr>
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<td>% CTT Completers with Training in Finance and Business</td>
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<tr>
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<tr>
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<tr>
<td>% CTT Completers with Training in Retail Sales and Services</td>
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</tr>
<tr>
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</tr>
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<td>% CTT Completers with Training in Homeland Security or Information Technology</td>
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<td>8.2</td>
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</tr>
<tr>
<td>Average Wage in All Industries in County ($1,000's)</td>
<td>52.7</td>
<td>52.7</td>
<td>0.0</td>
<td>0.0309</td>
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<tr>
<td>% Placed in Job in State With High Minimum Wage</td>
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<tr>
<td>Average Percent of Families in Poverty in County</td>
<td>10.9</td>
<td>10.9</td>
<td>0.0</td>
<td>-0.0777</td>
<td>0.0000</td>
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</table>

| SUM                                             | 0.00                  |
| National Goal                                   | $12.00                |
| Model Adjusted Goal                             | $12.00                |
## CTS Contractor Model
### PY 2019 Average Earnings in Quarter 2 After Exit Quarter Model Worksheet
#### National Total

<table>
<thead>
<tr>
<th>Local Adjustment Factors</th>
<th>(1) Contractor Average</th>
<th>(2) National Average</th>
<th>(3) Differences (1-2)</th>
<th>(4) Weights</th>
<th>Effect of Factor on Expected Performance (3x4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Age at Separation</td>
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</tr>
<tr>
<td>% Stayed 60+ Days without HSD/HSE/CTT Completion</td>
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| Subtotal | 0                      |
| National Goal | $5,500 |
| Model Adjusted Goal | $5,500 |
### Attachment 11
PY 2019 CTT Report Card Model-Based Goals (Center Level) for CTT Completer Average Hourly Wage at Placement, CTT Completer JTM Average Hourly Wage at Placement, and CTT Completer Average Earnings in Quarter 2 After Exit Quarter

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<td>CTT Completer Average Earnings in Quarter 2 After Exit Quarter</td>
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<td>6</td>
<td>San Francisco Region Total $12.90</td>
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APPENDIX 501A
POLICIES AND PROCEDURES FOR JOB CORPS’
PROGRAM YEAR (PY) 2019
PERFORMANCE MANAGEMENT SYSTEM
CENTER OUTCOME MEASUREMENT SYSTEM

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I. CENTER REPORT CARD FOR PY 2019

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2019 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

The Center Report Card measures and accounts for performance across all Job Corps centers. This system collects and evaluates data regarding students’ credential attainments, skill gains, placements and earnings. The performance measures are primarily derived from the program’s authorizing legislation, the Workforce Innovation and Opportunity Act (WIOA), and the U.S. Department of Labor’s (DOL’s) priorities.

In PY 2018, Job Corps made substantive reforms to the Center Report Card to be implemented over two years. In PY 2018, the Center Report Card was streamlined with a reduced number of measures that are more closely aligned with the primary measures reported under WIOA. For PY 2019, Job Corps completed the transition to the new system by shifting further weight to the long-term placement measures. This revised system ultimately places more emphasis on measures that support Job Corps’ mission of placing students in meaningful jobs or further education. Details on the changes made to the Center Report Card for PY 2019 can be found in Section B of this Appendix 501a.

In PY 2019, Job Corps has also made changes to the definition of the time period constituting the second quarter (Quarter 2) and fourth quarter (Quarter 4) after exit for its post-separation surveys. When the surveys were originally implemented in PY 2016, Quarter 2 was defined as the second three-month period and Quarter 4 the fourth three-month period immediately following the student’s exit date. These Quarter 2 and Quarter 4 definitions, based on individual students’ exit date, were utilized in all surveys completed during PYs 2016 and 2017. Beginning in PY 2018, Job Corps has adopted the definition used by other DOL programs to define Quarter 2 as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter.

For example, if the participant’s date of exit is between January 1st and March 31st, the second quarter after exit would be July 1st through September 30th.

As described in Job Corps Data Center (JCDC) Notice 17-207, Job Corps effected a gradual transition to the new Quarter 2 and Quarter 4 timeframes over the last two months of PY 2017. All surveys conducted as of July 1, 2018 use the new definitions of Quarter 2 and Quarter 4.

The following table provides the new Quarter 2 and Quarter 4 start and end dates according to a student’s separation date.
Until the new WIOA performance system has been fully implemented, stabilized, and targets have been set, Job Corps will continue to use OMS reports for decision making in the areas of contract and option year awards, past effectiveness scores, incentive fees, performance assessments, and Performance Improvement Plan (PIP) placement and graduation evaluations.

B. PY 2019 Changes in Appendix 501A

Provided below is a description of changes to the Center Report Card for PY 2019.

For PY 2019, Job Corps has made further changes to the Center Report Card to meet the goals of the performance management system reform initiative described in Section B of the Appendix 501-Introduction, to adjust for the transition to the Test of Adult Basic Education (TABE) 11/12, and to further align with WIOA performance measures.

The changes to the Center Report Card are outlined below.

As was announced in the PY 2018 Appendix 501, for PY 2019 Job Corps has made further revisions to the weighting scheme for the Center Report Card to place greater emphasis on the Quarter 2 and Quarter 4 measures. Weight on the Credential Attainment Rating measure is decreased from 30% to 15% to reduce the overall weight on Direct Center Services from 35% to 20%. The weights for the Quarter 2 and Quarter 4 Placement measures have increased from 13.75% to 20% each in PY 2019. Similarly, the weight for the Quarter 2 Earnings measure has increased from 7.5% and 10% in PY 2019, shifting the weight of the Q2/Q4 Placement Outcomes from 35% in PY 2018 to
50%. These increases support WIOA’s emphasis on long-term outcomes and ensure better internal consistency throughout the system so that overall high performance includes high performance on these key metrics.

In addition to the changes in the weighting scheme, Job Corps has made changes to the two learning gains indicators to adjust for the transition to the new TABE 11/12 test that is in effect as of July 1, 2019. The resulting TABE 11/12 scale scores are only translated to Educational Functioning Levels (EFLs) – not Grade Level Equivalents (GLEs) as available under the TABE 9/10 test. Furthermore, the criteria for determining if a student is “basic skills deficient” based upon initial TABE results has been revised for PY 2019. These two factors have required Job Corps to modify the algorithms for calculating the Average Reading Gains and Average Math Gains indicators under the Measurable Skill Gains measure. For PY 2019, gains are calculated using EFLs instead of GLEs, and a national goal of 1 EFL will be used for all centers. Model-based goals will not be calculated for centers for PY 2019 due to the lack of TABE 11/12 test data to develop appropriate models. Models will be calculated for PY 2020 based upon the data collected in PY 2019. The change in the benchmark for determining “basic skills deficient” has also required Job Corps to modify the criteria for inclusion in the OMS learning gains pools. Students who score EFL 4 or below on the initial reading TABE 11/12 test and EFL 5 or below in the initial math TABE 11/12 test will respectively be included in the Average Literacy Gains and Average Numeracy Gains pools. Similarly, students taking the initial TABE Espanol tests beginning in PY 2019 will be in the appropriate learning gains pools if they score at or below EFL 4 on the reading or math tests.

In light of the scale of the modifications to the new learning gain indicators, Job Corps has implemented certain accommodations for crediting students who were on center prior to PY 2019 and separate from Job Corps on or after July 1, 2019. Specifically:

- Students who took a valid initial TABE 9/10 test or TABE Espanol test prior to July 1, 2019 and tested out of the Average Reading Gain and/or Average Math Gain OMS pools based upon the criteria in place at the time of testing (e.g., scored above 552 or 551 respectively on the TABE 9/10 initial reading or math tests, or above 751 or 764 respectively on the TABE Espanol initial reading or math tests) will not be included in the PY 2019 pools for the respective indicators.
- Students whose valid initial TABE 9/10 tests placed them in the OMS learning gain pools (e.g., scored at or below 552 or 551 respectively on the TABE 9/10 initial reading or math tests) but who scored 567 or above on a TABE 9/10 reading test, form M or D, and 566 or above on a TABE 9/10 math test, form M or D prior to July 1, 2019 will not be included in the PY 2019 pools for the respective indicators, and will receive a credit for 1 or more EFL gains as applicable.
- Students who scored at or below 552 or 551 respectively on a valid TABE 9/10 initial reading or math test, but did not achieve scores of 567 or 566 or above on a follow-up TABE 9/10 (form M or D) reading or math test respectively are required to take an initial TABE 11/12 test as of July 1, 2019 as stipulated in Program Instruction Notice (PIN) 18-06, dated June 6, 2019. These students will be included in the PY 2019 OMS learning gains pools unless their initial TABE 11/12 test results are above EFL
4 for reading or EFL 5 for math. EFL gains for these students will be calculated as the higher of either their TABE 9/10 EFL gains (based upon their valid initial and follow up TABE 9/10 tests taken prior to July 1, 2019) or TABE 11/12 EFL gains (based upon their valid initial and follow up TABE 11/12 tests taken on or after July 1, 2019), as long as an initial TABE 11/12 test is taken within the timeframes stipulated in PIN 18-06. If a student does not take the initial TABE 11/12 test, then the student is in the PY 2019 OMS pools but is not credited with any gains. NOTE: TABE 9/10 and TABE 11/12 EFL gains cannot be combined, therefore only the highest EFL gains from either the 9/10 or 11/12 versions will be credited.

- Students who did not take a valid TABE 9/10 initial reading and/or math test within the allotted 21-days are required to take an initial TABE 11/12 test as of July 1, 2019. These students will be included in the PY 2019 OMS learning gains pools unless their initial TABE 11/12 test results are above EFL 4 for reading or EFL 5 for math. EFL gains will be calculated solely on TABE 11/12 results, as long as an initial TABE 11/12 test is taken within the timeframes stipulated in PIN 18-06.

For PY 2019 Job Corps is introducing a new measure of Employer Retention for informational purposes only. This measure aligns with Measure 6 of the WIOA performance measures that reports on the proportion of students in a job during Quarter 2 after the exit quarter that are still with the same employer in Quarter 4 after the exit quarter. Based upon analysis of available data, a goal of 60% has been set for this measure for PY 2019.

All attachments pertaining to the Center Report Card can be found in Appendix 501 Introduction.

Specific changes in the PY 2019 Center Report Card are as follows:

**Credential Attainment Rating:** The weight of the Credential Attainment Rating measure is reduced from 30% to 15% on PY 2019. This change aligns with the proposed weight shift announced in the PY 2018 Appendix 501 to redirect weight from Direct Center Service measures to long-term placement measures in support of Job Corps’ mission of establishing students’ long-term connection to the job market or entering higher education as well as WIOA’s emphasis on longer-term placement.

**Measurable Skill Gains Rating:** The Measurable Skill Gains Rating measure is unchanged for PY 2019. However, the Average Literacy Gains and Average Numeracy Gains indicators upon which this measure is based have been modified for PY 2019 due to the transition to the TABE 11/12.

a) The **Average Literacy Gains** indicator is calculated using Educational Functioning Level (EFL) gains and has a national goal of 1 EFL. This goal has been determined based upon current TABE 9/10 results, the anticipated expansion of the pool for this indicator due to a change in the benchmark for determining “basic skills deficient” (EFL 4 on the TABE 11/12 and TABE Espanol), and the perceived differences between the TABE 9/10 and TABE 11/12 tests. For PY 2019, centers and regions will not have model-based goals
for this indicator as TABE 11/12 data are not available to estimate reasonable models. Model-based goals will be developed for PY 2020 based upon data collected in PY 2019.

b) The **Average Numeracy Gains** indicator is calculated using Educational Functioning Level (EFL) gains and has a national goal of 1 EFL. This goal has been determined based upon current TABE 9/10 results, the anticipated expansion of the pool for this indicator due to a change in benchmarks for determining “basic skills deficient” (EFL 5 on the TABE 11/12 and EFL 4 on the TABE Espanol), and the perceived differences between the TABE 9/10 and TABE 11/12 tests. For PY 2019, centers, contractors, and regions will not have model-based goals for this indicator as TABE 11/12 data are not available to estimate reasonable models. Model-based goals will be developed for PY 2020 based upon data collected in PY 2019.

**Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter:**
For PY 2019, the weight has increased from 13.75% to 20%. This weight increase supports WIOA’s emphasis on long-term outcomes and ensures better internal consistency throughout the system so that overall high performance includes high performance on this key metric.

**Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter:**
For PY 2019, the weight has increased from 7.5% to 10%. As with the Quarter 2 Placement measure, increased emphasis on this measure aligns with WIOA priorities and improves the system’s internal consistency. For PY 2019, centers and regions continue to have model-based goals for this measure.

**Graduate and Former Enrollee Placement Rate in Quarter 4 After Exit Quarter:**
For PY 2019, the weight has increased from 13.75% to 20%. As with the Placement in Quarter 2 measure, this weight increase supports WIOA’s emphasis on long-term outcomes and ensures better internal consistency throughout the system so that overall high performance includes high performance on this key metric.

Provided on the next page is a summary table outlining the PY 2019 Center Report Card.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT CENTER SERVICES (20%)</strong></td>
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</tr>
<tr>
<td>Credential Attainment Rating</td>
<td>Rating based on weighted performance on three indicators relative to goals: (1) HSD/HSE attainment rate*, (2) CTT completion rate, and (3) Primary IRC attainment rate</td>
<td>100%</td>
<td>15%</td>
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<td>Measurable Skills Gains Rating</td>
<td>Rating based on average performance of two indicators relative to goals: Average Literacy Gains and Average Numeracy Gains</td>
<td>100%</td>
<td>5%</td>
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<tr>
<td><strong>CTS PLACEMENT OUTCOMES (30%)</strong></td>
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<tr>
<td>Placement Rate</td>
<td>No. of graduates and former enrollees placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center. No. of graduates and former enrollees whose placement records are due or received or who transferred to an approved Advanced Training program at another center.</td>
<td>83%</td>
<td>10%</td>
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<td>Graduate and Former Enrollee Average Hourly Wage at Placement*</td>
<td>Sum of hourly wages of graduates and former enrollees placed in a job or the military. No. of graduates and former enrollees placed in a job or the military.</td>
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<td>7.5%</td>
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<td>Placement Quality Rating</td>
<td>Rating based on weighted performance on three indicators relative to goals: (1) job-training match rate, and (2) quality placement rate (percentage of all initially placed graduates and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training)</td>
<td>100%</td>
<td>12.5%</td>
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<tr>
<td><strong>Q2/Q4 PLACEMENT OUTCOMES (50%)</strong></td>
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<tr>
<td>Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program. No. of graduates and former enrollees who complete the Quarter 2 survey.</td>
<td>80%</td>
<td>20%</td>
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<tr>
<td>Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter</td>
<td>No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program. No. of graduates and former enrollees who complete the Quarter 4 survey.</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter. No. of graduates and former enrollees who complete the Quarter 2 survey and were employed in Quarter 2 after exit quarter.</td>
<td>$5,500</td>
<td>10%</td>
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<tr>
<td>Employer Retention Rate</td>
<td>No. of graduates and former enrollees who were employed by the same employer in Quarter 2 and Quarter 4 after exit quarter. No. of graduates and former enrollees who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter.</td>
<td>60%</td>
<td>0%</td>
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*Model-Based Goal
<table>
<thead>
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<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
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<tr>
<td><strong>CREDENTIAL ATTAINMENT RATING</strong></td>
<td></td>
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<tr>
<td>HSD/HSE Attainment Rate*</td>
<td>No. of students who attain either an HSD or HSE No. of separated students without an HSD or HSE at entry</td>
<td>65%</td>
<td>40%</td>
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<tr>
<td>Career Technical Training (CTT) Completion Rate</td>
<td>No. of students who complete a CTT program No. of separated students</td>
<td>70%</td>
<td>30%</td>
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<tr>
<td>CTT Primary IRC Attainment Rate</td>
<td>No. of CTT students who attain an approved Primary industry-recognized credential or complete an NTC program No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>30%</td>
</tr>
<tr>
<td>*Model-based Goal</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEASURABLE SKILLS GAINS RATING</strong></td>
<td></td>
<td>1 EFL</td>
<td>50%</td>
</tr>
<tr>
<td>Average Literacy Gains</td>
<td>Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE reading test No. of students who score Educational Functioning Level 4 or below on the initial TABE reading test and students who do not take a valid initial reading test during the first 21 calendar days on center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Numeracy Gains</td>
<td>Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE math test No. of students who score Educational Functioning Level 5 or below on the initial TABE math test and students who do not take a valid initial math test during the first 21 calendar days on center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PLACEMENT QUALITY RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Completer Job Training Match (JTM) Rate</td>
<td>No. of CTT completers placed in a training-related job or the military No. CTT completers placed in a job or the military</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td>Full-Time Quality Placement Rate</td>
<td>No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program No. of initially placed graduates and former enrollees</td>
<td>75%</td>
<td>65%</td>
</tr>
</tbody>
</table>
C. **Impact of Level 1 Zero Tolerance (ZT) Separations on the Center Report Card**

For the Center Report Card, students who exit due to Level 1 ZT infractions **within 30/45 days** are *not* included in the pools and credits for the “direct center service” measures. Specifically, the pools for the on-center measures do not include students who remained in Job Corps:

- less than 30 days and exit under codes 5.1a or 5.2b
- less than 30 days and exit under code 5.3c for an infraction that is categorized as alcohol abuse or alcohol possession, consumption or distribution while on center or under center supervision
- less than 45 days and exit under code 5.2a

Students who exit the program due to Level 1 ZT infractions incurred after 30/45 days will be included in all pools for on-center measures, and credit will be given for academic, career technical training (CTT) and primary industry recognized credential (IRCs) attainments made prior to separation. However, students who exit for Level 1 ZT infractions are considered neither former enrollees nor graduates and are excluded from all post-center pools since they are ineligible for post-center services.

The list of Level 1 ZT infractions can be found in the Job Corps electronic Policy and Requirements Handbook (ePRH), Chapter 3, Exhibit 3-1 (Infraction Levels and Appropriate Center Actions).

D. **Direct Center Services Measures**

Provided below is a description of the on-center, or direct center services, performance measures and indicators.

1. **Credential Attainment Rating:** This composite measure, introduced in PY 2019, aligns with the WIOA Credential Attainment Rate metric while still incentivizing the attainment of multiple credentials that are associated with higher success in the workforce and in education settings.

   **Measure:** The measure is calculated based upon the sum of the weighted performance relative to goals on the following three indicators: HSD/HSE Attainment, CTT Completion, and Primary IRC attainment. The combined weight of the three indicators equals 100%. The composite measure is then calculated as an overall rating of the three indicators.

   **Goal:** 100%

   **Weight:** 15%

   Below are the specifications of each of the three indicators.
(a) **High School Diploma (HSD) or High School Equivalency (HSE) Attainment Rate:** This indicator supports WIOA’s mission for Job Corps to prepare students for successful careers in in-demand industry sectors, occupations, or the Armed Forces, that will result in economic self-sufficiency and opportunities for career advancement or enrollment in post-secondary education, including apprenticeship programs.

**Pool:** All separated students without an HSD or HSE at entry into Job Corps (excluding 30/45 day Level 1 ZTs).

**Indicator:** The percentage of separated students who attained an HSD or HSE while enrolled in Job Corps. **NOTE:** For purposes of the Center Report Card, credit is granted for the achievement of one academic credential only, even if a student earned both an HSD and an HSE during enrollment.

**Goal:** The national goal is 65%; centers and regions have model-based goals for this measure. A model statistically adjusts each center’s goal to account for factors beyond the operator’s control (such as the abilities of students at entry) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 9: PY 2019 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

**Weight:** 40%

**Formula:** 
\[
\frac{\text{Number of students who attain either an HSD or an HSE}}{\text{Number of separated students without an HSD or an HSE at entry}}
\]

(b) **Career Technical Training (CTT) Completion Rate:** This measure is important to ensure placement success, and to support the mission of Job Corps to provide students with the necessary skills and education to become employable in the 21st century economy.

**Pool:** All students who separate from the program (excluding 30/45 day Level 1 ZTs).

**Indicator:** The percentage of separated students who have completed a CTT program.

**Goal:** The national goal is 70%.
Weight: 30%

Formula: \[
\frac{\text{Number of students who complete a CTT program}}{\text{Number of separated students}}
\]

(c) **Career Technical Training (CTT) Primary Industry-Recognized Credential (IRC) Attainment Rate**: In PY 2010, a measure of IRC attainment was added to the OMS. Beginning in PY 2015, the Center Report Card featured primary IRCs as the preferred student credential attainment. Primary credentials represent knowledge and skill levels of a particular job and are considered critical for qualification and placement into permanent employment with sustainable wages. Secondary credentials are supportive in nature, and while important, are viewed as more supplemental than critically essential to the job. While the Center Report Card only captures outcomes pertaining to primary attainments, the Career Technical Training Report Card (CTT 10) features both the primary and secondary credential attainment measure and outcomes. In PY 2017, some moderate changes were made to the IRC list. For PY 2019, extensive revisions were made to improve alignment with CTT offerings and employer requirements.

Pool: All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs).

Indicator: The percentage of separated students who have attained an approved primary industry-recognized credential or students who have completed a training program offered by a National Training Contractor (NTC).

Goal: The national goal is 90%.

Weight: 30%

Formula: \[
\frac{\text{Number of CTT students who attain an approved primary industry-recognized credential or students who complete an NTC program}}{\text{Number of separated students assigned to a CTT program}}
\]

2. **Measurable Skill Gains Rating**: This composite measure, introduced in PY 2018, aligns with the WIOA Measurable Skill Gains metric and tracks progress in improving reading and math skills.

Measure: The measure is calculated based upon the sum of the weighted performance relative to goals on the following two indicators: Average Literacy Gains and Average Numeracy Gains. The combined weight of the two indicators equals 100%. The composite measure is then calculated as an overall rating of the two indicators.

Goal: 100%
Below are the specifications of the two indicators.

(a) **Average Literacy Gain:** This indicator supports programs such as the HSD Initiative and the English Language Learner (ELL) Initiative and will help centers by tracking those youth who have achieved significant gains in literacy, but who have not yet reached the proficiency level required to obtain an HSD or pass an HSE. Please note that centers must adhere to policy as stated in PRH Chapter 3, Appendix 301: TABE® Requirements and Instructions.

**Pool:** All students who exit the program (excluding 30/45 day Level 1 ZTs) who scored at or below Educational Functioning Level (EFL) 4 on a valid initial TABE reading test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español reading test (level E or M) and students who did not take an initial reading test during the first 21 calendar days* on center.

**Indicator:** The average of all of the positive EFL gains (negative gains will be counted as a zero gain) made by the students in the pool on the highest valid subsequent TABE reading test (level E, M, D, or A) or TABE Español reading test (level E or M), taken after the student has received 60 hours of instruction in the content area.

**Goal:** The national goal is 1 EFL. For PY 2019, centers and regions do not have model-based goals for this measure as there are no TABE 11/12 testing data available to develop models at this time. It is anticipated that data collected in PY 2019 will be used to develop model-based goals for PY 2020, and as such, it is important to ensure that initial and follow up testing are conducted as required to obtain as complete data as possible for creating the center-specific goals.

Weight: 50%

**Formula:** Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE reading test
Number of students who score at or below Educational Functioning Level 4 on the initial TABE reading test (Level 4 on the TABE Español) and students who do not take a valid initial reading test during the first 21 calendar days* on center

**Note:** For crediting purposes, initial TABE tests must be administered within the first 21 calendar days* on center. Due to the transition from TABE 9/10 to TABE 11/12, students who enrolled in Job Corps prior to
July 1, 2019 may be entitled to a longer maximum period for initial TABE testing to occur.

- Students who enrolled between June 17, 2019 and June 30, 2019, and therefore did not take an initial TABE 9/10 test, must complete their initial TABE 11/12 reading test no later than July 31, 2019.
- Students who enrolled prior to June 17, 2019, scored at or below 552 on the initial reading test, and did not achieve a score at or above 567 on a follow-up test must take the initial TABE test by August 14, 2019.

Please refer to PIN 18-06, dated 06/06/2019 for more information regarding the period for initial testing on the TABE 11/12 for those who entered Job Corps prior to PY 2019.

*For exceptions, see Appendix 301: TABE® Requirements and Instructions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

**NOTE:** The winter break and time separated under medical separation with reinstatement rights (MSWR) and administrative separations with reinstatement rights (ASWR) do not count toward the 21 calendar days. If a student does not attain a valid test score (as defined in Appendix 301), the initial reading TABE test must be retaken within the 21-day period and only the valid test score will count as the initial test score. Individuals who take their initial test on their 22nd day on center (or later) are treated as not having an initial test, are included in the pool along with those who do not take a test, and cannot obtain a literacy gain. For crediting of learning gains, a follow-up test must be after the student has received 60 hours of instruction in the content area, in accordance with testing guidelines (Appendix 301).

EFLs range from 1 to 6 and each EFL is linked to a specific scale score range. A gain is made when a student attains a higher EFL on a follow-up TABE test than the EFL of their initial TABE test; credit is given for the difference between the EFL of the highest follow-up TABE test score and the EFL of the initial TABE test. For example, moving from an EFL of 2 on the initial TABE test to an EFL of 4 on the highest subsequent TABE test equals a 2.0 credit for that student. If the student’s highest subsequent TABE test result is lower than the initial TABE test result, a 0 credit will be given for that student. The center’s average gain is then calculated by dividing the sum of all credits received (including zero gains) by the number of students in the pool.

**Average Numeracy Gain:** This indicator supports programs such as the HSD Initiative and the ELL Initiative and will help centers by tracking those youth who have achieved significant gains in numeracy, but who have not yet reached the
proficiency required to obtain an HSD or pass an HSE. Please note that centers must adhere to policy as stated in Appendix 301: TABE® Requirements and Instructions.

Pool: All students (excluding 30/45 day Level 1 ZTs) who scored at or below EFL 5 on a valid initial TABE math test (level E, M, D, or A) or EFL 4 on a valid initial TABE Español math test (level E or M) and students who did not take an initial math test during the first 21 calendar days* on center.

Indicator: The average of all of the positive EFL gains (negative gains will be counted as a zero gain) made by the students in the pool on the highest valid subsequent TABE math test (level E, M, D, or A) or TABE Español math test (level E or M) taken after the student has received 60 hours of instruction in the content area.

Goal: The national goal is 1 EFL. For PY 2019, centers and regions do not have model-based goals for this measure as there are no TABE 11/12 testing data available to develop models at this time. It is anticipated that data collected in PY 2019 will be used to develop model-based goals for PY 2020, and as such, it is important to ensure that initial and follow up testing are conducted as required to obtain as complete data as possible for creating the center-specific goals.

Weight: 50%

Formula: Sum of Educational Functioning Level gains attained on the highest valid subsequent TABE math test
Number of students who score at or below Educational Functioning Level 5 on the initial TABE math test (Level 4 on the TABE Español and students who do not take a valid initial math test during the first 21 calendar days* on center

Note: For crediting purposes, initial TABE tests must be administered within the first 21 calendar days on center. Due to the transition from TABE 9/10 to TABE 11/12, students who enrolled in Job Corps prior to July 1, 2019 may be entitled to a longer maximum period for initial TABE testing to occur.
- Students who enrolled between June 17, 2019 and June 30, 2019, and therefore did not take an initial TABE 9/10 test, must complete their initial TABE 11/12 reading test no later than July 31, 2019.
- Students who enrolled prior to June 17, 2019, scored at or below 552 on the initial reading test, and did not achieve a score at or above 567 on a follow-up test must take the initial TABE test by August 14, 2019.

Please refer to PIN 18-06, dated 06/06/2019 for more information.
regarding the period for initial testing on the TABE 11/12 for those who entered Job Corps prior to PY 2019.

*See ePRH Chapter 3, Appendix 301: TABE® Requirements for exceptions. Exceptions include a specific sub-group of Limited English Proficient (LEP) students.

**NOTE:** The winter break and time separated under MSWR and ASWR do not count toward the 21 calendar days. If a student does not attain a valid test score (as defined in Appendix 301), the initial numeracy TABE test must be retaken within the 21-day period and only the valid test score will count as the initial test score.

Individuals who take their initial test on their 22nd day on center (or later) are treated as not having an initial test, are included in the pool along with those who do not take a test, and cannot obtain a numeracy gain. For crediting of learning gains, a follow-up test must be administered after the student has received 60 hours of instruction in the content area, in accordance with testing guidelines (Appendix 301).

EFLs range from 1 to 6 and each EFL is linked to a specific scale score range. A gain is made when a student attains a higher EFL on a follow-up TABE test than the EFL of their initial TABE test; credit is given for the difference between the EFL of the highest follow-up TABE test score and the EFL of the initial TABE test. For example, moving from an EFL of two on the initial TABE test to an EFL of four on the highest subsequent TABE test equals a 2.0 credit for that student. If the student’s highest subsequent TABE test result is lower than the initial TABE test result, a 0 credit will be given for that student. The center’s average gain is then calculated by dividing the sum of all credits received (including zero gains) by the number of students in the pool.

E. **Career Transition Services (CTS) Placement Measures**

Provided below is a description of the post-center, career transition services placement outcomes performance measures. The following criteria apply to these measures:

- For a placement to be credited it must
  1. meet the criteria described in PRH, Exhibit 4-1,
  2. have documentation consistent with the criteria in PRH, Exhibit 4-2
  3. be entered and approved in CTS according to the timelines in PRH, Chapter 4, Section 4.5.

If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the time frame specified in Section
4.5, the center (and the CTS contractor) will not receive credit for the Placement Rate measure for this student. The student will not be in the pool of any of the Placement Quality Rating indicators and center (and CTS contractor) will not receive credit for the Placement Quality Rating measure. JCDC will include these placements in the National and Regional totals of the CTS placement measures if they otherwise meet placement requirements.

- Initial placement upgrades that occur during the placement window for former enrollees and graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 Introduction, Attachment 2: PY 2019 Initial Placements and Allowable Upgrades, for a chart outlining the upgrade hierarchy.

- An automatic education placement credit is given to the sending center for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 Introduction, Attachment 3: PY 2019 Center Report Card Pools and Credits for Students Transferred to Advanced Training (AT) Programs. This does not apply to ACT transfers.

1. **Placement Rate**: The Placement Rate serves as a strong indicator of the program’s success in equipping Job Corps graduates and former enrollees with the basic skills necessary for an effective job search and preparing them for engagement and retention in the workforce or further education.

   **Pool**: All graduates and former enrollees whose placement records are due or received, or who transfer to an approved AT program at another center during the period.

   **Measure**: The percentage of graduates and former enrollees in the pool who are placed in a job, the military, an educational program, or a job/college combination according to the Job Corps placement definition in Exhibit 4-1, or who transfer to an approved AT program at another center.

   **Goal**: The national goal is 83%.

   **Weight**: 10%

   **Formula**: Number of graduates and former enrollees placed in a job, the military, an educational/training program, or a job/college combination or who transferred to an approved Advanced Training program at another center
   
   Number of graduates and former enrollees whose placement records are due or received or who transferred to an approved Advanced Training program at another center

2. **Placement Average Wage**: The Average Hourly Wage at Placement is a required measure to assess centers’ ability to secure jobs that will place graduates and
former enrollees on the path to economic self-sufficiency.

**Pool:** All Graduates and Former Enrollees placed in a job or the military according to the Job Corps placement definition in Exhibit 4-1.

**Indicator:** The average hourly wage of Graduates and Former Enrollees in the pool associated with their initial or upgrade placement in a job or the military.

**Goal:** The national goal is $12.00; Centers and Regions have model-based goals for this indicator. A model statistically adjusts each center’s goal to account for factors beyond the operator’s control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this indicator. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 9: PY 2019 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

**Weight:** 7.5%

**Formula:** Sum of hourly wages of graduates and former enrollees placed in a job or military

\[
\text{Number of graduates and former enrollees placed in a job or military}
\]

3. **Placement Quality Rating:** This composite measure, introduced in PY 2018, is intended to incentivize higher-quality placements that are ultimately linked to better success in, and longer-term connection to, the workforce. Quality placements are defined as those that are full-time jobs or in full-time post-secondary education, higher paying jobs, and jobs that match the career training completed.

**Measure:** The measure is calculated based upon the sum of the weighted performance relative to goals on the following two indicators: JTM Rate and Full-Time Quality Placement Rate. The combined weight of the two indicators equals 100%. The composite measure is then calculated as an overall rating of the two indicators.

**Goal:** 100%

**Weight:** 12.5%

Below are the specifications of the two indicators.

a) **Career Technical Training (CTT) Completer Job Training Match (JTM)**
**Rate:** In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers placed in training-related jobs or the military, was added to the Center Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program’s emphasis on education, the measure was expanded to also credit CTT completers that enter a postsecondary education or postsecondary training as Postsecondary Credit (PSC). In PY 2018, the measure was refocused on matching job placements with training received and removes from the pools and credits postsecondary education and training placements. While post-secondary education/training is highly valued and encouraged as a placement by Job Corps, it is now credited under the new measure of CTT Completer Full-Time Quality Placement.

In PY 2010, an improved Job Training Match (JTM) Crosswalk was introduced that more directly aligned training programs with jobs. Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year to refine alignment with O*NET-SOC, the industry-recognized national occupational database. From 2014 to PY 2018, minor adjustments were made to the Crosswalk as new training programs were added to the system. For PY 2019, a more extensive revision to the crosswalk has been made to update and further align with current training programs offered by Job Corps.

**Pool:** All CTT completers placed in a job or the military.

**Indicator:** The percentage of CTT completers in the pool who are initially placed or have a placement upgrade, in a training-related job or the military.

**Goal:** The national goal is 65%.

**Weight:** 35%

**Formula:** Number of CTT completers placed in a training-related job or the military

Number of CTT completers placed in a job or the military

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2019. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM.
Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 Introduction, Attachment 6: PY 2019 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk and Request Form, for the request form and instructions.

b) **Full-Time Quality Placement Rate**: Incentivizing the placement of graduates and former enrollees in positions that are full-time – whether full-time employment or full-time higher education -- reinforces the importance of ensuring these students are placed in positions that would lead to long-term attachment to the workforce and a defined career path.

**Pool**: All graduates and former enrollees placed in a job or the military according to the Job Corps placement definition in Exhibit 4-1.

**Indicator**: The percentage of graduates and former enrollees in the pool who are placed in a full-time apprenticeship program, full-time job, the military, full-time college, full-time job/college combination or full-time post-secondary training program.

**Goal**: The national goal is 75%.

**Weight**: 65%

**Formula**: No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program

No. of initially placed graduates and former enrollees

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F. **Quarter 2 and Quarter 4 Placement Measures**

Provided below is a description of the post-center, Quarter 2 and Quarter 4 placement measures that align with the WIOA’s Quarter 2 and Quarter 4 metrics and its focus on longer-term employment.

1. **Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter**: This measure is a program priority for the system and aligns with WIOA reporting requirements. All phases of Job Corps services work toward the goal of helping students achieve long-term success as a result of their participation in Job Corps.

**Pool**: All graduates and former enrollees who complete the Quarter 2 survey.
Measure: The percentage of graduates and former enrollees in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in Exhibit 4-1) or a job/college combination during the second quarter after exit quarter.

Goal: The national goal is 80%.

Weight: 20%

Formula: \[
\text{No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program} \\
\text{No. of graduates and former enrollees who complete the Quarter 2 survey}
\]

2. Graduate and Former Enrollee Placement Rate in Quarter 4 After Exit Quarter: This measure gauges graduates’ and former enrollees’ attachment to the workforce or advanced education environment and aligns with WIOA reporting requirements.

Pool: All graduates and former enrollees who complete the Quarter 4 survey.

Measure: The percentage of graduates and former enrollees in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in Exhibit 4-1) or a job/college combination during the fourth quarter after exit quarter.

Goal: The national goal is 80%.

Weight: 20%

Formula: \[
\text{No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program} \\
\text{No. of graduates and former enrollees who complete the Quarter 4 survey}
\]

3. Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter: This measure serves as a barometer of graduates’ and former enrollees’ long-term success and aligns with WIOA reporting requirements.

Pool: All graduates and former enrollees who complete the Quarter 2 survey and report in the survey they are in a job or in the military (that meets the Job Corps placement definition in Exhibit 4-1).
Measure: The average earnings of graduates and former enrollees in the pool.

Goal: The national goal is $5,500. Centers and regions have model-based goals for this measure. A model statistically adjusts each center’s goal to account for factors beyond the operator’s control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 9: PY 2019 Center Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

See Appendix 501 Introduction, Attachment 9: PY 2019 Center Model-Based Goals and Worksheets for a template of the factors utilized in the models and for specific goals.

Weight: 10%

Formula: Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey
No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter

4. Employer Retention Rate: This measure gauges graduates’ and former enrollees’ attachment to the workforce and aligns with WIOA reporting requirements.

Pool: All graduates and former enrollees who complete the Quarter 4 survey and were employed in the second quarter after exit quarter

Measure: The percentage of graduates and former enrollees in the pool who report in the Quarter 4 survey that they are employed by the same employer in the second and the fourth quarters after exit quarter

Goal: The national goal is 60%.

Weight: 0%

Formula: No. of graduates and former enrollees who were employed by the same employer in Quarter 2 and Quarter 4 after exit quarter
No. of graduates and former enrollees who complete the Quarter 4 survey and were employed in Quarter 2 after exit quarter

G. Performance Goals
Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure and indicator, and performance is measured as a percentage of the goal(s) achieved. Thorough analyses of historical data, where available, have been conducted to assist in establishing reasonable and attainable goals for the system.

For PY 2019, the following measures and indicators have national goals:

- Credential Attainment Rating
  - Career Technical Training (CTT) Completion Rate
  - CTT Primary Industry-Recognized Credential Attainment Rate
- Measurable Skill Gains Rating
  - Average Literacy Gain
  - Average Numeracy Gain
- Placement Rate
- Placement Quality Rating
  - Job Training Match (JTM) Rate
  - Quality Placement Rate
- Graduate and Former Enrollee Placement Rate in Quarter 2
- Graduate and Former Enrollee Placement Rate in Quarter 4

For PY 2019, the following measures/indicators have model-based goals:

- Credential Attainment Rating
  - HSD or HSE Attainment Rate
- Graduate and Former Enrollee Average Hourly Wage at Placement
- Graduate and Former Enrollee Average Earnings in Quarter 2

Model-based goals for all Center measures and indicators can be found in Appendix 501 – Introduction, Attachment 9: PY 2019 Center Model-Based Goals and Worksheets. Details regarding model-based goals can be found in the PRH, Chapter 5, Appendix 501, Introduction, D.2.(b).

H. **Weights**

A weight is assigned to each measure and indicator to reflect: 1) areas of emphasis in centers’ accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the Center Report Card has been altered from PY 2018 to meet the goals of the OMS reform initiative and further increase emphasis on Quarter 2 and Quarter 4 measures made to the CTS and CTT Report Cards. Overall, weight has shifted to the Quarter 2 and Quarter 4 measures (from 35 percent to 50 percent), decreasing the Direct Center Services measures from 35 percent to 20 percent, while the CTS placement measures remain at 30 percent for PY 2019. The two Direct Center Services measures are
weighted at 15 percent for Credential Attainment Rating and 5 percent for the Measurable Skill Gains Rating. The three CTS Placement measures are weighted 12.5 percent for quality placement, 7.5 percent for initial placement average wage, and 10 percent for initial placements. Weights in the Quarter 2 and Quarter 4 placement measures have increased from 13.75 percent to 20 percent each. Similarly, weights on the Quarter 2 earnings measure increased from 7.5 percent to 10 percent. This two-year shift in weight distribution aligns with WIOA’s focus on long-term success in the workforce (and higher education) which is measured through the Quarter 2 and Quarter 4 placement outcomes.

I. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create a Center overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process. Overall ratings are also used to determine the performance ranges for performance-based service contracting.

II. CENTER QUALITY ASSESSMENT FOR PY 2019

A. Overview

The Center Quality Assessment, which reviews the quality of the program and services offered at all Job Corps centers, is the second component that is used for evaluating center performance. Job Corps is committed to providing more than a statistical accounting of the Job Corps program. Quality makes the difference and adds an important dimension to students’ well-being and sense of security, and the statistics that report their outcomes. To capture an accurate reflection of center quality, focus is placed on the following three areas of life on a center:

- The center’s ability to operate at full capacity (On-Board Strength [OBS])
- The center quality rating (Quality Rating [QR]) based on an on-site review by a team of federal representatives;
- Students’ perception of safety (Student Satisfaction Survey [SSS])

The results of each center’s OBS, QR, and SSS stand alone. There is no aggregation of performance results across these components. These three elements supplement the Center Report Card by qualifying the statistics and are valuable tools for assessing the operation of a Job Corps center by accounting for aspects of center life that otherwise would not be a systematic part of the Job Corps accountability system.

B. Student On-Board Strength (OBS)

On-Board Strength is an efficiency rating that demonstrates the extent to which a center operates at full capacity. The measure is reported as a percentage, calculated by the average number of students on-board divided by the average planned on-board strength (daily number of students that a center is authorized to serve). The national goal for
OBS is 100% in order to operate the program at full capacity, maximize program resources, and fulfill the mission of serving the underserved student population.

C. **Center Quality Rating (QR)**

The Quality/Compliance Rating system consists of an on-site center assessment by a Regional Office team, usually conducted as part of the center review. It is a quality and compliance evaluation of center operations.

The quality/compliance evaluation of a center operation is based on the six functional areas outlined in the PRH:

- Outreach and Admissions
- Career Preparation Period
- Career Development Period
- Career Transition Period
- Management
- Administrative Support

There are quality indicators (QIs) and strategies for assessing the quality in each area of the PRH. The center is given a score of 0 to 9 on each element. Each element is weighted according to relative importance and weighted scores for each element are aggregated for an overall quality rating. This is not a cumulative score. Each time a quality/compliance review is conducted, the new score replaces the previous one. An overall score of 4.0 or above is considered satisfactory.

In addition to assessing the above functional areas, the National Office of Job Corps requires mandatory audits of student records concurrent with annual center quality assessments to validate performance data (see Job Corps Information Notice 04-14 and Attachment 04-14a, dated December 10, 2004). The mandatory audits are a direct response to data integrity concerns identified in audits of Job Corps centers by the Office of Inspector General (OIG).

D. **Student Satisfaction Survey (SSS)**

The SSS elicits students’ perceptions on a broad range of services and center activities and focuses on students’ experiences during the last month. The SSS is administered to all students enrolled in Job Corps, including new arrivals, and is available in both English and Spanish. Beginning in August 2008, per Job Corps Program Instruction Notice 08-06, the frequency of the SSS administration was reduced from quarterly to semi-annually and is now administered in September and March.

A national survey protocol has been established to assist centers in effective administration of the survey. Confidentiality is guaranteed to survey participants and the survey protocol takes steps to protect anonymity. **It is vital for the survey to be distributed to all students, including those who may arrive on the center on the day**
of the survey administration. The response, “don’t know/does not apply” provides an option for students who may be new to the center and do not have an opinion about one or more of the questions.

It is critical that centers ensure the survey protocol is followed explicitly. Every six months, staff must carefully read the instructions and materials to ensure their familiarity with the protocol for that semi-annual survey. Only the instructions and materials provided with the surveys should be used for that particular administration because the protocol is occasionally revised. The procedures outlined in the protocol have been tested on many centers and are known to enhance the validity of the survey data. No other surveys or forms are to be administered concurrently with the national SSS and no interpretation of the survey questions or answer categories, other than what is provided in the protocol, are to be provided to the students. Centers are also encouraged to collect feedback from students and may use their own forms. However, this cannot occur in conjunction with the SSS and should occur at some other time during the program year.

Prohibited “Coaching” Activities. The National Office is committed to ensuring the integrity of the semi-annual SSS results. In an attempt to provide greater clarification, the National Office has developed the following guidelines for centers in regard to “coaching.” Copies of this guidance are included with the survey package sent semi-annually to centers.

It is inappropriate for anyone at the center (staff or students) to attempt to bias student responses before, during, or after the survey in any way. This does not preclude utilizing the results of the survey in discussions with students regarding center improvement.

More specifically, the following activities are strictly prohibited:

- Coaching students to answer the survey in a particular way by providing or suggesting “correct” or “incorrect” answers to questions;
- Paraphrasing questions and/or providing interpretations to questions (e.g., encouraging students to answer certain items positively or to refrain from answering certain items negatively);
- Coaching student proctors to interpret questions to students in a way that biases responses toward positive outcomes for the center;
- Promising or implying that rewards (such as new equipment, services, privileges, etc.) would be granted or secured for center-wide positive survey results;
- Conducting meetings, pep rallies, and/or group activities that include discussions, presentations, or guidelines regarding survey questions or possible answers; and/or
- Suggesting that negative responses or a lack of response to the survey will result in negative consequences for the student or the center (e.g., the center will be closed).

Although a high response rate is desirable, centers are reminded that the SSS is
voluntary, and that students have the right to decline to take the SSS, or to skip over questions they choose not to answer, without fear of repercussions from the center.

The SSS includes 12 questions on personal safety issues that are used to calculate the center’s performance on student safety. When assessing center quality, the results from the 12 questions related to the student’s perception of safety are used for calculating the center’s performance. The 12 safety questions are presented on the following page.

The national goal for the Student Safety measure is 90%. In constructing the safety measure, students who respond positively to at least six items (i.e., six out of 12) are assumed to be reporting feeling “safe.” If a student does not respond to all 12 items, a safety indicator will be calculated if at least seven of the 12 items have a valid response. These responses constitute the “valid response rate” used in data analysis. If a student does not respond to at least seven of the 12 items, that student’s responses will not be included in the center’s overall calculations of student safety. The scoring of the safety items is calculated as follows:

- A score of “1” indicates feeling safe on the given item, where a score of “0” indicates feeling unsafe.
- A total score for each student is then calculated as the sum of the scores across all of the items answered.
- This total score is divided by the total number of items, out of 12 possible, to which the student responded.
- This score must be greater than or equal to 50% to indicate that the student reported feeling safe. As indicated above, students who do not answer at least seven items will be excluded from this calculation.

The SSS yields useful information regarding the quality of services provided to students, which is utilized at national, regional, and center levels. Insufficient response rates can compromise the quality of the data collected. To gain the most accurate picture of how students evaluate their Job Corps experience, it is in the program’s best interest to see that every student has the opportunity to provide feedback.

<table>
<thead>
<tr>
<th>STUDENT SATISFACTION SURVEY – SAFETY ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safety Item</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>A student would be terminated if he/she was found with a weapon - like a knife, club, or sharp object - on center.</td>
</tr>
<tr>
<td>The Zero Tolerance policy was</td>
</tr>
</tbody>
</table>
### STUDENT SATISFACTION SURVEY – SAFETY ITEMS

<table>
<thead>
<tr>
<th>Safety Item</th>
<th>Condition for “Safe” Indicator (1)</th>
<th>Condition for “Unsafe” Indicator (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>applied equally to all students.</td>
<td>Mostly True</td>
<td>Mostly False</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Very False</td>
</tr>
<tr>
<td>I could talk to my Residential Advisor (RA)/Residential Counselor (RC) if I was threatened by another student.</td>
<td>Very True Mostly True</td>
<td>Partly True and Partly False Mostly False Very False</td>
</tr>
<tr>
<td>I could talk to my Counselor if I was threatened by another student.</td>
<td>Very True Mostly True</td>
<td>Partly True and Partly False Mostly False Very False</td>
</tr>
<tr>
<td>I thought about leaving Job Corps because of a personal safety concern.</td>
<td>Mostly False Very False</td>
<td>Very True Mostly True Partly True and Partly False</td>
</tr>
<tr>
<td>I thought about going to a different Job Corps center because I felt threatened by other students.</td>
<td>Mostly False Very False</td>
<td>Very True Mostly True Partly True and Partly False</td>
</tr>
<tr>
<td>How often did you hear a student threaten another student on center?</td>
<td>Never or Not in the Last Month</td>
<td>Once or Twice About Once a Week A Few Times a Week About Daily</td>
</tr>
<tr>
<td>How often did other students pick on you even after you asked them to stop?</td>
<td>Never or Not in the Last Month</td>
<td>Once or Twice About Once a Week A Few Times a Week About Daily</td>
</tr>
<tr>
<td>How often did other students say things to you to make you feel like you are not important?</td>
<td>Never or Not in the Last Month</td>
<td>Once or Twice About Once a Week A Few Times a Week About Daily</td>
</tr>
<tr>
<td>How often did you see a physical fight between students on center?</td>
<td>Never or Not in the Last Month</td>
<td>Once or Twice</td>
</tr>
<tr>
<td>How often were you in a physical fight with a student on center?</td>
<td>Never or Not in the Last Month</td>
<td>Once or Twice About Once a Week A Few Times a Week About Daily</td>
</tr>
<tr>
<td>How often did you carry a weapon - like a knife, club, or a sharp object - with you on center?</td>
<td>Never or Not in the Last Month</td>
<td>Once or Twice About Once a Week A Few Times a Week About Daily</td>
</tr>
</tbody>
</table>

### III. ROLES AND RESPONSIBILITIES

#### A. National Office

The Office of Job Corps is responsible for:
- Establishing national policy for the center OMS each program year
- Providing model-based goals for designated performance measures/indicators and administering the appeals process of the adjusted goals
- Administering the National Office appeals process of Quarter 2 and Quarter 4
outcomes reported from the post-separation survey
- Monitoring the JCDC issuance of the Center Report Card and reports on each of the Center Quality Assessment metrics
- Tracking and verifying performance of Job Corps centers
- Communicating with Regional Offices to implement program or policy changes or adjustments
- Providing information, technical assistance and training to the Regional Offices and Job Corps community as needed
- Developing and supporting a standardized audit methodology for Regional Office staff
- Establishing an administrative low rating to centers for lack of credible data
- Reviewing the development, implementation, and monitoring of center PIPs
- Issuing performance goals for new centers at the beginning of the second program year of their contract, or as otherwise specified by the National Director of Job Corps.

B. **Regional Offices**

Regional Offices are responsible for:

- Determining that proposals, contracts, and USDA Forest Service Civilian Conservation Center (CCC) plans are consistent with center performance goals and requirements
- Considering performance in both the Center Report Card and Center Quality Assessment components (OBS, QR, and SSS) in procurement and contract administration activities
- Monitoring the performance of all centers monthly using the Center Report Card, the Center Quality Assessment, and information gathered from center visits, assessments, and review of other reports and analyses
- Reviewing information submitted by centers who fail to meet performance goals on extenuating circumstances and/or unique factors to substantiate the shortfall
- Evaluating the extenuating circumstances/unique factors in conjunction with the operator’s compliance with all other terms and conditions of the contract/agreement and the results of any Office of Inspector General (OIG) audits and special review findings in making procurement-related decisions
- Determining if adjustments are warranted, and consequently transmitting a justification for the adjustment as part of the Contractor Performance Assessment System
C. **Center Operators**

Center operators, including the U.S. Department of Agriculture, Forest Service, are responsible for:

- Implementing performance goals with their respective centers
- Providing staff training and technical assistance
- Monitoring monthly performance against goals on the Center Report Card and performance on the Center Quality Assessment
- Submitting information to Regional Offices regarding extenuating circumstances and/or unique factors that could justify poor Center Report Card performance
- Recommending corrective action, as required, and submitting corrective action plans to Job Corps Regional Offices when appropriate
- Implementing corrective action plans as directed

D. **Job Corps Centers**

Job Corps Centers are responsible for:

- Sharing the information in this Appendix 501a with all applicable staff
- Accurate and timely data entry into CIS to ensure data integrity
- Data verification and correction prior to a student’s separation and processing of transitional allowance
- Maintaining all documents and automated information necessary for audits of activity
- Updating student’s contact and alternate (family and friends) contacts information prior to separation in CIS or CTS to provide post-separation survey staff with the most current contact information increasing the likelihood of reaching students for the Quarter 2 and Quarter 4 surveys. (Complete and accurate alternate contact information for family members or friends (at a different address) is essential to obtaining high survey completion rates.)

E. **Job Corps Data Center (JCDC)**

JCDC is responsible for:

- Ensuring that the Center Report Card, Center Quality Assessment components, and other reports are issued in accordance with the target release dates
- Coordinating specifications of the Center Report Card and the reports for the Center Quality Assessment components (OBS, SSS, and QR) with National Office staff
- Ensuring that data generated in the reports accurately reflect the policy and programming design
- Providing Help Desk services regarding Job Corps center data, reporting and oversight of CIS, and training and services to the regions on CIS
# APPENDIX 501B

**POLICIES AND PROCEDURES FOR JOB CORPS’ PROGRAM YEAR (PY) 2019**

**PERFORMANCE MANAGEMENT SYSTEM**

**OUTREACH AND ADMISSIONS OUTCOME MEASUREMENT SYSTEM**

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I. OUTREACH AND ADMISSIONS (OA) REPORT CARD FOR PY 2019

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2019 Outcome Measurement System (OMS) Report Cards.

A. Overview.

The Outreach and Admissions (OA) Report Card is the accountability tool used to measure and account for performance of OA contractors nationwide. The OA Report Card reflects OA contractors’ success in achieving specific goals and objectives pertaining to the recruitment of eligible students to reach center capacity, the initial retention of those students in the program, and positive program outcomes.

OA contractors are important to the continuum of service delivery to students since they are the first to encounter prospective Job Corps students. Specifically, they help to lay the foundation for a beneficial and rewarding experience for students. OA contractors must focus their efforts on enrolling eligible youth who are ready for program participation, and effectively preparing them for career pathways.

B. PY 2019 Changes in Appendix 501B

The performance measures included in the PY 2019 OA Report Card are intended to encourage the recruitment of committed students that will be successful in the program and ultimately enter into the workforce. As such, the measures on the OA Report Card are classified as either quantity/production measures (i.e., recruitment of students), or quality/commitment measures (i.e., retention of recruited students that are successful in Job Corps).

For PY 2019, Job Corps has made no changes to the definitions, weights, or goals of any of the measures in the OA Report Card.

Provided below is a chart outlining the PY 2019 OA Report Card.
<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quantity/Production (60%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female Arrival Rate</td>
<td>No. of female arrivals</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Total female contracted quota</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Arrival Rate</td>
<td>No. of total arrivals</td>
<td>100%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>Total contracted quota</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quality/Commitment (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Level 1 Zero Tolerance (ZT) Separation Rate</td>
<td>No. of student arrivals who do not separate for a Level 1 ZTinfraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days or under code 5.2A within the first 45 calendar days</td>
<td>98%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>No. of student arrivals with the opportunity to stay in the program for at least 45 calendar days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrivals With 90-Day Commitment Rate</td>
<td>No. of students in the pool who stay for 90 or more calendar days</td>
<td>85%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>No. of student arrivals with the opportunity to stay in the program for at least 90 calendar days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Rate</td>
<td>No. of students who separate as graduates</td>
<td>65%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>No. of separated students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

100%
C. **Quantity/Production Measures**

These measures are consistent with the need for Job Corps centers to operate at full capacity. OA contracts stipulate the OA contractor’s input schedule for eligible arrivals for the length of the contract. These input schedules, or quotas, are determined by Job Corps National Enrollee Assignment Plan (NEAP) and represent the OA contractors’ obligation to ensure the centers they serve reach full capacity.

The goals for the arrival measures are set at 100 percent of OA contractors’ contractual goals. Thus, if a Regional Office needs to adjust an OA contractor’s input schedule to meet changing regional or center needs, this system provides the flexibility to do so, as the goals will remain at 100 percent of the newly assigned quotas.

1. **Female Arrival Rate**: The Female Arrival Rate is the number of female arrivals compared to the total female arrival quota, as specified by the contract.

   **Pool**: Female arrival contracted quota.

   **Measure**: The percentage of female arrivals achieved.

   **Goal**: 100% of the contracted female quota.

   **Weight**: 30%

   **Formula**: Number of female arrivals / Total female contracted quota

2. **Total Arrival Rate**: The Total Arrival Rate is the number of total arrivals (both Male and Female) compared to the total arrival quota, as specified by the contract.

   **Pool**: Total (male and female) contracted quota.

   **Measure**: The percentage of total (male and female) arrivals achieved.

   **Goal**: 100% of the contracted quota.

   **Weight**: 30%

   **Formula**: Number of total arrivals / Total contracted quota

   **Note**: For OA contractors that do not have responsibility for female arrivals, the Total Arrival Rate will be given 60% weight, that is, all of the weight for production.
D. Quality/Commitment Measures

These measures are consistent with the need to obtain students who will remain on center for more than 60 days to acquire some tangible benefit from the program, such as a learning gain, a High School Diploma (HSD) or High School Equivalency (HSE), or a Career Technical Training (CTT) completion. The longer students remain in Job Corps, the more opportunity they have to acquire all of the benefits Job Corps has to offer.

Making a commitment to students in this critical period should inspire students to make a commitment to Job Corps in return. OA contractors are responsible for providing applicants with in-depth information about the program, such as policies, expectations, and center residential life, and for preparing incoming students to make a commitment to both themselves and Job Corps. In addition, these quality/commitment measures reflect the relationship between the enrollment of eligible and committed students, and its impact on students’ length of stay at centers, which correlates to quality achievements and placements.

1. Non-Level 1 Zero Tolerance (ZT) Separation Rate: This measure includes all students who were recruited by the OA contractor.

   Pool: All students who had the opportunity to stay in the program for at least 45 calendar days.

   Measure: The percentage of students in the pool who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c (for an infraction that is categorized as alcohol abuse or alcohol possession, consumption or distribution while on center or under center supervision) within the first 30 calendar days or under code 5.2a within the first 45 calendar days. Level 1 ZT infractions are described in Exhibit 3-1, and in the Introduction to Appendix 501.

   Goal: The national goal is 98%.

   Weight: 5%

   Formula: Number of student arrivals who do not separate for a Level 1 ZT infraction under codes 5.1a, 5.2b or 5.3c within the first 30 calendar days or under code 5.2a within the first 45 calendar days

2. Arrivals with 90-Day Commitment Rate: This measure also includes all students who were recruited by the OA contractor.

   Pool: All students who had the opportunity to stay in the program for at least 90 calendar days.
Measure: The percentage of students in the pool who stay in the program for 90 or more calendar days.

Goal: The national goal is 85%.

Weight: 30%

Formula: Number of student arrivals in the pool who stay in the program for 90 or more calendar days
Number of student arrivals with the opportunity to stay in the program for at least 90 calendar days

3. Graduate Rate: The Graduate Rate measure serves as an indicator of the OA contractor’s success in arriving committed and prepared students who can benefit from the program.

Pool: All separated students.

Measure: The percentage of students in the pool who meet the requirements for graduate status, as defined in Section 4.2, at the time of separation.

Goal: The national goal is 65%.

Weight: 5%

Formula: Number of students who separate as graduates
Number of separated students

E. Performance Goals

Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. Typically, analyses of historical data are conducted to assist in establishing reasonable and attainable goals for the system. All measures use national goals for the OA Report Card.

F. Weights

A weight is assigned to each measure to reflect: (1) areas of emphasis in OA contractors’ accountability for achieving positive student outcomes; (2) the importance attached to each measure; and (3) the number of students in the pool for each measure.

For PY 2019, Job Corps has made no changes to the weighting of the OA Report Card from the previous year. As in PY 2018, greater emphasis is placed on the production measures at 60% as compared to the commitment measures at 40%. The two production
measures continue to be equally weighted at 30% each to emphasize the importance of recruiting female participants in the program as well as keeping centers full. Under the commitment measures the 90-Day Commitment Rate measure remains at 30% to highlight the importance of arriving students who are committed to the program, while the Graduate Rate measure and the Non-Level 1 ZT Separation Rate remain weighted at 5 percent each.

G. **Overall Rating**

Weighted performance ratings across each of the weighted measures are aggregated to create an OA contractor overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process. Overall ratings are also used to determine the program ranges for performance-based service contracting plans.

II. **ROLES AND RESPONSIBILITIES**

A. **National Office**

The National Office of Job Corps is responsible for:

- Establishing overall policy for the OA OMS each program year
- Monitoring the Job Corps Data Center’s (JCDC’s) issuance of the OA Report Card
- Tracking and verifying performance of OA contractors and conducting trend analyses of outcomes and processes
- Communicating with Regional Offices to implement program or policy changes or adjustments
- Providing information, technical assistance, and training to the Regional Offices and Job Corps community as needed
- Establishing an administrative low rating to contractors for lack of credible data.

B. **Regional Offices**

Regional Offices are responsible for preparing the Requests for Proposals (RFPs) and awarding the contracts, receiving and reviewing data reports, and monitoring OA contractor performance as follows:

1. **RFPs and Contracts**: Regional Offices ensure that proposals, contracts, and plans comply with the OA Report Card system established herein and that all OA contractor RFPs include language that informs the contractor that new arrival quotas will be established, based on Job Corps data that demonstrate program demand in the assigned recruitment area, and will be issued each contract year through a unilateral modification (regardless of the base-year period or the award of an option year). Regional Offices must issue an amendment to the RFP to modify the award document prior to execution. Prior to contract award and after the RFP is issued, new arrival quotas are established by the Regional Office based
on Job Corps data. **The Regional Office must also ensure that accurate arrival quotas are entered into the Financial Management System (FMS) in a timely manner.** Delays in entering quotas in FMS is a data integrity issue. Quotas not entered for one or more months in a reporting period can lead to over-inflated or missing results for the arrival measures in the OA Report Card, affecting the performance ratings and overall rating for that OA contractor.

2. **Data Reports:** Regional Offices should review and forward electronic National Office data analysis reports to OA contractors and notify both the National Office of Job Corps and JCDC of OA contractor contract changes (locations or service) **prior to implementing** the change. **Regional Offices must also enter monthly OA arrival quotas into FMS in a timely manner** to ensure that data reports contain accurate information that is based on program demand within the assigned recruitment area. They must also maintain and provide annually (or as revised) an updated list of OA contractors, contact addresses, and codes to the National Office of Job Corps.

3. **Monitoring Contractors:** Regional Offices must monitor and assess contractor performance against goals that are based on program demand within the assigned recruitment area, using OA Report Card overall ratings for procurement and contract administration activities. As noted previously, delays in entering monthly quotas in FMS leads to over-inflated or missing performance ratings and overall ratings in the OA Report Card. **It is important to therefore enter quotas in a timely manner to ensure the integrity of the data and Report Card results.**

The Regional Offices should transmit any contractor’s explanation of poor performance as part of the Contractor Performance Assessment Reporting System. Regional Directors will evaluate information submitted by the OA contractor, analyze numbers of referrals sent to the contractor through Outreach and Admissions Student Information System (OASIS) [online applications and callers to the toll free number (800-733-5627 (JOBS)) who were pre-screened as eligible], and perform an assessment of the contractor’s compliance with Job Corps policy and all other terms and conditions of the contract or agreement. Other factors, such as the Office of Inspector General (OIG) audits and special review findings, should also be taken into account in procurement-related decisions.

C. **Outreach and Admissions (OA) Contractors**

All contractors providing OA services, as well as centers providing OA activities, are responsible for maintaining all documents, case notes, and automated information necessary for audits of activity. It is critical that accurate data are reported and entered into the Outreach and Admissions Student Input System (OASIS). The contractor must ensure that the OA Report Card system is used to provide maximum benefit to Job Corps applicants by immediately notifying JCDC, by e-mail to the JCDC Help Desk (helpdesk@jobcorps.org), of any address, phone, or fax changes (copy the Regional
Office).

Further, OA contractors must monitor progress against goals on an ongoing basis and take corrective action or implement program/procedural improvements, as appropriate. Most importantly, OA contractors must submit information regarding extenuating circumstances and/or unique factors, which can temporarily justify poor performance, to the Regional Office. This must include information on the numbers of prospect referrals received through OASIS (online applications and callers to the toll free number (800-733-5627 (JOBS)) who were pre-screened as eligible). OA contractors must share the information in this appendix and implement the Job Corps OA Report Card goals with their respective employees. They must also monitor performance, recommend corrective action as required, submit corrective action plans to Job Corps Regional Offices when appropriate, implement corrective action plans as directed, and make recommendations to the federal officer regarding approaches to better serve applicants, meet program demand, and improve performance.

D. **Job Corps Centers**

Job Corps centers are responsible for:

- Timely and accurate transmittal of OA information in OASIS and the Center Information System (CIS)
- Ensuring accurate coding of OA Identification codes when completing the OASIS and CIS obligations
- Assisting OA contractors to promote timely arrivals of eligible students. **Job Corps centers must ensure expedient processing of applicant folders to fully support 100 percent on-board strength (OBS)**
- Providing center-specific information to OA contractors and work cooperatively with them to encourage retention once students arrive on center

**Note:** A general failure to accurately enter data into OASIS or CIS, or otherwise report information to JCDC, not only negatively affects the overall performance rating of individual OA contractors but also reflects negatively on the integrity of Job Corps program reports and outcomes. In addition, since enrollee information is critical to other data reports, any inaccurate OA data negatively impacts other Job Corps program reports and outcomes.

E. **Job Corps Data Center (JCDC)**

JCDC is responsible for:

- Ensuring that the OA Report Card and other reports are issued in accordance with the target release dates
- Coordinating specifications of the OA Report Card with National Office staff
- Ensuring the data generated in the reports accurately reflect the policy and programming design
- Providing Help Desk services regarding OA contractor data, reporting and oversight of OASIS, recruitment website hosting, online application receipt and
routing through OASIS, online application data, and training and services to the regions and OA contractors on the use of OASIS
APPENDIX 501C
POLICIES AND PROCEDURES FOR JOB CORPS’
PROGRAM YEAR (PY) 2019
PERFORMANCE MANAGEMENT SYSTEM
CAREER TRANSITION SERVICES OUTCOME MEASUREMENT SYSTEM

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   E. Job Corps Data Center (JCDC) ................................................................................ 12
I. CAREER TRANSITION SERVICES (CTS) REPORT CARD FOR PY 2019

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2019 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

Contractors with Career Transition Services (CTS) responsibilities play a vital role in the continuum of service delivery to students. Job Corps emphasizes students’ long-term success as a major indicator of the program’s effectiveness. CTS contractors have the primary responsibility of ensuring that Graduates and Former Enrollees stay attached to the workforce after separation from the program.

The CTS Report Card is the accountability tool used to measure and account for performance of all contractors with CTS responsibilities. The CTS Report Card reflects CTS contractors’ success in achieving specific goals and objectives pertaining to both the placement of Graduates and Former Enrollees, and their earnings.

B. PY 2019 Changes in Appendix 501C

For PY 2019, Job Corps has made no changes to the CTS Report Card measures, goals, and weights so as to allow time for CTS providers to fully adjust to the significant changes made in the previous year. In PY 2018 Job Corps substantially reformed the CTS Outcome Measurement System (OMS) to align with revisions to the Center Report Card. These revisions included reducing the number of measures and increasing emphasis on measures that support the program’s mission of placing students in meaningful jobs or further education.

Additionally in PY 2018, Job Corps redefined the time period constituting the second quarter (Quarter 2) and fourth quarter (Quarter 4) after exit for its post-separation survey to align with the definition used by other DOL programs. As of July 1, 2018, Quarter 2 is defined as the second calendar quarter after the exit quarter, and Quarter 4 as the fourth calendar quarter after the exit quarter.

All attachments pertaining to the CTS Report Card can be found in the Appendix 501 Introduction.

Provided on the next page is a summary table outlining the PY 2019 CTS Report Card.
### PY 2019 CTS OMS REPORT CARD

<table>
<thead>
<tr>
<th>Measure</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CTS PLACEMENT OUTCOMES (50%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Rate</td>
<td>No. of graduates and former enrollees placed in a job, the military, an education/training program, or a job/college combination</td>
<td>83%</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>No. of graduates and former enrollees whose placement records are due or received</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Average Wage*</td>
<td>Sum of hourly wages of graduates and former enrollees placed in a job or the military</td>
<td>$12.00</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>No. of graduates and former enrollees placed in a job or the military</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Quality Rating</td>
<td>Rating based on weighted performance on two indicators relative to goals: (1) job-training match rate and (2) quality placement rate (percentage of all initially placed graduate and former enrollees in apprenticeship programs, full-time jobs, the military, full-time college, full-time college/job combination, or full-time post-secondary training)</td>
<td>100%</td>
<td>20%</td>
</tr>
</tbody>
</table>

| | | |
| **Q2/Q4 PLACEMENT OUTCOMES (50%)** | | |
| Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter | No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program | 80% | 20% |
| | No. of graduates and former enrollees who complete the Quarter 2 survey | | |
| Graduate and Former Enrollee Placement Rate in Q4 After Exit Quarter | No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program | 80% | 20% |
| | No. of graduates and former enrollees who complete the Quarter 4 survey | | |
| Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter* | Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey | $5,500 | 10% |
| | No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military | | |

*Model-Based Goal

### PY 2019 SUPPLEMENTAL CTS REPORT CARD

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Definition</th>
<th>Goal</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLACEMENT QUALITY RATING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Technical Training (CTT) Completer Job Training Match (JTM) Rate</td>
<td>No. of CTT program completers placed in a training-related job or the military</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td>No. of CTT program completers placed in a job or the military</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time Quality Placement Rate</td>
<td>No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program</td>
<td>75%</td>
<td>65%</td>
</tr>
<tr>
<td></td>
<td>No. of placed graduates and former enrollees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Impact of Level 1 Zero Tolerance (ZT) Separations on the CTS Report Card

Students who separate due to Level 1 Zero Tolerance (ZT) infractions or students who are enrolled in Job Corps for less than 60 days will not be included in the CTS Report Card since they are ineligible for post-center services.

The list of Level 1 ZT infractions can be found in the Job Corps Policy and Requirements Handbook (PRH), Chapter 3, Exhibit 3-1 (Infraction Levels, Definitions, and Appropriate Center Actions).

D. Career Transition Services Placement Measures

Provided below is a description of the career transition services placement outcomes performance measures. The following criteria apply to these measures:

- For a placement to be credited it must
  1. meet the criteria described in PRH, Exhibit 4-1,
  2. have documentation consistent with the criteria in PRH, Exhibit 4-2, and
  3. be entered and approved in CTS according to the timelines in PRH, Chapter 4, Section 4.5.

If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the time frame specified in Section 4.5, the center (and the CTS contractor) will not receive credit for the Placement Rate measure for this student. The student will not be in the pool of any of the Placement Quality Rating indicators and the center (and CTS contractor) will not receive credit for the Placement Quality Rating measure. JCDC will, however, include these placements in the National and Regional totals of the CTS placement measures if they otherwise meet placement requirements.

- Initial placement upgrades that occur during the placement window for Former Enrollees and Graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 Introduction, Attachment 2: PY 2019 Initial Placements and Allowable Upgrades, for a chart outlining the upgrade hierarchy; and

1. **Placement Rate**: The Placement Rate serves as a strong indicator of the program’s success in equipping Job Corps graduates and former enrollees with the basic skills necessary for an effective job search and preparing them for engagement and retention in the workforce or further education.

  **Pool**: All graduates and former enrollees whose placement records are due or received.

  **Measure**: The percentage of graduates and former enrollees in the pool who are placed in a job, the military, an educational program, or a job/college
combination according to the Job Corps placement definition in Exhibit 4-1.

**Goal:** The national goal is 83%.

**Weight:** 20%

**Formula:** Number of Graduates and Former Enrollees placed in a job, the military, an educational program, or a job/school combination

Number of Graduates and Former Enrollees whose placement records are due or received

2. **Graduate and Former Enrollee Average Hourly Wage at Placement:** The Average Hourly Wage at Placement holds CTS contractors accountable for their ability to secure jobs that will place graduates and former enrollees on the path to economic self-sufficiency.

**Pool:** All graduates and former enrollees placed in a job or the military according to the Job Corps placement definition in Exhibit 4-1.

**Indicator:** The average hourly wage of graduates and former enrollees in the pool associated with their initial or upgrade placement in a job or the military.

**Goal:** The national goal is $12.00; CTS contractors and regions have model-based goals for this measure. A model statistically adjusts each contractor’s goal to account for factors beyond their control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each contractor, and adjusts the national goal accordingly for that contractor, to set a contractor-specific goal. See Appendix 501 Introduction, Attachment 10: PY 2019 CTS Contractor Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

**Weight:** 10%

**Formula:** Sum of hourly wages of graduates and former enrollees placed in a job or military

Number of graduates and former enrollees placed in a job or military

3. **Placement Quality Rating:** This composite measure, introduced in PY 2019, is intended to incentivize higher-quality placements that are ultimately linked to better success in, and longer-term connection to, the workforce. Quality placements are defined as those that are full-time jobs or in full-time post-secondary education, higher paying jobs, and jobs that match the career training
completed.

**Measure:** The measure is calculated based upon the sum of the weighted performance relative to goals on the following two indicators: CTT Completer JTM Placement and Full-Time Quality Placement. The combined weight of the two indicators equals 100%. The composite measure is then calculated as an overall rating of the two indicators.

**Goal:** 100%

**Weight:** 20%

Below are the specifications of the two indicators.

**a) Career Technical Training (CTT) Completer Job Training Match (JTM) Rate:** In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers placed in training-related jobs or the military, was added to the CTS Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program’s emphasis on education, the measure was expanded to also credit CTT completers that enter a postsecondary education or postsecondary training as Postsecondary Credit (PSC). For PY 2019, the measure has been refocused on matching job placements with training received and removes from the pools and credits postsecondary education and training placements. While post-secondary education/training is highly valued and encouraged as a placement by Job Corps, it is now credited under the new measure of Full-Time Quality Placement Rate.

In PY 2010, an improved Job Training Match (JTM) Crosswalk was introduced that more directly aligned training programs with jobs. Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year to refine alignment with O*NET-SOC, the industry-recognized national occupational database. While minor adjustments were made, the Crosswalk remained largely unchanged.

**Pool:** All CTT completers placed in a job or the military.

**Indicator:** The percentage of CTT completers in the pool who are initially placed or have a placement upgrade, in a training-related job or the military.

**Goal:** The national goal is 65%.

**Weight:** 35%
Formula: Number of CTT program completers placed in a training-related job or the military

Number of CTT program completers placed in a job or the military

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2019. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 Introduction, Attachment 6: PY 2019 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk and Request Form, for the request form and instructions.

b) Full-Time Quality Placement Rate: Incentivizing the placement of graduates and former enrollees in positions that are full-time – whether full-time employment or full-time higher education – reinforces the importance of ensuring these students are placed in positions that would lead to long-term attachment to the workforce and a defined career path.

Pool: All graduates and former enrollees placed in a job or the military according to the Job Corps placement definition in Exhibit 4-1.

Indicator: The percentage of graduates and former enrollees in the pool who are placed in a full-time apprenticeship program, full-time job, the military, full-time college, full-time job/college combination or full-time post-secondary training program.

Goal: The national goal is 75%.

Weight: 65%

Formula: No. of graduates and former enrollees placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program
No. of placed graduates and former enrollees
E. **Quarter 2 and Quarter 4 Placement Measures**

Provided below is a description of the post-center, Quarter 2 and Quarter 4 placement measures that align with the WIOA’s Quarter 2 and Quarter 4 metrics and its focus on longer-term employment. Appeals of placement and/or earnings outcomes reported from the Quarter 2 and Quarter 4 surveys may be filed as noted in Appendix 501 Introduction, Section F.8 (d) for the Placement Rate in Quarter 2 after Exit Quarter, Placement Rate in Quarter 4 after Exit Quarter, and Average Earnings in Quarter 2 after Exit Quarter measures. The placement appeal and earnings appeal instructions and forms can be found in Appendix 501 Introduction, Attachments 4 and 5, respectively.

1. **Graduate and Former Enrollee Placement Rate in Quarter 2 After Exit Quarter:** This measure is a program priority for the system and aligns with WIOA reporting requirements. All phases of Job Corps services work toward the goal of helping students achieve long-term success as a result of their participation in Job Corps.

   **Pool:** All graduates and former enrollees who complete the Quarter 2 survey.

   **Measure:** The percentage of graduates and former enrollees in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in Exhibit 4-1) or a job/college combination during the second quarter after exit quarter.

   **Goal:** The national goal is 80%.

   **Weight:** 20%

   **Formula:** No. of graduates and former enrollees who report on the Quarter 2 survey they are in a job, the military, or an education/training program
   No. of graduates and former enrollees who complete the Quarter 2 survey

2. **Graduate and Former Enrollee Placement Rate in Quarter 4 After Exit Quarter:** This measure gauges graduates’ and former enrollees’ attachment to the workforce or advanced education environment and aligns with WIOA reporting requirements.

   **Pool:** All graduates and former enrollees who complete the Quarter 4 survey.

   **Measure:** The percentage of graduates and former enrollees in the pool who report in the survey that they are employed, in the military, or enrolled in an educational program (that meets the Job Corps placement definition in the PRH, Chapter 4, Exhibit 4-1) or a job/college combination during the fourth quarter after exit quarter.
Goal: The national goal is 80%.

Weight: 20%

Formula: No. of graduates and former enrollees who report on the Quarter 4 survey they are in a job, the military, or an education/training program
No. of graduates and former enrollees who complete the Quarter 4 survey

3. **Graduate and Former Enrollee Average Earnings in Quarter 2 After Exit Quarter:** This measure serves as a barometer of graduates’ and former enrollees’ long-term success and aligns with WIOA reporting requirements.

Pool: All graduates and former enrollees who complete the Quarter 2 survey and report in the survey that they are in a job (that meets the Job Corps placement definition in Exhibit 4-1) or in the military.

Measure: The average earnings of graduates and former enrollees in the pool.

Goal: The national goal is $5,500. CTS contractors and regions have model-based goals for this measure. A model statistically adjusts each contractor’s goal to account for factors beyond their control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each contractor, and adjusts the national goal accordingly for that contractor, to set a contractor-specific goal. See Appendix 501 Introduction, Attachment 10: PY 2019 CTS Contractor Model-Based Goals and Worksheets, for a template of the factors utilized in the models and for specific goals.

Weight: 10%

Formula: Sum of earnings of graduates and former enrollees who report they are in a job or the military on the Quarter 2 survey
No. of graduates and former enrollees who complete the Quarter 2 survey and report they are in a job or the military

F. **Performance Goals**

Performance goals serve as the quantitative benchmarks to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. Typically, analyses of historical data, where available, are conducted to assist in establishing reasonable and attainable goals for the system.

The following measures have national goals:
• Placement Rate
• Placement Quality Rating
  ✓ Job Training Match (JTM) Rate
  ✓ Quality Placement Rate
• Graduate and Former Enrollee Placement Rate in Quarter 2
• Graduate and Former Enrollee Placement Rate in Quarter 4

The following measures have model-based goals:

• Graduate Average Hourly Wage at Placement
• Graduate and Former Enrollee Average Earnings in Quarter 2 after Exit Quarter

Model-based goals for all CTS measures and indicators can be found in Appendix 501 – Introduction, Attachment 10: PY 2019 CTS Contractor Model-Based Goals and Worksheets. Details regarding model-based goals can be found in Appendix 501, Introduction, Section D.2.(b).

G. Weights

A weight is assigned to each measure to reflect: 1) areas of emphasis in CTS contractors’ accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the CTS Report Card has not been altered from PY 2018. The CTS Placement measures and Quarter 2 and Quarter 4 Placement measures remain weighted at 50 percent each. Under the CTS Placement measures, the Quality Placement and Placement Rate measures are weighted equally at 20 percent with the Graduate and Former Enrollee Average Wage measure weighted at 10 percent. The Quarter 2 and Quarter 4 Placement measures are weighted the highest at 20 percent each with the Quarter 2 earnings measure at 10 percent. This weight distribution aligns with WIOA’s focus on long-term success in the workforce (and higher education) which is measured through the Quarter 2 and Quarter 4 placement outcomes.

H. Overall Rating

Weighted performance ratings across each of the weighted measures are aggregated to create a CTS contractor overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process. Overall ratings are also used to determine the performance ranges for performance-based service contracting.
II. **ROLES AND RESPONSIBILITIES**

A. **National Office**

The National Office of Job Corps is responsible for:

- Establishing national policy for the CTS OMS each program year
- Providing model-based goals for designated performance measures/indicators and administering the appeals process of the adjusted goals
- Administering the National Office appeals process of Quarter 2 and Quarter 4 outcomes reported from the post-separation survey
- Monitoring the JCDC issuance of the CTS Report Card
- Tracking and verifying performance of CTS contractors
- Communicating with Regional Offices to implement program or policy changes or adjustments
- Providing information, technical assistance and training to the Regional Offices and the Job Corps community as needed
- Establishing an administrative low rating to contractors for lack of credible data.
- Developing and supporting a standardized audit methodology for Regional Office staff

B. **Regional Offices**

Regional Offices are responsible for:

- Determining that proposals, contracts, and plans are consistent with CTS contractor performance goals and requirements
- Considering performance of CTS contractors in procurement and contract administration activities
- Ensuring that all CTS contractor Requests for Proposals (RFPs) include language that informs the contractor that new goals are issued each contract year through a unilateral modification (regardless of the base year period or the award of an option year)
- Issuing an amendment to the RFP or modifying the award document before execution if the RFP is issued and new goals are established by the National Office of Job Corps before the award of a contract and after the RFP is issued
- Monitoring the performance of all CTS contractors monthly using the CTS Report Card, the Center Quality Assessment, and information gathered from center visits, assessments, and review of other reports and analyses
- Reviewing information submitted by CTS contractors who fail to meet performance goals on extenuating circumstances and/or unique factors to substantiate the shortfall and sharing this information with the National Office Performance Team
- Evaluating the extenuating circumstances/unique factors in conjunction with the operator’s compliance with all other terms and conditions of the contract/agreement and the results of any Office of Inspector General (OIG) audits and special review findings in making procurement-related decisions
Regional Directors will notify both the National Office of Job Corps and JCDC of CTS contractor changes (locations or service) prior to implementing the change; and maintain and provide annually (or as revised), an updated list of CTS contractors, contact addresses, and codes to National Office staff.

C. **CTS Contractors**

All contractors providing career transition services, as well as centers with CTS contractor activities, are responsible for:

- Sharing the information in this Appendix 501c with all applicable staff
- Accurate and timely data entry of valid placement data within the reporting period specified in PRH, Chapter 4, Section 4.5 to ensure data integrity
- Data correction of errors in a timely manner, as requested and substantiated by centers and/or National Training Contractors (NTCs)
- Maintaining all documents, case notes, and automated information necessary for audits of activity
- Updating placement records with the most current student’s contact and alternate (family and friends) contacts information to provide post-separation survey staff with the most current contact information increasing the likelihood of reaching students for the Quarter 2 and Quarter 4 surveys. (Complete and accurate alternate contact information for family members or friends (at a different address) is essential to obtaining high survey completion rates.)
- Ensuring the Career Transition System, the approved Web-based application, is used to provide maximum benefit to Job Corps students eligible for post-center services
- Monitoring monthly performance against goals on the CTS Report Card
- Submitting information to Regional Offices regarding extenuating circumstances and/or unique factors that could possibly, temporarily, justify poor CTS Report Card performance
- Recommending corrective action, as required, and submitting corrective action plans to Job Corps Regional Offices when appropriate
- Implementing corrective action plans as directed

**NOTE:** A general failure to enter data accurately or otherwise report information to JCDC not only negatively affects the overall performance rating of the individual contractors, but also reflects negatively on the integrity of Job Corps program reports and outcomes. Please pay particular attention to:

1. Entering “yes” or “no” in the “Apprenticeship Box” and/or the “Placed by NTC Box” on the Placement Record data entry screen
2. Entering accurate placement O*NET codes for the position in which the former enrollee or graduate was placed on the Placement Record data entry screen
3. Coordinating contract updates with the Regional Office staff
D. **Job Corps Centers**

Job Corps centers are responsible for:

- Timely and accurate transmittal of placement-related Former Enrollees’ and Graduates’ information to CTS contractors
- Accurate coding of placer IDs when completing the Center Information System (CIS)/CTS termination screen
- Assisting CTS contractors and NTCs in placing Former Enrollees and Graduates in jobs, apprenticeships, the military, or educational programs

E. **Job Corps Data Center (JCDC)**

JCDC is responsible for:

- Ensuring that the CTS Report Card and other reports are issued in accordance with the target release dates
- Coordinating specifications of the CTS Report Card with National Office staff
- Ensuring the data generated in the reports accurately reflect the policy and programming design
- Providing Help Desk services regarding CTS contractor data, reporting and oversight of CTS, and training and services to the regions on CTS.
# APPENDIX 501D

## POLICIES AND PROCEDURES FOR JOB CORPS’ PROGRAM YEAR (PY) 2019

PERFORMANCE MANAGEMENT SYSTEM

CAREER TECHNICAL TRAINING OUTCOME MEASUREMENT SYSTEM

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I. CAREER TECHNICAL TRAINING (CTT) REPORT CARD FOR PY 2019

Prior to reviewing this section, please read the Introduction to Appendix 501. The Introduction provides rationale, policies, and procedural changes that apply to all of the Program Year (PY) 2019 Outcome Measurement System (OMS) Report Cards, as well as Attachments pertaining to this section.

A. Overview

The Career Technical Training (CTT) Report Card is a comprehensive system used to measure the performance of all Job Corps career technical training (CTT) programs, both center-operated and National Training Contractor (NTC)-operated. The CTT Report Card provides data regarding students’ participation in CTT programs, as well as achievement of industry-recognized credentials and participation in the workforce with sustainable earnings.

B. PY 2019 Changes in Appendix 501D

For PY 2019 Job Corps has made no changes to the CTT Report Card measures, goals, and weights. The CTT Report Card for PY 2019 continues to mirror the Center and CTS Report Cards with the exception of the use of composite measures. For PY 2019, Job Corps decided not to incorporate composite measures – which combine two or more performance indicators into one measure – in the CTT Report Card so as to maintain a stable system and allow centers to fully adjust to the changes made in the previous year.

All attachments pertaining to the CTT Report Card can be found in Appendix 501 Introduction.

Provided on the next page is a summary table outlining the PY 2019 CTT Report Card.
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<td><strong>Direct Center Services (20%)</strong></td>
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</tr>
<tr>
<td>Career Technical Training (CTT) Program Completion Rate</td>
<td>No. of students who complete a CTT program No. of separated students assigned to a CTT program</td>
<td>80%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Industry-Recognized Credential (IRC) I Attainment Rate</td>
<td>No. of CTT students who attain an approved Primary IRC or complete an NTC program No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>7.5%</td>
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<tr>
<td>CTT Industry-Recognized Credential (IRC) II Attainment Rate</td>
<td>No. of CTT students who attain an approved Secondary IRC or an approved second Primary IRC No. of separated students assigned to a CTT program</td>
<td>90%</td>
<td>2.5%</td>
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<tr>
<td><strong>CTS Placement Outcomes (40%)</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CTT Completer Placement Rate</td>
<td>No. of CTT completers placed in a job, the military, an education/training program, or who transferred to an approved Advanced Training program at another center No. of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center</td>
<td>92%</td>
<td>10%</td>
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<tr>
<td>CTT Completer Average Hourly Wage at Placement*</td>
<td>Sum of hourly wages of CTT completers placed in a job or the military No. of CTT completers placed in a job or the military</td>
<td>$12.25</td>
<td>5%</td>
</tr>
<tr>
<td>CTT Completer Full-Time Quality Placement Rate</td>
<td>No. of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program No. of initially placed CTT completers</td>
<td>75%</td>
<td>10%</td>
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<tr>
<td>CTT Completer Job Training Match (JTM) Placement Rate</td>
<td>No. of CTT completers placed in a training-related job or the military No. of CTT completers placed in a job or the military</td>
<td>65%</td>
<td>10%</td>
</tr>
<tr>
<td>CTT Completer Job Training Match (JTM) Average Hourly Wage*</td>
<td>Sum of hourly wages of CTT completers placed in a training-related job or the military No. of CTT completers placed in a training-related job or the military</td>
<td>$12.85</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Q2/Q4 Placement Outcomes (40%)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTT Completer Placement Rate in Quarter 2 After Exit Quarter</td>
<td>No. of CTT completers who report on the Quarter 2 survey they are in a job, the military, an education/training program, or a job/college combination No. of CTT completers who complete the Quarter 2 survey</td>
<td>83%</td>
<td>15%</td>
</tr>
<tr>
<td>CTT Completer Placement Rate in Q4 After Exit Quarter</td>
<td>No. of CTT completers who report on the Quarter 4 survey they are in a job, the military, an education/training program, or a job/college combination No. of CTT completers who complete the Quarter 4 survey</td>
<td>83%</td>
<td>15%</td>
</tr>
<tr>
<td>CTT Completer Average Earnings in Quarter 2 After Exit Quarter*</td>
<td>Sum of earnings of CTT completers who report they are in a job or the military on the Quarter 2 survey No. of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit quarter</td>
<td>$5,700</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Model-Based Goal

100%
C. **Impact of Level 1 Zero Tolerance (ZT) Separations on the CTT Report Card**

For the CTT Report Card, students who exit due to Level 1 ZT infractions within 30/45 days are *not* included in the pools and credits for the three direct center services measures: CTT Completion, Industry-Recognized Credential I, and Industry-Recognized Credential II. Specifically, the pools for the three on-center measures do not include students who remained in Job Corps:

- less than 30 days and exit under codes 5.1a, 5.2b, or 5.3c;
- less than 45 days and exit under code 5.2a

The list of Level 1 ZT infractions can be found in PRH Section 3, Exhibit 3-1 (Infraction Levels, Definitions, and Appropriate Center Actions).

D. **Career Technical Training (CTT) Measures**

*Direct Center Services Measures*

1. **Career Technical Training (CTT) Program Completion Rate**

   **Pool:** All separated students who entered a CTT program. Students who entered more than one CTT program but did not complete any CTT program, shall be included in the CTT completion pool of the program in which they were enrolled the longest. Students who completed one or more CTT offerings are assigned to the CTT completion pool of each training program completed.

   **Measure:** The percentage of students in the pool who complete a CTT program.

   **Goal:** The national goal is 80%.

   **Weight:** 10%

   **Formula:** \( \frac{\text{Number of students who complete a CTT program}}{\text{Number of separated students assigned to a CTT program}} \)

2. **Career Technical Training (CTT) Industry-Recognized Credential I Attainment Rate**

   In PY 2010, a measure of Industry Recognized Credential (IRC) attainment was added to the OMS to increase student marketability and employability. This measure was further refined in PY 2015 to focus on credentials that are of "primary" importance to a particular training program, versus those that are "secondary". Primary credentials represent knowledge and skill levels of a particular job and are considered critical for qualification and placement into permanent employment with sustainable wages. Secondary credentials are
supportive in nature, and while important, are viewed as more supplemental than critically essential to the job.

**Pool:** All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

**Measure:** The percentage of separated students who have attained an approved Primary Industry-Recognized Credential or students who have completed a training program offered by a National Training Contractor (NTC).

**Goal:** The national goal is 90%.

**Weight:** 7.5%

**Formula:** \[
\frac{\text{Number of CTT students who attain an approved Primary IRC or complete an NTC program}}{\text{Number of students assigned to a CTT Program}}
\]

### 3. Career Technical Training (CTT) Industry-Recognized Credential II Attainment Rate:

**Pool:** All students who are assigned to a CTT program (excluding 30/45 day Level 1 ZTs)

**Measure:** The percentage of separated students who have attained an approved Secondary Industry-Recognized Credential or a second Primary Industry-Recognized Credential.

**Note:** For a list of credentials classified as primary or secondary, please visit the Career Technical Training (CTT) web page on the Job Corps Community web site.

**Goal:** The national goal is 90%.

**Weight:** 2.5%

**Formula:** \[
\frac{\text{Number of CTT students who attain an approved Secondary IRC or an approved second Primary IRC}}{\text{Number of students assigned to a CTT Program}}
\]

**CTS Placement Outcome Measures**

Provided below is a description of the career transition services placement outcomes measures. The following criteria pertain to all placement measures, as applicable:
For placement to be credited it must:
1. Meet the criteria described in PRH, Exhibit 4-1,
2. Add documentation consistent with the criteria in PRH, Exhibit 4-2, and
3. Be entered and approved in CTS according to the timelines in PRH, Chapter 4, Section 4.5.

If the verification is not received and/or the information is not entered into the CTS system for a valid placement within the timeframe specified in Section 4.5, the center (and the CTS contractor) will not receive credit for the Placement Rate Measure for the student. The student will not be in the pool of any of the Placement Quality Rating indicators and the center (and the CTS contractor) will not receive credit for the Placement Quality Rating Measure. JCDC will, however, include these placements in the National and Regional totals of the CTS placement measures if the student otherwise meets placement requirements.

Initial placement upgrades that occur during the placement window for former enrollees and graduates will be credited and may change the statistical status associated with a particular student. See Appendix 501 Introduction, Attachment 2: PY 2019 Initial Placements and Allowable Upgrades, for a chart outlining the hierarchy.

An automatic education placement credit is given to the sending center for students who transfer to an approved Advanced Training (AT) program at another center. See Appendix 501 Introduction, Attachment 3: PY 2019 Center Report Card Pools and Credit for Students Transferred to Advanced Training (AT) Programs, for a chart outlining allowable center credits for AT transfers. This does not apply to ACT transfers.

4. Career Technical Training (CTT) Completer Placement Rate

Pool: All CTT completers whose initial placement records are due or received\(^1\) or who transfer to an approved AT program at another center.

Separated students who complete one or more CTT programs are assigned to the placement pool of each program completed.

Measure: The percentage of CTT completers in the placement pool who are placed in a job, the military, an educational program, or a job/school combination (per Job Corps’ placement definition in Exhibit 4-1), or who transfer to an approved AT program at another center.

Students who are in the placement pool for more than one CTT

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\(^1\) In this usage, the term “due or received” refers to the sum of the number of CTT completers for whom placement information was reported, i.e., “received,” plus the number of CTT completers for whom placement information was not reported and for whom the placement window had expired, i.e., “due.”
offering shall remain in those pools, whether placed or not, and shall be included in the calculation for the placement measure of each of those training programs.

**Goal:** The national goal is 92%.

**Weight:** 10%

**Formula:**
Number of CTT completers placed in a job, the military, an education/training program, a job/college combination, or who transferred to an approved Advanced Training program at another center

Number of CTT completers whose placement records are due or received or who transferred to an approved Advanced Training program at another center

5. **Career Technical Training (CTT) Completer Average Hourly Wage at Placement:**

**Pool:** All CTT completers placed in a job or the military per the Job Corps placement definition.

**Measure:** The average hourly wage of CTT completers in the pool associated with their initial or upgrade placement in a job or the military.

**Goal:** The national goal is $12.25. Since PY 2014, centers and regions are assigned center-level model-based goals for this measure. A center-level model statistically adjusts each center’s goal to account for factors beyond the operator’s control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center Level Model-Based Goals.

**Weight:** 5%

**Formula:**
Sum of hourly wages of CTT completers placed in a job or the military

Number of CTT completers placed in a job or the military

6. **Career Technical Training (CTT) Completer Full-Time Quality Placement Rate**

**Pool:** All CTT completers who entered a placement that meets the Job Corps placement definition.
Measure: The percentage of CTT completers in the pool who are placed in an apprenticeship program, a full-time job (one to two jobs that equal full-time hours), the military, full-time college, full-time job/college combination or full-time post-secondary training.

Goal: The national goal is 75%.

Weight: 10%

Formula: Number of CTT completers placed in an apprenticeship program, a full-time job, the military, full-time college, full-time job/college combination or a full-time post-secondary training program ____________ Number of initially placed CTT completers

7. Career Technical Training (CTT) Completer Job Training Match (JTM) Placement Rate

In PY 2005, a Job Training Match (JTM) Placement rate measure, crediting CTT completers initially placed in training-related jobs or the military, was added to the Center Report Card. The measure was intended to lead to improved student long-term outcomes and career success by encouraging student placement in the trades for which they have been trained. In PY 2007, to further align with the program’s emphasis on education, the measure was expanded to also credit CTT completers that enter a post-secondary education or post-secondary training as Postsecondary Credit (PSC). For PY 2019, the measure has been refocused on matching job placements with training received and removes from the pools and credits post-secondary education and training placements. While post-secondary education/training is highly valued and encouraged as a placement by Job Corps, it is now credited under the new measure of CTT Completer Full-Time Quality Placement.

In PY 2010, an improved Job Training Match (JTM) Crosswalk was introduced that more directly aligns training programs with jobs. The JTM Crosswalk provides the link to determine whether students’ placement in employment is related to the career technical training received in Job Corps. The JTM Crosswalk is the fundamental data source for the JTM measures; therefore, it is essential that the Crosswalk accurately links relevant jobs to appropriate training. While updates have been made to the JTM Crosswalk since its introduction in 1998 (for example, the conversion to O*NET-SOC 2009 placement codes), a major overhaul of the Crosswalk and its structure was necessary to ensure the continued accuracy and validity of the outcomes reported. Between 2010 and 2014, the Office of Job Corps issued revised versions of the JTM Crosswalk each year to reflect enhanced alignment among Training Achievement Records (TARs), Training Program Areas (TPAs), and O*NET-SOC, the industry-recognized national occupational database – including the addition of placements recommended by practitioners from the field.
Pool: All CTT completers who are placed in a job or the military.

Students who completed one or more CTT programs are assigned to the JTM pool of each trade completed.

Measure: The percentage of CTT completers in the pool who are initially placed, or have a placement upgrade, in a training-related job or the military.

For students who completed more than one CTT offering and are placed in the military, all applicable training programs receive a JTM Placement credit.

If a student completed more than one CTT offering and is placed in a job related to all of them, all receive a JTM Placement credit. If the placement relates to only one of the CTT offerings, only that training program will receive credit for this measure. Further, this same student will be removed from the JTM pool of the other CTT offering(s) completed.

If, however, a student is placed in a job that does not match any of the CTT programs completed, the student enters the JTM Placement Rate pools for all programs’, but no program receives credit since a JTM did not occur.

Goal: The national goal is 65%.

Weight: 10%

Formula: Number of CTT completers placed in a training-related job or the military

Number of CTT completers placed in a job or the military

The process created in PY 2007 for requesting the addition of an O*NET-SOC placement code to the JTM Crosswalk will continue to be available for PY 2019. A request should be submitted only if the current JTM Crosswalk does not already contain a specific placement code that: (a) is the most appropriate O*NET-SOC code to describe a placement outcome, and (b) is directly related to one of the Training Achievement Records (TARs), released in PY 2006 or thereafter, as they are aggregated into Training Program Areas (TPAs) within the crosswalk. If the request is approved, the proposed O*NET-SOC placement code will be added to the placement portion of the JTM Crosswalk, and JTM credit will be given to every student who completes any TAR in the same TPA and is placed in a position that is properly assigned the identified placement code. See Appendix 501 Introduction, Attachment 6: PY 2019 Instructions for Filing a Request to Add a Placement Code to the JTM Crosswalk/Request Form, for the
request form and instructions.

8. **Career Technical Training (CTT) Completer Job Training Match (JTM)**

   **Average Hourly Wage**

   **Pool:** All CTT completers who were placed in a training-related job or the military.

   **Measure:** The average hourly wage of CTT completers placed in training-related jobs or the military.

   **Goal:** The national goal is $12.85. Since PY 2014 centers and regions have been assigned model-based goals for this measure. A center-level model statistically adjusts each center’s goal to account for factors beyond the operator’s control (such as the characteristics of the labor market) that have been shown to impact their outcomes for this measure. The model aggregates the effects of the various factors for each center, and adjusts the national goal accordingly for that center, to set a center-specific goal. See Appendix 501 Introduction, Attachment 1: PY 2019 CTT Center Level Model-Based Goals.

   **Weight:** 5%

   **Formula:** \[
   \text{Sum of hourly wages of CTT completers placed in a training-related job or the military} \\
   \div \text{Number of CTT completers placed in a training-related job or the military}
   \]

**Quarter 2 and Quarter 4 Placement Measures**

Provided below is a description of the Quarter 2 and Quarter 4 Placement Measures that align with WIOA’s Quarter 2 and Quarter 4 metrics and its focus on longer-term employment. Appeals of placement and/or earnings outcomes reported from the Quarter 2 and Quarter 4 surveys may be filed as noted in Appendix 501 Introduction, Section F.8 and (d) for the CTT Completer Placement in Quarter 2, CTT Completer Placement in Quarter 4, and CTT Completer Average Earnings in Quarter 2 measures. The placement appeal and earnings appeals instructions and forms can be found in Appendix 501 Introduction, Attachments 4 and 5, respectively.

9. **Career Technical Training (CTT) Completer Placement Rate in Quarter 2 After Exit Quarter**

   **Pool:** All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 2 survey.
Measure: The percentage of CTT completers in the pool who report on the Quarter 2 survey that they are in a job, the military, an education/training program, or a job/school combination (per the Job Corps placement definition).

Goal: The national goal is 83%.

Weight: 15%

Formula: Number of CTT completers who report on the Quarter 2 survey they are in a job, the military, or an education/training program
Number of CTT completers who complete the Quarter 2 Survey

10. Career Technical Training (CTT) Completer Placement Rate in Quarter 4 After Exit Quarter

Pool: All CTT completers placed in a job, the military, an education/training program, or a job/school combination and who complete the Quarter 4 survey.

Measure: The percentage of CTT completers in the pool who report on the Quarter 4 survey that they are in a job, the military, an education/training program, or a job/school combination (per the Job Corps placement definition).

Goal: The national goal is 83%.

Weight: 15%

Formula: Number of CTT completers who report on the Quarter 4 survey they are in a job, the military, or an education/training program
Number of CTT completers who complete the Quarter 4 Survey

11. Career Technical Training (CTT) Completer Average Earnings in Quarter 2 After Exit Quarter

Pool: All CTT completers who complete the Quarter 2 survey and report in the survey they are working in a job (that meets the Job Corps definition of placement) or the military.

Measure: The average earnings of placed CTT completers in the pool.

Goal: The national goal is $5,700. The PY 2019 center-level model-based goal is applied to all training programs offered by a center. See Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center
Level Model-Based Goals.

Weight: 10%

Formula: \[
\text{Sum of earnings of CTT completers who report they are in a job or the military on the Quarter 2 Survey} \\
\frac{\text{Number of CTT completers who complete the Quarter 2 survey and report they are in a job or the military in the second quarter after exit}}{}
\]

E. Performance Goals

Performance goals serve as the quantitative targets to assess performance. A single performance goal is established for each measure, and performance is measured as a percentage of the goal(s) achieved. Typically, a thorough analysis of historical data, where available, is conducted to assist in establishing reasonable stretch goals for the system. For PY 2019, goals for all measures in the CTT Report Card remain unchanged from PY 2018.

Since PY 2014, center-level model-based goals are included for wage and earnings measures in the CTT Report Card. Model-based goals are used for specific measures that require adjustments that ensure equities in making comparison of performance across centers and contractors. Center-level model-based goals for the CTT Report Card are based on the factors identified for center OMS wage and earnings goals. Setting center-level goals that adjust for differences in key factors that are beyond the operator’s control helps to “level the playing field” in assessing performance. The models used are applied for all trades at each center.

For PY 2019, appeals to the Center Report Card wage and earnings model-based goals will be processed and if approved, the changes will be applied both to the Center Report Card and the related measures on the CTT Report Card. See Appendix 501 Introduction, Section D.2 (b) for more detailed information regarding model-based goals.

The following measures have national goals:
- CTT Program Completion Rate
- Industry-Recognized Credential I (Primary or NTC Completion)
- Industry-Recognized Credential II (Secondary or Second Primary)
- CTT Completer Placement Rate
- CTT Completer Quality Full-Time Placement Rate
- CTT Completer Job Training Match (JTM) Placement Rate
- CTT Completer Placement Rate in Quarter 2
- CTT Completer Placement Rate in Quarter 4.

The following three measures have center-level model-based goals:
- CTT Completer Average Hourly Wage at Placement
- CTT Completer JTM Average Hourly Wage
- CTT Completer Average Earnings in Quarter 2 After Exit Quarter
Center-level model-based goals for CTT measures can be found in Appendix 501 Introduction, Attachment 11: PY 2019 CTT Center Level Model-Based Goals.

F. **Weights**

A weight is assigned to each measure to reflect: 1) areas of emphasis in CTT programs’ accountability for achieving positive student outcomes; 2) the importance attached to each measure; and 3) the number of students in the pool for each measure.

The weighting scheme of the CTT Report Card has not been altered from PY 2018. The CTS Placement measures and the Quarter 2 and Quarter 4 measures remain weighted at 40 percent each, with the Direct Center services measures weighted at 20 percent. This weight distribution aligns with WIOA’s focus on long-term success in the workforce as measured in the Quarter 2 and Quarter 4 placement outcomes.

G. **Overall Rating**

Weighted performance ratings across each of the weighted measures are aggregated to create a CTT program overall rating. These ratings are reviewed to assess program effectiveness and play a key role in the procurement process.

H. **Program Performance**

The primary purpose of the CTT Report Card, consistent with other OMS reports, is to account for results based on established program parameters and goals. The measures on the CTT Report Card represent key indicators of program success related to student preparation for the labor market and overall employment. Performance is ultimately determined based on the degree to which goals are met or exceeded, and the ability of programs to strategically and proficiently demonstrate a focus on maximizing student outcomes on a consistent basis. The system is designed to assist Job Corps officials, at all levels, to:

- better monitor and evaluate CTT program performance
- recognize programs that consistently perform well
- work to improve programs that exhibit average performance to prevent further decline
- actively assist, at the earliest indication, programs that demonstrate unsatisfactory performance
- initiate corrective action for programs that consistently perform at an unsatisfactory level

Based on the PY 2019 CTT Report Card, programs will receive an overall rating and will be graded on the basis of the following scale:

\[ A \quad \text{Exceptional performance} \quad 110.0\% \text{ and higher} \]
The CTT Report Card will display each program’s score and grade for the preceding program year.

1. **Grade A (Exceptional Performance):**

   Programs in Grade A status will be recognized as appropriate by their respective Regional Office.

2. **Grade B (Above Average Performance):**

   Programs in Grade B status will also be recognized as appropriate by their respective Regional Office.

3. **Grade C (Average Performance):**

   Regional Offices may require programs with performance in Grade C (including National Training Contractors [NTC] programs) to have a CTT Continuous Improvement Plan (CTT-CIP), especially those that repeatedly have overall ratings between 80.0 percent and 84.9 percent (low Grade C). CTT-CIPs will be developed, implemented, regularly monitored and, as necessary, adjusted by all entities involved with the CTT program (i.e., Regional Office, center and, as appropriate, NTC).

4. **Grade D (Unsatisfactory Performance):**

   a. **First Year of Grade D Performance:**

      At the end of PY 2019, Regional Offices are required to identify all CTT programs in Grade D for the first year (including NTC programs) and initiate a process for corrective action – which will include an opportunity for operators/Center Directors and, as applicable, NTCs, to (within 20 business days) appeal the proposal for corrective action by presenting evidence of mitigating circumstances that they believe caused or contributed to the unsatisfactory performance. For NTC programs, operators/Center Directors and NTCs are encouraged to jointly develop and submit a single appeal; where this is not possible, separate appeals may be submitted to the Regional Office.

      Following the Regional Office corrective action and appeals process, which includes a thorough analysis of all appeals submitted, Regional Offices will notify operators/Center Directors and, as appropriate, NTC officials, of CTT programs that will:

### Grades

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<thead>
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<th>Grade</th>
<th>Performance</th>
<th>Percentage Range</th>
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<td>B</td>
<td>Above average</td>
<td>95.0% – 109.9%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
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<tr>
<td>D</td>
<td>Unsatisfactory</td>
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• serve probation and require a CTT-CIP;
• not serve probation, but require a CTT-CIP; or
• neither serve probation, nor a CTT-CIP.

Regional Offices are required to submit to the Office of Job Corps, Division of Educational Services, a composite list of those programs designated to serve probation and a copy of the CTT-CIP for each targeted center.

All CTT programs designated to serve probation by the Regional Office will be required to have a CTT-CIP. The center, Contracting Officer’s Representative (COR) and, as appropriate, National Training Contractor (NTC), will work together to develop and implement CTT-CIPs. CTT-CIPs will be updated quarterly, and be reviewed by Regional and National offices as follows:

1. Center completes shaded areas of the CTT-CIP template and indicates acceptance by typing its name in the appropriate boxes.

2. Center uploads template to regional Share Point site in “Performance” folder in the shared documents section of the site.

3. Center sends an e-mail to Regional Director, Program Manager and National CTT Unit confirming the template has been uploaded.

4. Region reviews the document and works with the center (using current CTT-CIP forms that include SMART analysis) until the plan is approved. Once approved, the Regional Director and Program Manager will type their names in the approval section and save the updated document in the same location by overwriting prior center version with the new version that includes the region’s approval.

5. Region sends e-mail to center and National CTT Unit confirming the region has approved the plan.

6. At the end of each quarter, center updates the template with the prior quarter’s results and the prior version of the form as outlined above, and sends an email notifying the Regional and National offices that the template has been updated and the updated version has been saved to the Share Point site.

7. At the end of the four quarters, the Regional Office makes a recommendation to the Office of Job Corps to either remove the program from the CTT-CIP process or to move to a second year of
program improvement planning.

8. See Appendix 501 Introduction, Attachments 8 and 9 for further guidance. If necessary, quarterly goals should be modified with approvals from Regional and National offices.

b. Second Year of Grade D Performance for Programs Having Served 1 Year of Corrective Action:

At the end of the first program year, if the program remains in Grade D, it will be subject to additional corrective action, and an appeals process administered by the Office of Job Corps, as follows:

- The Office of Job Corps will formally notify the Regional Directors and, as applicable, NTCs, of programs that were on corrective action, and continued to perform at Grade D.
- Regional Directors/NTCs will have 20 business days to submit appeals to:

  U.S. Department of Labor/Office of Job Corps
  200 Constitution Avenue, NW, Room N-4507
  Washington, DC 20210
  Attention: Career Technical Training Team

- For NTC programs, Regional Directors and NTCs are encouraged to jointly develop and submit a single appeal; however, where this is not possible, separate appeals may be submitted to the Office of Job Corps.
- Office of Job Corps staff will thoroughly review all appeals, consult with Regional Directors and NTCs, as necessary, and recommend to the National Director of Job Corps one of the following actions for each program:
  - Closure/slot reduction;
  - Probation for another program year (requiring the Regional Office to develop another CTT-CIP or modification of the existing CTT-CIP, as warranted);
  - No sanctions; however, require that a new CTT-CIP be developed or the existing CTT-CIP be modified, as warranted; or
  - No sanctions or CTT-CIP.
- The National Director will make all final decisions regarding the disposition of programs, and formal notification will be transmitted to appropriate officials.
II. ROLES AND RESPONSIBILITIES

A. National Office

The Office of Job Corps is responsible for:

- Establishing national policy for the CTT OMS each program year
- Providing model-based goals for designated performance measures indicators and administering the appeals process of the adjusted goals
- Administering the National Office appeals process of Quarter 2 and Quarter 4 outcomes reported from the post-separation survey
- Tracking and verifying performance of CTT contractors
- Communicating with Regional Offices to implement program or policy changes or adjustments
- Providing information, technical assistance, and training to the Regional Offices and the Job Corps community as needed
- Administering the National Office appeals process for programs subject to closure/slot reduction
- Reviewing the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and, as determined by the Regional Office, those in low Grade C

B. Regional Offices

Regional Offices are responsible for:

- Monitoring the performance of all CTT programs monthly, including NTC programs, using the CTT Report Card and information gathered from center visits, assessments, and review of other reports and analyses
- Administering the Regional Office appeals process and, as justified, placing programs on probation
- Assisting in the development, implementation, and monitoring of CTT-CIPs for all programs in Grade D and, as determined by the Regional Office, those in low Grade C
- Participating in the National Office-administered appeals process
- Developing, as needed, CTT change recommendations and related CTT modernization plans in cooperation with centers, Industry Councils and, as applicable, NTCs

C. Job Corps Centers

Job Corps centers are responsible for:

- Accurate and timely data entry into CIS to ensure data integrity
- Ensuring, in cooperation with Industry Councils, the most meaningful and productive trade-mix using relevant local labor market supply and demand data
and other economic information

- Coordinating closely with Industry Councils and, as applicable, NTCs, to regularly monitor and improve CTT program performance, based on data contained in the monthly CTT Report Card
- Participating, as applicable, in the Regional Office-administered and/or National Office-administered Appeals Process
- Providing staff training, monitoring performance regularly, and working with Regional Office staff and, as applicable, NTC staff, to develop, implement, and monitor CTT-CIPs
- Initiating organizational, operational, and other changes that help achieve long-term job retention and economic self-sufficiency for students/graduates.

D. National Training Contractors (NTCs)

NTCs, working closely with the NTC Contracting Officer Representative (COR) and center staff, are responsible for:

- Coordinating with Regional Office staff, operators, and center staff to implement the new CTT Report Card
- Initiating organizational, operational, and other changes that increase and improve long-term job retention and economic self-sufficiency for students/graduates
- Participating in the Regional Office-administered and/or National Office-administered Appeals Process, as applicable
- Providing NTC staff training, monitoring NTC performance frequently, and working with Regional Office and center staff to develop, implement, and regularly monitor CTT-CIPs for NTC programs

E. Job Corps Data Center (JCDC)

JCDC is responsible for:

- Ensuring that the CTT Report Card and other reports are issued in accordance with the target release dates
- Coordinating specifications of the CTT Report Card report with National Office staff
- Ensuring the data generated in the reports accurately reflect the policy and programming design
- Providing Help Desk services regarding CTT program data, including NTC data, reporting and oversight of CIS and CTS, and training and services to the regions on CIS and CTS
APPENDIX 501e

POLICIES AND PROCEDURES FOR PROGRAM YEAR (PY) 2019
PERFORMANCE IMPROVEMENT PLAN (PIP) SYSTEM
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## I. PERFORMANCE IMPROVEMENT PLAN (PIP) SYSTEM FOR PY 2019

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## II. ROLES AND RESPONSIBILITIES

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I. PERFORMANCE IMPROVEMENT PLAN (PIP) SYSTEM FOR PY 2019

A. **Overview.** The Workforce Innovation and Opportunity Act (WIOA) requires Job Corps to develop and implement a performance improvement plan for Job Corps centers that fail to meet expected levels of performance. As a result, Job Corps designed a new Performance Improvement Plan (PIP) system released July 1, 2016. The PIP was subsequently revised and re-released on December 21, 2016 through ePRH Change Notice 16-08. The PIP system provides performance improvement assistance and increased oversight to the lowest performing centers that fail to meet Job Corps’ expected levels of performance. The PIP system uses OMS data to determine if centers are meeting performance goals; place the lowest performing centers on a PIP and provide guidance; communicate consequences for not meeting established performance goals within a defined time period; and takes corrective actions if centers on PIPs do not improve performance and meet performance criteria. Under the transition authority provided by Section 503 (a) of WIOA, Job Corps will use PY 2018 OMS performance results to identify centers that will be placed on a PIP for PY 2019.

The new PIP system is nationally administered, implemented annually, and directed at center-level accountability, whether operated by private contractors or the U.S. Department of Agriculture, Forest Service (USDA FS). The new PIP system also defines the consequences for failing to perform or make progress to improve performance at a Center.

WIOA requires that all youth training programs, including Job Corps, use six primary performance measures to evaluate contractors’ performance. In PY 2016, Job Corps established a new system to collect and report WIOA program outcomes, and began collecting data through this new reporting system. Job Corps did not set targets for the new measures because there was no sufficient annual data on the new measures. In PY 2017 and PY 2018, Job Corps adjusted the WIOA reporting system to align with other ETA training programs and began collecting performance data. Until the new WIOA performance system has been fully implemented, stabilized, and targets have been set, Job Corps will continue to use OMS reports for decision making on such things as contract and option year awards, past effectiveness scores, incentive fees, performance assessments, and PIP placement and graduation evaluations.
B. **PIP Entry Criteria.** The PIP system has two entry criteria for Job Corps centers to be placed on a PIP. If both of the criteria are met, the center is placed on a PIP.

1. **OMS Ranking.** A center is first identified as ranked among the bottom ten (10) percent of Job Corps centers on the OMS-10R report for the most recent full PY year-end report.

2. **Overall OMS Rating Score.** After a center is identified as ranked among the lowest 10 percent of centers, a second criterion is applied. If a center ranked in the bottom 10 percent has an end-of-PY overall OMS score that is at 88% or less of the year’s OMS national average, the center is placed on a PIP.

C. **PIP Graduation Criteria.** To graduate from a PIP, a center’s performance must demonstrate OMS ranking in the top two quartiles on the mid-year (PY based) or year-end OMS-10R report.

D. **Probationary Period**

1. Each center that is placed on a PIP will serve a minimum of twelve months on that PIP, with evaluations against graduation criteria conducted at mid-PY (mid-year) and end of PY (year-end). The Department reserves the right to end this process at any point if it determines that it is in the best interest of the Government to do so.

2. When a PIP center meets the graduation criterion at mid-year or year-end, the center enters a probationary period lasting six (6) additional months. The probationary period is to ensure the center’s improved performance can be maintained. If the center continues to meet the graduation criterion by the end of the six-month probationary period, the center will formally graduate from the PIP.

E. **Sources for PIP Performance Measures.** The following Outcome Measurement System reports will be used in the mid-year and year-end PIP assessments.

1. **OMS-10R Report** from 7/1/20xx to 12/31/same year – To evaluate mid-year performance outcomes for graduation consideration.

2. **OMS-10R Report** from 7/1/20xx to 6/30/next year – To assess centers for placement on a PIP, and evaluate PY year-end performance outcomes for graduation consideration.
F. **Time Limitation for PIP Status**

1. The minimum period for a center to serve on a PIP is 12 months, or six months plus a six-month probation period. As noted above, the Department reserves the right to end the PIP prior to this time period if it determines that it is in the best interest of the Government to do so.

2. The maximum period for a center to serve on a PIP is 42 months, or three full program years plus a six-month probation period.

G. **Timeline for Placing Centers on a PIP**

1. **September:** The National Office will identify new centers for placement on a PIP using finalized end of PY OMS report data. The finalized PY 2018 OMS10 Report Card will be used for identification of PIP centers for PY 2019. The National Director of Job Corps shall formally notify centers of their PIP status and request a comprehensive Performance Improvement Plan from their operators. In the case of contracted centers, the National Director’s notification will be co-signed by the Contracting Officer. That joint correspondence will convey to the operators the possible contractual implications of being on a PIP, and explain that each contractor’s progress on its PIP will be considered in the Contracting Officer’s determination of whether to award an option or short-term sole source contract under the current contract. The circumstances leading to the PIP and subsequent improvement or lack thereof may also be considered in evaluations of that contractor’s Past Performance in a competitive procurement for a follow-on contract or any other center operation contract.

2. **October:** The Regional Office (RO) will review and either reject, in whole or in part, or accept the center operator’s proposed PIP. If the PIP is rejected in whole or in part, it will be returned to the operator for appropriate revision. If accepted, the Regional Office signs and submits the PIP to the National Director. The National Office may request revisions to the center PIPs. The Contracting Officer will send correspondence to the center operator, indicating that the PIP is approved, and it will be incorporated into the contract requirements.
H. **Timeline for PIP Graduation Evaluations**

1. **February:** The National Office will conduct the mid-PY PIP graduation evaluation, using the PY mid-year (7/1/20xx – 12/31/same year) OMS 10-R report. If a PIP center meets the graduation criterion based on this evaluation, the center will enter the six-month probationary period. If a PIP center that entered the probationary period six months earlier has met the graduation criterion again based on this evaluation, the center will officially graduate from the PIP. In either case, the center will receive an official notification from the National Director of Job Corps. The Contracting Officer will also send correspondence to the center operator, denoting that the center has either entered the probationary period or graduated from the PIP.

2. **October:** The National Office will conduct the end-of-PY PIP graduation evaluation, using the finalized PY end-of-year (7/1/20xx – 6/30/next year) OMS10-R report. If a PIP center meets the graduation criterion based on this evaluation, the center will enter the six-month probationary period. If a PIP center that entered the probationary period six months earlier has met the graduation criterion again based on this evaluation, the center will officially graduate from the PIP. In either case, the center will receive an official notification from the National Director of Job Corps. The Contracting Officer will also send correspondence to the center operator, denoting that the center has either entered the probationary period or graduated from the PIP.

I. **Deciding Sanctions for Not Graduating from a PIP**

For centers that have not graduated from the PIP, there will be correspondence from the Department regarding the actions that will be taken. This notification will inform the operator (USDA/private contractor) of the necessary steps that it must take and/or the actions that DOL will be taking to address the performance concerns at the center. This notification does not preclude DOL from taking actions at different points in the process and does not have any impact on DOL’s ability to take any and all actions that it believes are appropriate regarding these performance concerns or matters unrelated to the performance problems.
J. **General PIP Policy and Sanctions.** It is Job Corps’ intent that no center remain on a PIP beyond three program years. A center on a PIP must manage to meet the graduation criterion by the 36th month after being placed on a PIP. This aligns with the statutory three-year limitation for under-performance for the USDA Forest Service Civilian Conservation Centers (CCC) in Section 159(f)(4) of WIOA.

Job Corps will not accept prolonged or permanent underperformance, and expects all centers placed on a PIP to demonstrate substantial and sustained performance improvement and graduate as soon as possible, but no longer than 42 months after serving on a PIP (including the six-month probationary period). Under Section 159(f)(2) of WIOA, Job Corps can take any of the following actions to help centers on a PIP to improve performance and graduate from the PIP:

1. Providing technical assistance to the center;
2. Changing the vocational training offered at the center;
3. Changing the management staff of the center;
4. Replacing the operator of the center;
5. Reducing the capacity of the center;
6. Relocating the center; or
7. Closing the center.

Although the Department reserves the right to take any appropriate measure to address performance concerns at a Center at any time, Job Corps intends to have a progressive application of such sanctions to allow operators time to improve performance. The process described below generally describes how the approach will be implemented, and should not be viewed as requiring that the available actions provided in Section 159(f)(2)
be taken in a specific sequence. When taking corrective action, the National Office will give due consideration to factors that are beyond the control of the center(s) on a PIP that significantly contributed to the underperformance, such as natural disasters, epidemics, drastic changes in the local economic environment, etc. All mitigating factors must be thoroughly documented, substantiated, and submitted to the National Office through the related Regional Office. The existence of a PIP does not affect the Contracting Officer’s discretion to decline to exercise an option or to terminate a contract center operator for reasons related or unrelated to imposition of the PIP in accordance with the Federal Acquisition Regulations.

1. **First Program Year on a PIP**

This is the program year that a center is officially placed on a PIP, based on its underperformance in the previous program year. During this year, the Regional Office will provide technical guidance and support, including actions to assist the operator in meeting the PIP graduation requirements. These potential actions should be outlined in the fully executed Performance Improvement Plan.

(a) During the first year, the National Office of Job Corps, in consultation with the related Regional Office, may opt to change the center’s career technical training offerings and/or suggest other changes in the center’s operation. If a center’s performance shows measurable improvement at the sixth month or 12th month, however, the National Office may choose not to exercise these options.

(b) From the day a center is placed on a PIP until its graduation from the PIP, the related Regional Office will enhance its oversight activities, including but not limited to: more frequent communications with the center management, more frequent monitoring trips (announced and unannounced), and more frequent Regional Office Center Assessments (ROCA). The Contracting Officer, in consultation with the Regional Office and the National Office, may also send correspondence to the center operator about the underperformance, including Letters of Concern, Cure Letters, and other devices through, and within the boundaries of, the existing contract. The Contracting Officer may consider this information as part of the decision about whether to exercise the option year for continued performance by the operator at the center.

2. **Second Program Year on a PIP**

If a center enters the second year on a PIP, in addition to the actions previously taken during the first year, the National Office may exercise more serious sanctions, including
reduction of the center’s On-Board Strength (OBS), terminating the contract, or competing a USDA FS center through the procurement process required by WIOA. While deciding whether continued operation by a contract center is in the best interest of the Government, the Contracting Officer will consider the fact that a center remained on a PIP for a second year. If a center’s performance shows measurable and sustained improvement during the course of the second year, however, the National Office may choose not to apply any of these sanctions.

3. **Third Program Year on a PIP**

This is the last program year any center is allowed to remain on a PIP. If a center does not meet the graduation criterion after two years on a PIP, in addition to the actions described above, the National Office, in consultation with the Office of Contracts Management (OCM), the related Regional Office, and the USDA Forest Service, as applicable, may impose the most serious sanctions, including relocating the center, replacing the operator, and/or closing the center.

If a center meets the graduation criterion by the middle or the end of the third program year on a PIP and enters the six-month probation period, the National Office may choose not to exercise any new sanctions beyond those previously executed in the first or second PIP year.

If a center fails to meet the graduation criterion by the end of the third year (36 months), the National Office, in consultation with the OCM, the related Regional Office, and the USDA Forest Service, as applicable, will impose the most serious sanctions, including relocating the center, re-competing the center, and/or closing the center.

Centers that have graduated from a PIP but later fall back into PIP status will go through the PIP process again and may face increasingly escalating sanctions as needed.

It is important to note that while implementation of a national PIP system provides a concrete process for improving performance at low-performing Job Corps centers, the Department of Labor reserves the right to decline to exercise an option, terminate an operation contract, or close centers at any time when it deems that doing so is in the best interest of the program. This new PIP system should not be construed as the only process through which a Job Corps center operator can be replaced or a center can be closed.
II. ROLES AND RESPONSIBILITIES

A. **National Office.** The National Office will be responsible for:

1. Providing oversight and managing the PIP system in close collaboration with related Regional Offices and OCM;
2. Designing and revising the PIP system based on valid feedback from the Regional Offices and the Job Corps community;
3. Reviewing, approving or disapproving PIPs submitted by centers and accepted by related Regional Offices.
4. Conducting PY end-of-year data analyses to identify centers for placement on a PIP and sharing results with related Regional Offices and OCM;
5. Conducting PY mid-year and PY year-end data analyses to evaluate graduation qualifications, and sharing results with related Regional Offices and OCM;
6. Consulting with OCM and related Regional Offices regarding appropriate actions and effective sanctions for centers that do not meet graduation criterion at the end of each year on a PIP, as well as those that fall back into PIP status; and
7. Making final determinations regarding sanctions for centers failing to meet graduation criterion at the end of each year.

B. **Regional Offices.** Job Corps Regional Offices routinely provide oversight and support to all centers to include on-site ROCAs; targeted monitoring visits to low-performing centers; and on-going direct communication with centers regarding improvements in all deficient areas. For centers on a PIP, Regional Offices will commit additional resources, as needed, to conduct more frequent visits, audits, and technical support activities in order to assist centers in graduating from a PIP within one program year.

With regard to the PIP system, Regional Offices will be responsible for:

1. Working closely with the National Office on data analyses to identify centers to be placed on a PIP, evaluating PIP graduation status, and recommending appropriate and effective sanctions;
2. Requesting each PIP center to submit a PIP in the template provided; Reviewing, revising, and accepting the initial PIP plans from centers placed on a PIP, and forwarding to the National Office;

3. Integrating any existing corrective actions that are already in place for centers, if applicable, into the PIP and submitting the final signed copy to the National Office;

4. Working closely with center operators and their center management teams to implement the fully executed PIP;

5. Monitoring and conducting frequent site visits to evaluate and assess, in detail, specific performance issues to be addressed by the PIP centers;

6. Providing regular updates to the National Office to assist with the PY mid-year and PY year-end evaluations;

7. Collaborating with the Contracting Officer and the National Office to take appropriate contract actions against the operator of the PIP center (e.g. Letter of Concern, Cure Notice); and

8. Implementing sanctions imposed by the National Director for centers that fail to graduate by the end of their PIP period or fall back into PIP status after graduation.

C. **Office of Contracts Management (OCM).** OCM will be responsible for:

1. Determining, based on collaboration with the National Office of Job Corps and Regional Offices, what and if any contract management tools should be used against the operators of PIP contract centers, including formal contractual action, as warranted.

2. Determining and executing, if appropriate, based on collaboration with the Job Corps National and Regional Offices, the more serious sanctions within the parameters of the existing contracts, such as termination of a contract for default, not renewing an option year, converting a USDA FS center into a contract center through procurement, reducing OBS, relocating a center, and closing a center.

D. **Centers and Operators.** Centers and Center Operators will be responsible for:

1. Assessing and monitoring center performance monthly to identify areas that need improvement prior to PIP actions by the National and Regional offices;

2. Developing a detailed and measurable plan to address all problem areas that caused or contributed to the center being placed on a PIP, with specific goals and completion deadlines;
3. Submitting the proposed performance improvement plan on the provided template in a timely fashion to the Regional Office for review;

4. Adhering to the terms of the executed PIP;

5. Implementing PIPs in accordance with PRH Appendix 501e and following directions from the National Office and related Regional Offices;

6. Working collaboratively with related Regional Offices to make timely, substantial, and sustained improvements in problem areas in order to graduate from a PIP within one year; and

7. Working collaboratively with related Regional Offices to implement sanctions imposed by the National Director.

E. **Job Corps Data Center (JCDC).** JCDC will be responsible for:

1. Ensuring that the OMS-10R reports related to the PIP system are issued in accordance with the target release dates;

2. Coordinating specifications of the OMS-10R reports with National Office staff and ensuring that the data generated in the reports accurately reflect the policy and programming design; and

3. Providing Help Desk services regarding data necessary for the PIP system (identification and graduation of centers), and for monitoring and oversight of PIP centers.
APPENDIX 502
FINANCIAL MANAGEMENT FOR CENTER CONTRACTS

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A. INTRODUCTION

1. Scope

Appendix 502 contains instructions and requirements for budgeting and reporting the costs of operating Job Corps contract centers. Financial management requirements for federally administered Job Corps CCCs are located in Appendix 509.

This appendix is not intended to supersede the proposal development requirements prescribed in the standard request for proposal (RFP). However, the cost categories established in this appendix are being used in the budget formats contained in the standard RFP. The requirements of this appendix become applicable after award of a center contract, and are intended to cover: (i) the reporting of actual costs, (ii) the process for revising the contractually approved budget, and (iii) the process for refining and reconciling the contract budget upon issuance of annual extensions.

2. Purpose

The procedures and requirements contained in this appendix are intended to serve as the basis of a financial management system that provides Job Corps Program Managers, at several different levels, with important information for managing resources and determining the efficient allocation of funds. The Job Corps center Financial Management System (FMS) provides for:

- Periodic, detailed review of actual expenses and, in the case of contract centers, a comparison between planned (budgeted) versus actual expense.
- The reliable identification of variances from budget that may require corrective action.
- The ratification of appropriate adjustments in current year and out-year budgets.
- The compilation of nationwide Job Corps cost data for inclusion in reports to Congress and the public.

B. SYSTEM OVERVIEW

1. Uniform Cost Categories

A major feature of the Job Corps center financial management system is the use of uniform cost categories that allow for (i) comparability between centers, and (ii) the compilation of national and regional totals for analytical and public reporting purposes. The cost categories have been defined in a way that will provide information that is immediately relevant to ongoing managerial and oversight functions.
2. **Initial Budget Formulation**

For a contract center, the initial budget is formulated during the procurement process through which the contract is awarded. The approved budget for a contract center is reflected in the formal contract document in **summarized form** within the estimated cost clause.

It is a requirement of this appendix that the summarized budget set forth in the estimated cost clause is always backed up by a current line-item budget that is prepared using the Form 2181, Budget For Center Contracts. Except for the final year of a center contract, 2181 budgets are normally prepared in sets of two: (i) one for providing a line-item budget for the current contract year and (ii) another for the next contract year. The initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year and are based on the contractor’s proposal. However, the initial budget may incorporate minor revisions as agreed to or required by the Regional Office.

If a contract is in the first year of a three-year base period, it is also necessary to have an additional 2181 budget in place to cover the third contract year. This is to ensure that 2181s are in place to cover the full three-year period of the contract.

3. **Reporting of Actual Expenses**

Contract centers are required to report actual expenses on a monthly basis. For center financial management and Job Corps monitoring purposes it is important that analysis be performed on data that is as current as possible. Moreover, the availability of monthly cost data allows an analysis of trends that could not be identified through less frequent reporting.

For contract centers, the reports (on multi-page Form 2110, Report For Center Contracts) will display line-item data on costs for the current month and cumulative costs incurred to date during the current contract year (Year 1, Year 2, Year 3, etc., whichever is the current year) and cumulative from contract inception.

4. **Comparing Actual Versus Planned Costs**

For center operating expense, the cost reports for contract centers require a comparison of actual expenses versus planned expenses. The comparison of actual versus planned expenses at contract centers is in the context of the line-item budget that is in place for center operating expenses during the current contract year. Center operators may elect to make these comparisons through either one of two methods.

Method One: The center operator breaks out the budget for the entire current year into an internal month-by-month, line-item budget that takes into account the seasonal variations that influence some line-items (e.g., fuel and utilities). This
internal budget is then used as the basis for entering the amounts of the planned line-item expenses for the current contract year-to-date.

Method Two: Compute the current year expenses that are planned through the end of the current month via a simple straight-line proration of the approved budget for the entire current year. The proration of planned expenses is done on the basis of days rather than months. This second method, though not as precise as the first, is deemed to be generally adequate for Job Corps financial management purposes.

The method of reporting Planned Expense cannot be changed during a contract year.

5. Displays and Evaluation of Variances

For center operating expense, the cost reports for contract centers will identify budgetary variances by individual cost category on a contract year-to-date basis. A line-item variance is simply the difference between planned contract year-to-date cost and the actual contract year-to-date cost.

For individual Line-Items, 1-29, an explanation is required if the variance is 5 percent or more (plus or minus) of the line-item amount budgeted for the entire contract year. However, no explanation is required if the dollar amount of the variance for an individual line-item represents less than 0.1 percent of the total center operations budget (Line 30) for the entire contract year. To illustrate: if the contract year budget for a particular line-item is $100,000, the first alternative variance threshold is $100,000 x 5.0 percent = $5,000. If the total Center Operations budget for the contract year is $8,000,000, the second alternative variance threshold is $8,000,000 x 0.1 percent = $8,000. Since $8,000 is the larger of the two dollar amounts, then $8,000 is used as the variance threshold for the budget line-item in question instead of $5,000.

An explanation is further required whenever the current contract year-to-date total Actual Expense for Center Operations exceeds the Planned Total Expense by an amount equating to one percent of the total budget for the current contract year.

Please note that the thresholds for explaining variances are determined as a percentage of the full year’s budget amount. This may appear contrary to intuition, which would say that the variances should be viewed in terms of planned expense to date. The purpose of the non-intuitive approach prescribed above is to lessen the narrative reporting burden relative to variances that occur in the early months of the contract year. This permits center operators an opportunity to resolve or reverse variance trends before being officially required to explain them to the Department of Labor (DOL).

Reported variances may occur for a number of reasons, including: (i) erroneous assumptions in the formulation of the budget, (ii) unforeseen events requiring greater
or fewer financial resources than anticipated, (iii) poorly controlled spending, and/or (iv) internal reporting or computational errors. The identification and analysis of variances may lead to a wide range of corrective actions, to include:

- Spending constraints to reduce or stabilize overruns
- Increased spending in areas where adequate resources have not been utilized to provide prescribed services
- Improvements to internal administrative control systems and the provision of training to appropriate staff
- Budget revision request to more reasonably distribute financial resources between cost categories
- Initiation of requests for an increase or decrease in the contract estimated cost to adjust for unforeseen cost or program changes
- DOL decision not to award a yearly extension, but to re-compete the center contract early

6. **Formal Budget Revisions**

   It is generally appropriate to accomplish a formal revision to the 2181 budget only when: (i) there is a need to change the net amount for center operations expense in the estimated cost clause of the contract and the change affects the current contract year; or (ii) a realignment of existing line-item amounts is clearly needed to resolve a gross misallocation of costs. However, frequent reshuffling of funds between line-items as a means to eliminate reportable variances is not generally considered a useful or appropriate practice.

   For contract centers, 2181 budgets and revisions thereto must be approved by the cognizant Regional Office. Regional Offices should refer to current internal Annual Advanced Procurement Plan (AAPP) administration guidelines to identify circumstances where prior National Office approvals are needed for bottom line estimated cost changes.

7. **Next-Year and Base-Year Three Estimates**

   As mentioned in Section 2 above, 2181 budgets are normally prepared in sets of two: (i) one providing a line-item budget for the current contract year and (ii) providing another line-item budget for the next contract year. Most center operations contracts are initially awarded with a two-year base period. In this case, the initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year. Except for the final year of the contract, this pattern is maintained throughout the life cycle of the contract. For example, when the contract enters its second year, the required pair of 2181 budgets will cover the second year of the contract (which will be the Current Year) and the third contract year (which will then be considered as the Next Year).

   If a contract is initially awarded with a three-year base period, it will also be
necessary for the contractor to maintain a Base Year Three budget, but only during the first contract year. After the first contract year has been completed, the contract returns to the normal pattern, in which the requirement is only for the maintenance of Current Year and Next Year 2181s. This is discussed more fully in a later section that provides detailed requirements for 2181 Contract Center Operations Budgets.

Whenever the current year budget is being revised, it is also necessary to: (i) identify any adjustments that are of an ongoing nature such as those that might involve permanently deleting or adding slots; (ii) accurately calculate the impact of such changes on the next contract year, and (iii) revise the 2181 budget for the next year accordingly and the Base Year Three budget if one is being maintained.

Maintain a current next-year cost estimate in this manner will provide for a smoother transition from one contract year to another and will help avoid budget related issues from developing between DOL and the contractor. The current AAPP Estimated Cost Profile, which DOL makes available to the contractor, will facilitate the preparation of next-year budgets. Under normal conditions Regional Offices are expected to keep center contracts in agreement with the AAPP Estimated Cost Profile. Questions or concerns about dollar amounts that are contained in AAPP Estimated Cost Profiles may be referred to Employment and Training Administration Budget Office staff.

8. **Integration of Financial Management Systems**

The requirements and procedures of this appendix have been designed in a way that is intended to ensure or promote consistency of data across different aspects of center financial management: DOL/Job Corps allocation of funds for center contracts, contractual documents concerning cost and funding, detailed operational budgeting, monthly cost reporting, and contractor vouchering for payments.

a. **Job Corps Fund Allocation System (JFAS)**

JFAS is a web-based in-house internet technology (IT) application that is used by DOL/Job Corps to control the allocation of funds to center operations contracts and other contracts and activities that deliver and support the delivery of services to Job Corps students. It is DOL policy to share various types of JFAS reports and documents with center contractors. The JFAS reports and data sheets that are available to contractors include: the Estimated Cost Profile, the Fiscal Plan, the Financial Operating Plan (FOP) Allocations Report, the career technical skills training (CTST) Worksheet, the Contract Footprint Report, and the Payments Transaction Report. These reports will help contractors to prepare and plan for future modifications that are scheduled for their contracts (including modifications for incremental contract funding) and also to facilitate the identification of discrepancies and pending issues that require follow-up action.
Pending the development of an IT application that will provide contractors with direct access to their respective JFAS reports and documents, Job Corps Regional Offices are required to provide contractors with copies of these reports (which are normally available in PDF format) on a timely basis upon request. Please note, however, that DOL does not share one contractor’s reports with any other contractor. If a Job Corps Regional Office is not able to fulfill its responsibility in this area, a contractor may instead request the Office of Job Corps to supply copies of its JFAS reports and documents.

b. **Contract Award and Maintenance**

Contract award and modification documents are currently maintained and executed in ink-signed hard-copy form. These documents contain information about agreed-to contract costs and DOL/Job Corps funding that is available for payment to the contractor. Many items of information in these hard-copy documents must be abstracted and entered into the FMS.

c. **Job Corps Financial Management System (FMS)**

Center contractors fulfill most of their financial reporting and operational budgeting responsibilities using the FMS, which is a web-based IT application administered by the Job Corps Data Center (JCDC). The FMS is used to prepare and submit 2110 cost reports, 2110S monthly staff vacancy and separation reports, and 2181 budgets. The FMS is also used to enter key elements of financial data that are abstracted from contract documents and from Job Corps contract vouchers. Data entry procedures can be found on the JCDC website and in training and orientation materials that have been published by JCDC. The FMS is a secure IT system with access being controlled by user names and passwords.

d. **Vouchering**

The great majority of center contractors receive payment from DOL on the basis of hard-copy vouchers and back-up sheets that are submitted to DOL/Job Corps on a semi-monthly schedule. (A small number of governmental and non-profit contractors are eligible to be paid via electronic draw-downs.) Some data items from vouchers must be abstracted and entered into the FMS.

C. **COST CATEGORY DEFINITIONS**

1. **Overall Structure of Categories**

The major cost categories that are used on center cost reports and budgets are structured as described below (Detailed definitions and descriptions are provided in a later section):
Center Operations Expense

This major expense group includes 29 different line-item categories, which are separately displayed on Page 2 of the 2110 cost reports and on the 2181 line-item budgets. These reports and budgets also display center operating expense totals. In DOL contracts for center operations, the budgetary clauses do not generally display the 29 line-item categories of center operating expense but typically display the center operating expense total, along with the display of sensitive subcategories of expense, such as contractor fee and indirect administrative expense.

Center Capital Expenses

This group consists of the following four cost categories:

- Construction/Facility Rehab
  
  **Note:** Starting in 1988, Congress has appropriated Job Corps funds in two separate accounts: (i) OPERATING FUNDS and (ii) CRA FUNDS (facility construction, rehabilitation and acquisition). DOL ensures separate tracking of these funds by requiring that all CRA FUNDS be reported in the **Construction/Facility Rehab** expense category. Moreover, that expense category is used exclusively for CRA FUNDS. As a consequence, all other expense categories fall under the appropriation for OPERATING FUNDS.

- Equipment/Furniture
- GSA Vehicle Rental
- Career Technical Skills Training (CTST) Materials

These above four categories are displayed individually on 2110 cost reports and in the estimated cost and funds available clauses of center contracts.

Student Transport/Meal Allowance Expense

This cost category refers to Job Corps-paid expenses for inter-city transportation of newly enrolled students and current students, including the payment of travel-related meal allowances to newly enrolled students and current students. This expense category is not in common use under center operations contracts, but is available when needed.

Outreach/Admissions (OA) Expense

This cost category applies when the center contract expressly includes an estimated cost amount for the provision of activities for the outreach and admission of new students. When a center contract contains an estimated cost amount for Outreach/Admissions, supplementary 2181s and 2110s must be prepared.
Career Transition Services (CTS) Expense

This cost category applies when the center contract expressly includes an estimated cost amount for the provision of career transition services to graduates and former enrollees. When a center contract contains an estimated cost amount for Career Transition Services, supplementary 2181s and 2110s must be prepared.

Other Expense Categories Not Pre-Printed on the Forms

Blank lines are provided in the reporting formats for writing in other categories that might be expressly included in the estimated cost and funds available clauses of a center operations contract, such as special funding for program support functions.

2. Subcontract Expense

The costs of subcontracts issued by center operators are classified differently depending on the characteristics of the subcontract. For purposes of Job Corps cost classification, subcontracts fall into two different and mutually exclusive categories: (i) Staffing Subcontract; and (ii) Non-Staffing Subcontract. The following are definitions and criteria for determining the category that applies to a particular subcontract, along with the cost allocation policies that apply to that category.

a. Staffing Subcontracts

This category applies to any subcontract that provides one or more staff persons who are employed at the center on a full-time basis or any subcontract that provides a number of part-time staff persons who are employed at the center and whose scheduled hours of work at the center collectively represent one or more full-time positions. The cost allocation policies that apply to subcontracts in this category are as follows:

- Subcontractor Personnel Expense: The cost of compensation (salaries/wages and benefits) which the subcontractor pays to its staff who work at the center shall be allocated to the appropriate functional or programmatic line-item as a personnel expense (e.g., Line 1-Academic Personnel, Line 3-Career Technical Training Personnel, and so forth).

Other Direct Subcontractor Expense: The direct costs of the subcontractor that are for non-personnel items shall be reported in the appropriate functional or programmatic line-item as an “Other” cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).
• **Subcontractor Indirect Expense (Overhead/General & Administrative [G&A]):** The subcontractor’s overhead and G&A expense shall be reported on Line 16–Other Administrative Expense. DO NOT report these costs on Line 17–Indirect Administrative Expense which is used exclusively to report the prime contractor’s Overhead/G&A expense.

• **Subcontractor Fee:** If the terms of the prime contract expressly designate the subcontract as a MAJOR STAFFING SUBCONTRACT and require that the subcontractor fee be paid from a fee pool that is shared with the prime contractor, then subcontractor fee expense shall be reported on Lines 28 and 29, combined with fees that are received by the prime contractor. If the terms of the prime contract DO NOT require such fee pooling for the subcontract in question, then subcontractor fee shall be allocated to the appropriate functional or programmatic line-item as a non-personnel cost (e.g., Line 2–Other Academic Expense, Line 4–Other Career Technical Training Expense, and so forth).

In some cases, expenses may not be currently detailed on the subcontractor’s invoice because the service is being provided at a fixed price or fixed unit price (e.g., meals served, billable labor hours). In these cases, adequate detail can usually be obtained from the subcontractor’s proposal as a means to formulate the required break out of total expense into the line-items identified above. If detail is not provided in the proposal, then supplementary information should be obtained from the subcontractor.

b. **Non-Staffing Subcontracts**

This category applies to any subcontract that does not qualify as a staffing subcontract. In addition to subcontracts that are solely for the procurement of supplies, equipment, commodities, and so forth, the non-staffing category also typically applies to:

• Subcontracts for facility repairs or renovations
• Subcontracts for intermittent services such as trash collection and pest control
• Subcontracts with individual medical practitioners who work less than full-time at the center

The costs of a non-staffing subcontract will normally be allocated to a single budget line-item. For example, the entire costs of a trash collection subcontract would be assigned to Line 19–Other Facility Maintenance Expense.
3. **Personnel Expenses**

This term is used in this appendix to refer to all salaries, wages, and all other associated personnel compensation costs absorbed by the employer such as performance bonuses, earned leave upon termination, retirement contributions, social security taxes, life insurance premiums, health insurance premiums, worker’s compensation insurance, etc. All direct employees of the center operator as well as employees of staffing subcontractors, as defined in the preceding section, are to be included.

If a particular staff position involves work in more than one area such as part-time in academics and part-time in career technical training, or if a secretarial position is split between two departments, the cost must be broken out between the appropriate line-items. The basis for the allocation must be documented in a **salary allocation plan** which briefly explains the rationale for the allocation. The allocation plan must be available for review by DOL auditors. If the duties of the position are substantially changed, the salary allocation plan must be reviewed and amended as appropriate. Salary allocation plans must be reviewed annually as a routine matter to assure that they remain valid.

With regard to managerial positions (which may be defined as those that involve supervision of supervisors), those which oversee three or more different departments or programmatic functions should normally be treated as executive positions whose costs should be allocated to Line 15-Administrative Personnel. However, this guidance is not a hard and fast rule; and circumstances may exist that justify the formulation of a salary allocation plan for this type of position.

With regard to front-line supervisors who function as team leaders who supervise or coach diverse groups of practitioners that might consist of academic instructors, career technical training instructors, counselors, and so forth, it is recommended that salary allocation plans be formulated which break out the personnel costs into as many line-items as are appropriate.

**Note:** Personnel costs for center employees while they participate in corporate center reviews of other centers will be charged to indirect administrative expense since they are performing corporate functions.

4. **Treatment of Money Received**

a. **Reimbursements**

When money is received by a center it is most often a reimbursement of cost. Such reimbursements are recorded as reductions (credits) in the appropriate expense accounts in order to reflect true center operating expenses. Examples are as follows:
- Food sales to staff and visitors are credited as a reduction to center food costs.
- Reimbursements by GSA for vehicle maintenance and fuel are credited as a reduction to center vehicle operating costs.
- Reimbursements of fuel costs from tenants are credited as a reduction of center fuel costs.
- Reimbursement for Workforce Innovation and Opportunity Act (WIOA) or other buy-ins are credited as a reduction to center academic and/or career technical training costs.
- Prompt payment discounts, cash rebates and refunds are credited as a savings to the account to which the product or service was originally charged.

b. Net Income

In some cases, money received by the center cannot be credited as a reduction to a specific expense account. These situations are generally limited to items where there is little or no initial expense to the center, the expense category cannot be identified, or there is a For-Profit operation. When these situations occur, the money received will be classified as net income within the administrative operating expense account (Line 16–Other Administrative Expense), which will have the effect of reporting a net decrease in the center's administrative costs. Conversely, if negative income is reported as a result of a prior-period correction or expenses exceeding receipts, then the result will be a reported increase in center administrative expenses.

The following are examples of situations where net income might properly be reported:

- Vending and video game machines not for student use
- For-profit operations, such as a lithography shop or snack bar for the public. Include both income and expense in the income account. Only net income is reported.
- Employee housing net rental income is reported. Income and all expense of maintaining the housing are included in this account. Only net income is reported.

The following are examples of sources of cash receipts which are not considered as income since the receipts should accrue to the Student Benefit Fund. These transactions are not relevant to and should be kept outside the center's Job Corps financial management system.

- Vending machines for student use
- Pay telephone income, unless a plan is approved by the Regional Office to treat funds differently
- Proceeds from a student-related concession
5. **Cost Category Definitions**

The following are definitions for the cost categories that are used in the 2110 center cost reports and in the 2181 line-item center budgets. The categories are discussed in the same order as they appear on the 2110 report. Also note that the lists of example expense items that are provided for each cost category are not considered exhaustive or all-inclusive. For expense items that are not specifically identified in the lists of examples, contractors may use their own good judgment to determine which cost categories apply, or they may refer the question to the Office of Job Corps for guidance.

a. **2110 Page 2 - Center Operations Expense Line-Item Subcategories:**

**Line 1-Academic Personnel Expense:** Includes the cost of all personnel whose primary duties are in academic programs, including positions such as those listed below:

- Managers
- Education and Training Manager
- Academic Manager

- **Academic Instructors**
- Reading Instructor
- Math Instructor
- HSE Instructor
- Driver Education Instructor
- English Language Learner (ELL) Instructor
- Communications Instructor
- Wellness/Safety Instructor
- Academic Instructor Substitutes

- **Support Staff**
- Academic Testing Coordinator
- ACT/OTP Coordinator
- Career Development Specialist
- Secretarial/Clerical assigned to support academic staff

**Line 2-Other Academic Expense:** This category consists of all non-personnel expenses that are immediately related to a center's academic programs, including the types of expenses listed below.

- **Academic Materials and Supplies:** Includes the cost of materials and supplies (e.g., books, workbooks, testing materials) used in conducting academic programs for students. This will also include the cost of expendable items for exclusive use in the classrooms
such as: drapes, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

Academic Services: Includes the cost of contractual services for student academics, including repair and maintenance of academic equipment.

Academic Tuition: Includes the cost of tuition for off-center academic instruction. If the tuition is prepaid, please see later discussions of accrual and vouchering of prepaid items.

Academic Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for student academic programs. Rental of Driver Education vehicles will be charged here.

Other: Other expenses that should be assigned to the academic operating expense category but which do not match any of the above examples.

Line 3-Career Technical Training (CTT) Personnel Expense: Includes the cost of all personnel whose primary duties are in the career technical training programs (previously referred to as vocational training) including positions such as those listed below:

Managers
Education and Training Manager
CTT Program Manager

Instructors
CTT Instructors
CTT Instructor Substitutes
Career Exploration Instructor

Support Staff
CTST Coordinator
Work-Based Learning (WBL) Coordinator
CTT Testing Coordinator
Secretarial/Clerical assigned to support CTT staff

Line 4-Other Career Technical Training (CTT) Expense: This category consists of all non-personnel expenses that are immediately related to a center's career technical training programs, including the types of expense
listed below.

CTT Materials and Supplies: Includes the cost of all materials and supplies (e.g., books, workbooks, testing materials) used in conducting CTT programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: draperies, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

CTT Services: Includes the cost of contractual services acquired for student career technical training including repair and maintenance of CTT equipment.

CTT Tuition: Includes the cost of tuition for off-center career technical instruction. If the tuition is prepaid, please see later discussions of accrual and vouchering of prepaid items.

CTT Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for career technical training.

Other: Includes other expenses that should be assigned to the CTT operating expense category but which do not match any of the above examples.

Line 5-Career Success Personnel Expense: Includes the cost of all personnel whose primary duties are in the career success programs, including positions such as those listed below.

Managers
Director of Residential Living
Director of Counseling
Residential Living Manager/Counseling Manager
Recreation Manager

Counselors
Counselor (includes UA retrieval)
Counselor Aide
Center Standards Officer

Residential Advisors/Residential Counselors
Residential Advisors/Residential Counselors and Aides
Group Leaders and Aides
Coordinators
Career Preparation Leader
Diversity Coordinator
Student Government/Leader/SWF Advisor
Student Safety Advisor/Coordinator*

Recreation Staff
Recreation Specialist/Coordinator
Arts/Crafts Instructor/Coordinator

Support Staff
Secretarial/Clerical assigned to above areas

*Refers to activities for instilling "safety consciousness/awareness" in students. Does not relate to security personnel costs, which are assigned instead to Line 20 - Security Personnel Expense.

Line 6 - Other Career Success Expense: This category consists of all non-personnel expenses that are immediately related to a center's career success program, including the types of expense, listed below.

Career Success Materials and Supplies: Includes the cost of supplies and materials used in the counseling program, the dormitory supervision program and any other career success program. Also includes the cost of student incentive programs, including any that focus on academic or career technical training achievement.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16 - Other Administration Expense. Also not included are driver education costs that are reported as an academic expense (Line 1 or 2).

Career Success Services: Includes the cost of contractual services acquired to implement career success programs and activities.

Career Success Rentals: Includes the cost of facilities and equipment rented to carry out career success activities. This will not include motor vehicle rental or GSA charges.

Morale-Recreation-Welfare Materials and Supplies: Includes the cost of supplies and materials used in the morale-recreation-welfare program.

Morale-Recreation-Welfare Services: Includes the cost of
contractual services acquired to implement the morale-recreation-welfare program. Includes repair and maintenance of recreational equipment.

Morale-Recreation-Welfare Rentals: Includes the cost of facilities and equipment rented to carry out morale-recreation-welfare activities. This will not include motor vehicle rental or GSA charges.

Other: Includes other expenses that should be assigned to the career success operating expense category but which do not match any of the above examples.

Line 7-Food: Includes the cost of food purchased for the center's dining hall and the cost of purchased meals that are served to students. This category includes:

Dining Hall Food: Includes the cost of food issued for the dining halls and related direct freight charges. This account must include the cost of food provided or purchased in connection with subcontracted food service. Subcontracted labor and other non-food costs incurred are not charged to this account, but will be charged to Line 9-Support Services Personnel Expense, Line 10-Other Support Service Expense, or other appropriate line-items as defined in Section C.3. Receipts (Personal Expenses) from sale of meals to staff and visitors are credited as a reduction to expense.

Purchased Meals: Includes the cost of meals purchased for students while engaged in off-site activities such as academic, career technical training, and recreational trips.

Line 8-Clothing: Includes the cost of clothing and cash clothing allowances furnished to students, including:

Issue Clothing: Issue of personal clothing and ditty bags.

Cash Clothing Allowance: Cost of cash clothing allowances as discussed in PRH Chapter 6, 6.5, R2, a-b.

Career Technical Training Clothing: Cost of student special clothing such as work clothes, career technical training uniforms and protective clothing as discussed in PRH Chapter 6, Section 6.5, R1, a-c.

Recreation Clothing: Cost of student recreational clothing.
Line 9-Support Services Personnel Expense: Includes the cost of all personnel, whose primary duties are in the area of support services, including positions such as those listed below.

Managers
Dining Hall Manager
Child Care Manager
Laundry Manager
Vehicle Fleet Manager

Food Service
Cooks
Dining Hall Workers

Childcare Workers
Child Care Teacher
Child Care Specialist
Child Care Aide/Teacher Aide

Note: It is usually the case that childcare workers at Job Corps centers are employed by local agencies at no cost to Job Corps.

Laundry Service
Laundry Operator

Drivers
All Drivers employed at center.

Incidental Outreach/Admissions (OA) and Career Transition Services (CTS) Staff
Any part-time or intermittent OA/CTS staff when OA or CTS is not included as a specific, separate line-item in the center estimated cost clause.

Other Support Staff
Secretarial/Clerical assigned to above areas

Line 10-Other Support Services Expense: Includes the non-personnel/non-food operating expenses associated with the provision of room and board to Job Corps students, including the types of expenses listed below.

Dormitory Linens and Supplies: Includes the costs of initial issue and replacement of all expendable items purchased for use in the dormitories such as:

• Sheets, blankets and bedspreads
• Pillows and pillow cases
• Mattresses and mattress covers
• Dormitory curtains and drapes
• Laundry supplies for students
• Bulletin boards
• Throw rugs
• Pictures and wall hangings
• Irons and ironing boards

Not included are cleaning supplies for dormitories. This expense will be charged to Line 19-Other Facilities Maintenance Expense - Materials and Supplies.

Commercial Laundry and Linen Service: Includes the cost of linens and uniforms supplied by a subcontractor as well as the cost of laundry service for center-owned linens and uniforms, including those used in the medical facility.

Kitchen and Dining Hall Supplies: Includes the cost of non-food supplies and materials required in the operation of the kitchen and dining halls, including chemical and cleaning agents used for maintaining the kitchen, the initial and replacement cost of linens, mess uniforms, dishes, and utensils.

Subcontracted Food Service: Includes the cost of all services other than the cost of food and personnel in a subcontracted operation.

Note: The cost of food in a subcontracted operation will be reported on Line 7-Food. The cost of personnel and fringe benefits in a subcontracted operation will be reported on Line 9-Support Services Personnel Expense.

Kitchen and Dining Hall Non-Food Services: Includes the cost of services rendered in connection with the operation of the kitchen and dining hall such as equipment maintenance, etc.

Child Care Expense: These costs will usually be reimbursed to the center. These reimbursements should be credited to Line 10.

• Materials and Supplies: The cost of all supplies, materials, toys, games, diapers, laundry supplies, etc., purchased for the childcare operation. Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

• Pre-Packaged/Catered Food: Includes cost of pre-packaged
baby food, snacks and other meals purchased specifically for the children. Does not include meals prepared by the center dining hall.

- **Child care Services:** Includes the cost of contractual services acquired for the childcare program, including repair and maintenance of child care furniture and equipment.

- **Child care Rentals:** Includes the cost of facilities and equipment (but not motor vehicles) rented for the childcare program.

**On-Center Laundry Supplies:** Includes the cost of supplies and consumables needed to operate any on-center laundry facilities. Does not include laundry supplies furnished directly to students.

**On-Center Laundry Facility Services:** Includes the cost of contractual services acquired for equipment maintenance and repairs.

**Student Local Transportation:** Includes the cost of local public transportation such as bus passes or tokens for students and for children attending child care between home and the center, and expense to and from academic and career technical training sites.

**Student Lodging Expense:** Includes the cost of student lodging expense while on center sponsored trips, (i.e., academic, career technical training, recreation) and the costs of temporary local lodging due to center dormitory problems that require temporary off-center housing. Staff lodging expense will be charged to Line 27-Staff Travel and Training.

**Incidental Outreach, Admissions and Career Transition Services Expense:** Includes the cost of any incidental OA/CTS expense not included as a separate line-item in the center estimated cost clause and considered part of the center operating expense.

**Other:** Includes other expenses that should be assigned to the support service operating expense category but which do not match any of the above examples.

**Line 11-Medical/Dental Personnel Expense:** Includes the cost of personnel whose primary duties are in the area of health program services, including positions such as those listed below.

Managers
Medical Service Director
Health Services Administrator

Medical Professionals
Doctors of Medicine
Doctors of Osteopathy Optometrist

Mental Health Professionals
Psychiatrist
Psychologist Social Worker
Substance Abuse Counselor

Dental Professionals
Dentist
Oral Surgeon
Orthodontist
Endodontist
Periodontists

Allied Medical Workers
Physician’s Assistant
Nurse Practitioner
Medical Assistant
Registered Nurse
Licensed Practical Nurse
Licensed Vocational Nurse
Nurse Assistant
Laboratory Technician
Reproductive Health Coordinator*
Trainee Employee Assistance Program (TEAP) Coordinator*

*If the Reproductive Health or TEAP coordinator also serves as a counselor, the cost should be prorated between Social Skills Training and Medical salaries.

Allied Dental Workers
Dental Hygienist
Dental Assistant
Dental Technician

Support Staff
Secretarial/Clerical assigned to above areas

Line 12-Other Medical/Dental Expense: This category consists of all non-personnel expenses that are immediately related to a center’s health services programs, including the types of expense listed below.
Medical and Mental Health Fees: Includes fees charged by non-salaried health providers including physicians (doctors of medicine, doctors of osteopathy), psychiatrists, psychologists, optometrists and social workers, excluding dentists, for “as needed” health services performed regardless where the services were rendered. This includes x-rays and other laboratory services included in the providers’ bills. This also includes charges based on a “by procedure rate.”

Note: This will not include charges from subcontracted providers who bill at an hourly rate. The entire amount will be charged to Line 11-Medical/Dental Personnel Expense.

Medical Support: Includes cost of medical services rendered by other than the providers listed above, such as:

- Hospitals
- Medical laboratory and x-ray services when billed separately.
- Ambulance and mortuary costs
- Environmental health inspections and services.

Dentist Fees: Includes fees charged by non-salaried dentists (including oral surgeons, orthodontists, endodontists and periodontists) for “as needed” dental services performed regardless where the services were rendered. This includes x-rays and other laboratory services provided by a dentist and included in the bill.

Note: This will not include charges from subcontracted providers, which will instead be charged to Line 11-Medical/Dental Personnel Expense.

Dental Support: Includes cost of dental services rendered by other than the providers listed above, such as:

- Clinics or other institutions
- Dental laboratory and x-ray services when billed by separately

Medical Supplies and Pharmaceuticals: Includes the cost of all medical and dental supplies and pharmaceuticals (e.g., bandages, dental material, disposable syringes, medicines, drugs, eyeglasses, etc.), regardless of source.

Other: Includes other expenses that should be assigned to the medical/dental operating expense category but which do not match any of the above examples.
Line 13-Career Preparation and Career Transition Readiness Services: Includes the cost of personnel whose primary duties are in the area of Career Preparation (CP) and Career Transition Readiness (CTR) services, including positions such as those listed below:

Managers
CP and/or CTR Director or Manager
CP Instructor
CP Coordinator/Specialist
CTR Coordinator/Specialist

Support Staff
Secretarial/Clerical assigned to above areas

Line 14-Other CP/CTR Expense: This category consists of all non-personnel expenses that are immediately related to CP/CTR services that are available for students who have children, including the types of expenses listed below.

CP/CTR Materials and Supplies: Includes the cost of all materials and supplies (i.e., books, workbooks, testing materials) used in conducting CP/CTR programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapes, wall hangings, bulletin boards, computer software, films and filmstrips.

Not included are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

CP/CTR Services: Includes the cost of contractual services acquired for student CP/CTR services including repair and maintenance of CP/CTR equipment.

CP/CTR Tuition: Includes the cost of tuition for off-center CP/CTR instruction. If the tuition is prepaid, please see later discussions of accrual and vouchering of prepaid items.

CP/CTR Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for CP/CTR services.

Other: Includes other expenses that should be assigned to the CP/CTR operating expense category but which do not match any of the above examples.

Line 15-Administrative Personnel Expense: Includes the cost of personnel, whose primary duties are in the area of overall center management and
administrative services and support, including positions such as those listed below.

**Executive Leadership**
- Center Director
- Deputy Director
- Training Director

**Administration Operations**
- Administration Manager or Director
- Administrative Assistant
- Personnel Manager/Specialist
- EEO Coordinator

**Finance Manager/Staff**
- Procurement Manager/Staff
- Student Accountability Officer
- Student Records and Payroll Staff
- Transportation Clerk
- Legal Services Clerk
- Scheduling Clerk
- ADP Specialist/Programmer

**Supply Operations**
- Property Manager
- Property Specialist
- Warehouse Staff
- Supply Clerk
- Clothing Clerk

**Support Staff**
- Secretarial/Clerical assigned to assist above personnel
- Secretarial/Clerical not classifiable in other categories
- PBX Operator

**Line 16-Other Administrative Expense:** This category consists of all non-personnel expenses that are immediately related to administrative support functions at the center, including the types of expenses listed below.

**Office Materials and Supplies:** Includes the cost of general office supplies used throughout the center such as: paper, pencils, paper clips, rubber bands, and ink cartridges.

**Note:** Charge special items used in the academic and career technical programs such as drafting supplies, sketching pads, special forms, etc., to those activities in the appropriate accounts reported on Line
2-Other Academic Expense or Line 4-Other Career Technical Training Expense.

**Office Services:** Includes the cost of contractual services required for center administration, such as the cost of subcontracted duplicating and printing services.

**Office Equipment Rentals:** Includes the rental cost of photocopying and data processing equipment.

**Office Equipment Maintenance:** Includes cost for maintenance and repair of office equipment. Costs incurred under lease purchase agreements are considered rental costs.

**Legal Services:** Includes the cost of legal services acquired for the center. The cost of legal services on behalf of students will be paid by the Job Corps Regional Offices if public defenders are not available, when proper documentation is supplied and approved by the Regional Director. Legal expenses relating to personnel matters or actions brought by employees against the contractor are indirect administrative expenses unless the contractor's approved cost accounting standards provide for classifying these expenses as a direct cost to contracts. The charging of these costs to a Federal contract is still subject to the allowability standards set forth in applicable cost standards.

**Accounting Services:** Includes the cost of subcontracted accounting services acquired for the center and corporate charges for service or equipment **where corporate accounting, practices, and the indirect cost agreement, require an allocation to direct cost and the allocation of costs is in agreement with the business management proposal submitted for operation of the center.** Since there is no specific contract requirement, center audits performed by Public Accounting firms are not allowable costs. A corporate audit which as part of its “tests” audits a portion of a specific contract is considered to be an indirect administrative expense.

**Consultant Costs:** Includes the fees charged by outside consultants and their related travel and per diem expenses. A consultant is one who analyzes, gives advice or helps determine how functions should be performed. Written approval from the Contracting Officer must be obtained before a consultant is hired, regardless of contract type (hourly or fixed price). The title “consultant” does not necessarily indicate that the cost of retaining such an expert should be reported on this line. Mental health consultants are part of the
medical function and are not chargeable here, but should be charged to either Line 11-Medical/Dental Personnel or Line 12-Other Medical/Dental Expense. Staff trainers are often called “consultants,” but they are the performers of the function and are rightfully chargeable to Line 27-Staff Travel and Training.

**Net Income:** This includes monetary receipts that cannot be credited as reductions to other budget line-items. See discussion that appears earlier in this appendix.

**Subcontract Overhead/G&A Expense:** This includes subcontractor overhead and G&A expense as discussed in Section C.2 above.

**Other/Miscellaneous Administrative Expense:** Includes the cost of miscellaneous supplies and services required in the operation of the center such as the following:

- Consumable supplies such as paper towels, toilet tissue, soap, etc.
- Packing, handling, and shipping cost to transfer excess property to or from a holding facility
- Shipment of separated student belongings
- Community relations expense
- Miscellaneous equipment repairs not chargeable elsewhere
- Any miscellaneous administrative expenses outside the definitions of office supplies and services
- Gross receipts tax payments. See following discussion on Sales Tax assessments
- Penalties and interest charges resulting from Sales Tax assessments. See following discussion on Sales Tax assessments

**Expenses not to be included are:**

- **Incoming freight charges** should not be lumped indiscriminately into the administrative expense category. Where possible these charges should be prorated to the individual items received (inventory or capital). When it is not practical to charge this cost to the individual items covered by the freight charges, because of the late receipt of the invoice or the large number of items covered, the cost should be prorated and directly charged to the appropriate expense categories.

- **Sales tax assessments** should not be lumped indiscriminately into the administrative expense category.
When the center is forced to pay sales tax assessments, the cost should be prorated to the various affected categories based on the total cost of purchases for the assessment period.

Since taxes will be paid "under protest," records must be maintained detailing all payments. Penalties and interest charges will be charged to Miscellaneous Administrative Expense.

- Phase-out costs should not be lumped indiscriminately into the administrative expense category, but should be distributed to the appropriate cost categories. Severance pay and accrued vacation pay are to be charged to the categories of personnel costs where the affected individuals' salaries were charged.

**Line 17-Indirect Administrative Expense:** This line includes the cost of the contractor's general and administrative expenses at the rate specified in the center contract or the current approved rate, whichever is lower. Indirect Administrative Expenses related to Outreach/Admissions or Career Transition Services, if separate items in the contract, will be charged respectively to those cost categories as appropriate. When the contract contains an indirect cost ceiling clause, the total amount charged may not exceed the ceiling rate. Indirect administrative expense should be accrued for amounts earned on other accruals (unvouched accounts payable) and be reported as unvouched reimbursable expense on Page 4.

**Note Concerning Indirect Cost Base:** It is DOL's preference that the base that is used to compute indirect costs consist NOT of total direct cost (TDC) but instead be comprised of a narrower base that is limited to center operations expense not of indirect cost and fee. This is to avoid indirect costs amounts that are skewed due to the tendency for "cost spikes or lumpiness" in pass-through allocations and expenditures for "capital" items such as construction/rehab projects and furniture/equipment purchases. Contractors are expected to use this narrower base in the indirect cost proposals that they submit to their cognizant agency, whenever possible (cognizant agency is most often DOL). Exceptions will be allowed if it is not feasible for a contractor to utilize this narrower base due to the demands of its parent company or establishment of a TDC base in an indirect cost agreement that has already been finalized with a cognizant agency other than DOL.

**Line 18-Facilities Maintenance Personnel Expense:** Includes the cost of personnel assigned to center maintenance functions, including positions such as those listed below.
Managers
Maintenance Manager
Maintenance Supervisor

Maintenance Workers
Maintenance Engineer
Maintenance Mechanic
Maintenance Helper
Groundskeeper
Janitorial Staff

Support Staff
Sec/Clerical assigned to the maintenance section

Line 19 - Other Facilities Maintenance Expense: This category consists of all non-personnel expenses that are immediately related to maintenance of center facilities, including the types of expenses listed below.

Materials and Supplies: Includes the cost of materials and supplies required for routine maintenance and repair of center physical facilities including sidewalks, fences, grounds, roads, and any equipment affixed to a structure as an integral component. Also includes the cost of general cleaning and janitorial supplies and any special work clothes or items of personal safety equipment (e.g., goggles) purchased for use by maintenance staff.

Contracted Services: Includes the cost of contracted services required for routine maintenance of center facilities (e.g., painting) and systems (e.g., servicing of fire alarm systems and fire extinguishers), but not including any contracts that are classifiable as construction and rehab projects. Also includes contracts for trash pick-up and pest control.

Equipment Rental: Includes the cost of equipment rented, or being acquired on a lease purchase agreement, in connection with maintenance and repair of center facilities, excluding motor vehicles.

Equipment Operation, Maintenance and Repair: Includes the costs of operating, maintaining, and repairing motorized and mobile equipment (e.g., power mowers, tractors, portable generators, etc.) Include equipment owned by other agencies (i.e., GSA) leased on a mileage or use basis.

Note: Report operation, maintenance, and repair cost of other motorized equipment chargeable to work projects on Line 35-
Career Technical Skills Training.

Other: Includes other expenses that should be assigned to the maintenance operating expense category but which do not match any of the above examples.

Line 20-Security Personnel Expense: Includes the cost of all personnel assigned to the security function, including positions such as those listed below.

Manager
Security Manager
Security Supervisor

Security Staff
Security Officers
Guards

Support Staff
Secretarial/Clerical assigned to security section

Line 21-Other Security Expense: This category consists of all non-personnel expenses that are immediately related to the provision of a guard force or security force at the center, including the types of expenses listed below.

Supplies and services: The cost of supplies and services required for the performance of this function, such as the center-furnished uniforms and the laundering of these items.

Subcontracted security services: The cost of all subcontracted security costs other than those classifiable as personnel expense. An example would be augmentation of normal security forces in connection with a special event or emergency.

Equipment Rental: The cost of equipment rented, or being acquired on a lease purchase agreement, in connection with the security function.

Other: Includes other expenses that should be assigned to the security operating expense category but which do not match any of the above examples.

Line 22-Communications: Includes cost for communications services, including the types of expense listed below.

Local Telephone Service: Includes the cost of local telephone
service -- basic monthly service, equipment lease costs, any message unit charges, access charges and taxes.

Cell Phones and Pagers: Includes the cost of cell phone and pager service.

Long Distance Calls: The cost of long distance calls at contract centers, placed through the federal telephone system (FTS) will **not be charged to the center**, but will be charged to DOL. The long distance costs that should be reported on this line will be for incoming collect long distance calls and the costs of long distance calls that, for any reason, cannot be placed through FTS.

Telephone Service Charges and Communications Equipment Rental Charges: Includes the cost of service for telephone equipment changes, repairs, the installation of additional telephones and related equipment, and the cost of FAX and other communications equipment rental and maintenance.

In-Center Communications System: Includes the cost of operating and maintaining radio, closed circuit television, and other in-center communication systems.

Postage: The cost of USPS postage and/or expedited services such as Federal Express and postage meter rental and maintenance.

Other Communications Costs: Any communications costs that do not match any of the above examples.

**Line 23-Utilities and Fuel:** Includes cost utilities and fuel consumed by the center, such as the types of expenses listed below.

- Natural Gas
- Electricity
- Coal
- Heating Oil
- Propane
- Water
- Sewage
- Cable TV
- Other (as determined by the center)

**Note 1:** Supplies of heating oil and propane should not be expensed as purchased, but maintained as inventory.

**Note 2:** Fuel for vehicles is not reported here, but on Line 26-
Motor Vehicle Operating Expense.

Line 24-Facility Lease Expense: Includes costs for leasing center facilities where the center operator/contractor is the lessee or where the government is the lessee, but funds have been placed on the center operating contract and payment is made by the contractor. Also record in this account any separate property taxes and insurance premiums, payment of which is made to the lesser, by the terms of the facility lease.

Note: Equipment lease costs are not to be recorded in this account.

Line 25-Insurance: Includes cost of authorized or required liability insurance that is carried by the center operator, including as listed below.

- Automobile Insurance (liability and property damage)
- Employee Liability Insurance
- Other Required Insurance

Note: On the 2110 cost report, if insurance is prepaid the entire amount is vouchered, but the amount for future months is not expensed since the cost applies to a future period. The amount of prepaid insurance is shown as a negative Unvouched Accounts Payable. Expense is reduced by the amount of prepaid insurance and this amount is reported as a negative Unvouched Accounts Payable. Each succeeding month, the portion of prepaid insurance applicable to the period is expensed and the negative Unvouched Accounts Payable reduced by a like amount. If insurance is billed at a later date, the cost for the unbilled months must be accrued.

Line 26-Motor Vehicles Operating Expense: Includes as listed below.

- GSA Mileage as shown on the GSA Detailed Billing Register
- Commercial Vehicle Rental
- Operation, Maintenance and Repair of Center Owned Vehicles

The following types of vehicle rentals are not reported here, but elsewhere as indicated:

- Operation, maintenance and repair cost of construction equipment for CTST projects. These costs will be charged to Line 35-CTST.
- Rental of vehicles of staff while on travel assignments is charged to Line 27-Staff Travel and Training.
• GSA monthly charges and charges for damage to vehicles will be reported on Page 3, GSA Vehicles Rental.
• Commercial rentals of driver education vehicles are charged to Line 2-Other Academic Expense.

Line 27-Staff Travel and Training: Includes the cost of staff travel, per diem and miscellaneous expenses in connection with work assignments that involve travel away from the center and the costs of providing technical or professional training to center staff. Please note that Job Corps center operating contracts normally contain clauses that require contractor travel costs to be within the parameters and limits of Federal Travel Regulations. The types of expenses to be included are listed below.

Training Related Travel: Includes center staff transportation, per diem cost and miscellaneous expenses for training purposes. This account is used whether training is provided by the center, the center operator, the DOL Regional Office, or the DOL National Office. Cost includes travel in privately owned vehicles, commercial transportation, leased vehicles, meals, lodging, and incidental expenses. If training or technical assistance is provided by center staff to another center, all travel expenses will be charged to the center receiving the training or assistance and expensed to that center’s staff travel and training account unless the Contractor’s proposal or Indirect Cost agreement provided for the cost to be charged to the contractor’s indirect cost pool.

Non-Training Related Travel: Includes the cost of center staff for transportation, per diem and miscellaneous expenses for work assignments other than those related to staff training.

Note: All travel expense incurred by center staff for participation in corporate center reviews will be charged to indirect administrative expense since they are performing corporate functions as required in the contract. Costs incurred by center staff for providing technical assistance to other centers will be charged as discussed above.

Change of Station Costs: Includes relocation costs associated with the transfer of personnel to the center, including movement of household goods, house-hunting expenses, real estate fees, transportation of employee and family, allowance for temporary quarters (per diem) and other incidental expenses associated with a change of duty station.

Staff Training and Tuition: Includes the cost of tuition and fees for staff training that the center has determined is beneficial for the
center and is job-related.

Reimbursement to staff under an employer education policy will be charged as an employee benefit to the appropriate category of personnel expense. Also includes the cost of materials and services such as trainers, rental of facilities and equipment, supplies, printing and duplicating, and contractual support.

Lines 28 and 29 - Contractor’s Base and Incentive Fees: If any of the below guidance on the treatment of fee is in conflict with the particular terms of a center contract, the contractual terms shall prevail. The below guidance is intended to describe the standard vouchering and reporting practices for the fee arrangement that is now in use for center operations contracts, which provides for both base fees and incentive fees. Line 28 is used to report the cost of Base Fees earned per contractual terms. Line 29 is used to report the cost of provisional and earned Incentive Fees. Fee earned for Outreach/Admissions or Career Transition Services, separately stated in the contract, will be reported as OA or CTS expense, as appropriate.

Line 28 - Base Fee: For each contract year, the cost of a contractor’s Base Fee will be an equal monthly proration of the Base Fee stated or reflected in the contract for that contract year. If the contractor’s fee consists solely of Fixed Fee, then fee cost should be reported on Line 28 only, and the monthly costs should be calculated in the same manner as for Base Fee.

Line 29 - Incentive Fee: The cost of a contractor’s Incentive Fee is determined as follows:

- Cost prior to final determination of amount earned: The exact amount of incentive fee that is earned for performance achievements during a contract year cannot be determined until 2 to 4 months after completion of the contract year. In order to mitigate cash flow hardships that would otherwise result from such a long lagtime, contractors are generally permitted to voucher provisionally for incentive fee during the performance of a contract year. The provisional monthly costs and billings of Incentive Fee prior to determination of final amount earned will therefore be an equal proration of the contractually stipulated incentive fee amount for average performance.

- Cost adjustment/reconciliation upon final determination of amount earned: When the contractor is notified as to the exact amount of incentive fee that has been earned for performance during a recently completed contract year, the notification will specify by what amount the earned incentive fee is above or below the amount of the provisional payments that were made to the contractor. DOL
staff are expected to complete the reconciliation of provisional fee to final amount earned and notify the contractor within three months after the completed contract year. The difference between provisional incentive fee payments and final amount earned will be treated as an adjustment to cost and billings in the succeeding contract year and reflected appropriately as such on the next available cost report and invoice that is submitted by the contractor. However, if performance of the contract has been fully completed, the adjustment to cost and billings will be reported and treated as post-termination activity.

The following is an example of expensing Base Fee, Provisional Incentive Fee, and Final Post-Contract Year Incentive Fee adjustment:

In this example, the contract has been newly awarded and the Fee amounts stipulated for the first contract year (which is exactly one calendar year in duration) are as shown below. The same amounts are also stipulated for the second contract year (which is also exactly one calendar year in duration).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fee</td>
<td>$225,000</td>
</tr>
<tr>
<td>Provisional Incentive Fee</td>
<td>$75,000</td>
</tr>
<tr>
<td>Total</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

- In the first contract year, the monthly costs equals $300,000 divided by 12 months, yielding a monthly expense of $25,000. Total fee costs and billings in year 1 are $300,000, consisting of $225,000 base fee and $75,000 of provisional incentive fee.

- In the first two months of the second contract year, the monthly fee costs and billings continue at $25,000. However, in the third month, the contractor is officially notified, via contract modification, that its final incentive fee earned based on achievements in the first contract year is $85,000. The notification specifies that the final amount earned is $10,000 above the provisional amount billed and that the contractor should include the $10,000 fee increase on its very next voucher and should reflect the $10,000 of additional fee expense on Line 29 of its very next cost report.

This adjustment process also includes a revised 2181 center operating budget, increasing the Line 29 incentive fee amount by $10,000 for the current (second) contract year. The incentive fee expense reported in the third month of the second contract year would therefore be $35,000, or $10,000 above the provisional level of $25,000. Thereafter, monthly fee expense and billings would return to the provisional
level of $25,000 for the duration of the second contract year.

- Note concerning liquidated damages. Liquidated damages assessments affect fee. Please refer to the later section that addresses liquidated damages.

**Line 30-Net Center Operating Expense:** Line 30 is used to display the total of center operating costs, Lines 1 through 29 above.

**Note to Regions:** Center operating expense equates to cost code A-Center Operations Expense in the internal DOL AAPP/FOP financial management system.

**b. 2110 Page 3 - Special Subcategories of Center Operations Expense:**

**Lines 1a, 1b, 1c-Center Operations:** These lines provide a highly summarized representation of the center operations expense detail provided on Page 2. The center operations expense totals on Page 2, Line 30 are broken out into two subcategories that are commonly used in the estimated cost clauses of center operations contracts. These subcategories consist of:

- **Line 1a, Center Operations-Reimbursable:** This subcategory incorporates center operations Line items 1 through 27, which comprise the reimbursable expenses within the Center Operations category.

- **Line 1b, Center Operations-Fee:** This subcategory consists of center operations Line-Items 28 and 29, which comprise contractor fee payments that are included within the Center Operations category.

- **Line 1c, Total Center Operations:** This line-item displays the sum of amounts on Lines 1a and 1b. These amounts will also be the same as those displayed on Page 2, Line 30.
c. **2110 Page 3 - Capital Expense Categories:**

Line 2-Construction/Facility Rehabilitation: This line is limited to funds that are provided from the Job Corps CRA (Facility Construction, Rehabilitation and Acquisition) appropriation. Moreover, all CRA funds that are made available to a center contract must be reported in this expense category.

Includes expenses for constructing or making long-lasting physical improvements to structures, utilities (e.g., heating and plumbing), roads and grounds, as well as the purchase and installation of major pieces of equipment, during a rehabilitation or construction project, that are permanently attached to structures such as air conditioners, walk in freezers and refrigerators, ovens and stoves, cafeteria dishwashers and wall to wall carpeting. Also included within the meaning of this term are the costs of architectural and engineering services (design) that are required for such construction or improvements and have been approved as part of the project. Purchase or lease of equipment and the cost of special motor vehicles required for completion of projects will also be charged here.

At contract centers, construction and rehabilitation work is to be performed only on the basis of: (i) identified projects for which specific construction/rehab funding has been approved for the contract; and (ii) emergency repairs that are authorized per guidelines contained in PRH Chapter 5, Part 10. Separate records should be maintained on the individual construction/rehab projects that have been approved in the center contract.

The construction and rehabilitation account **does not include:**

- Career Technical Skills Training Activities, funded as CTST projects, wherein Job Corps students receive hands-on training by participating in construction projects or other projects that result in physical improvements to center facilities.
- Equipment other than the major items of the type described above.
- Facility leases.
- Architectural and engineering management support services, including procurement support, facilities surveys, site surveys or facility utilization studies when performed under an Office of Job Corps contract.
- Management support services for the acquisition or leasing of facilities.

**Note to Regions:** This expense category equates to B1-Cnst/Rehab in the internal DOL AAPP/FOP financial management system.
Line 3-Equipment/Furniture: Includes costs for purchase of NON-EXPENDABLE PERSONAL PROPERTY. Non-expendable personal property (also known as movable durable property) is defined as property that is complete in itself; is not fixed to real property; does not lose its identify or become a component part of another article when put into use; is movable; is durable; and has an expected service life of at least 1 year.

Note to Regions: This expense category equates to cost code B2-Eqpt in the internal DOL AAPP/FOP financial management system.

Line 4-GSA Vehicles Rental: Includes GSA monthly/daily charges and charges for damage to vehicles. This category does not include GSA mileage charges, which instead should be assigned to center operating expense, Line 26, Vehicle Operating Expense.

Note to Regions: This expense category equates to B3-GSA Vehicle Rental in the internal DOL AAPP/FOP financial management system.

Line 5-CTST Materials: Includes the costs of building materials, consumable supplies and allowable construction and equipment installation contracts in connection with work training projects performed by Job Corps students that result in improvements to center facilities or public property. Records should be maintained separately for each identifiable CTST project. Only projects on the approved CTST plan may be performed with CTST funds.

Note to Regions: This expense category equates to B4-CTST Materials in the internal DOL AAPP/FOP financial management system.

d. 2110 Page 3-Other Major Expense Categories:

Line 6-Student Transportation/Meal Allowances: Includes the costs of government-furnished inter-city travel (including prescribed meal allowances), such as travel associated with new enrollee arrival, government paid leaves, winter break, transfers to other centers, travel home upon separation, and so forth. This line-item does not refer to the costs of local student travel (which are considered to be center operating expense).

Note to Regions: This expense category equates to D-Transportation in the internal DOL AAPP/FOP financial management system.

Line 7-Outreach/Admissions (O/A): Includes costs incurred for outreach to and admission of prospective new students. Expenses should be charged to this cost category only if specifically funded in the center contract. If a center contract includes OA funding, a special “2181” and “2110” must be prepared in accordance with Appendix 503.
Note to Regions: This expense category equates to C1-Outreach, Admissions in the internal DOL AAPP/FOP financial management system.

Line 8-Career Transition Services (CTS): Includes costs incurred for providing post-separation career transition services to graduates and former enrollees. Expenses should be charged to this cost category only if specifically funded in the center contract. If a center contract includes CTS funding, a special “2181-OA/CTS” and “2110-OA/CTS” must be prepared in accordance with Appendix 503.

Note to Regions: This expense category equates to C2-Career Transition Services in the internal DOL AAPP/FOP financial management system.

Lines 9, 10-Non-Standard Expense Categories: On Pages 3 and 4 of the 2110, two lines are left blank in order for center operators to write in any other additional categories of expense. Expenses should be charged to a "write-in" category only if specifically funded in the center contract or the program operating plan. One example of a "write-in" category is the travel/logistical support function at the Sunny Valley Job Corps center.

Please note that most pilot projects conducted at Job Corps centers are not reported in a “write-in” category. This is because the pilot efforts normally involve variations on or augmentations of normal service delivery programs – e.g., implementing newly developed academic curricula in order to test their effectiveness. The types of activities funded in Job Corps pilot efforts usually fit within the scope and purpose of established center operations cost categories. Therefore, expenditures for Job Corps pilot efforts must normally be budgeted and reported appropriately within the structure of pre-printed standard cost categories.

Also note that neither “phase-in” nor “phase-out” costs should be reported as write-ins on Lines 9 or 10. These types of expenditures should also be budgeted and reported appropriately within the structure of pre-printed cost categories. DOL Regional Offices will not require separate reporting or vouchering of either phase-in or phase-out expenses.

Line 11a-Subtotal of Operating Expense: In 2110 Page 3/Sec E and Page 4/Sec E, Line 11 provides the totals of all expense categories. Immediately below, Line 11a shows the subtotal of Operating Expense. This is the Line 11 total minus the amount in Line 2 for Construction/Rehab. The Line 11a Subtotal of Operating Expense is intended to reflect expenses that are financed and paid from Job Corps appropriations of Operating Funds, while Line 2 Construction/Rehab is intended to reflect expenses that are financed and paid from Job Corps appropriations of CRA funds.
D. **JOB CORPS CONTRACT CENTER 2110 FINANCIAL REPORT**

1. **Purpose of the 2110**

The Job Corps 2110 Center Financial Report is used by operators of contract centers to report accrued expenses and other pertinent data necessary to analyze cost trends and cost effectiveness in center operations, with a sharp focus on current contract year expenses.

2. **Originators**

These reports are prepared and submitted by organizations that have a contract to operate a Job Corps center. Where there is more than one contractor at a particular Job Corps center, each with specific center responsibilities and a separate contract with DOL, each contractor will complete this report for their area(s) of responsibility.

Also, a separate set of reports may be required for major program components falling under one contract (e.g., satellite center versus main center) if requested by the DOL-Job Corps Regional or Office of Job Corps.

3. **Time Frames**

   a. **Contract Years**

   It is a required practice to segment the performance period of a center operations contract into “contract years.” It is desirable that each contract year have a duration of one full calendar year (365 days or 366 days, depending on leap year).

   - **A Contract Year May Not Exceed One Full Calendar Year:** The technical parameters of the FMS system do not allow any contract year to have a duration that exceeds one full calendar year.

   - **A Contract Year May Be of Lesser Duration:** FMS does permit a contract year to be of lesser duration than a full calendar year. This is to accommodate certain exigencies. A typical example of this would be a unilateral contract extension (usually about a four-month duration) that is issued to provide continuity of operations after the final option year contained in the original contract. In this situation, the extension should be treated as a new contract year.

Note: If it becomes necessary to issue further contract extensions, these extensions should be incorporated into the contract year that was established via the original extension, provided that the total new
contract year duration does not exceed a full calendar year.

b. **Reporting Periods**

The reports will display line-item data on costs for the:

- Current month
- Cumulative costs incurred to date in the current contract year (year 1, 2, 3, 4, 5, 6, or 7), whichever is in effect at the time
- Cumulative costs incurred to date from the inception of the contract (i.e., from the first day of the contract performance period)

The 2110 report normally displays data for a full calendar month. However, if a contract begins on a date other than the first of the month, the first report will report costs for the period from the contract beginning through the end of the first calendar month.

If a contract year ends on a day other than the last of the month, it will be necessary to submit a 2110 report for the portion of the month which ends on the final day of the contract year as well as a second 2110 report for the portion of the month that falls within the next contract year. For example:

- The contract year begins March 15, 2010 and ends March 14, 2011. In March 2010 the only costs to report are for the period March 15 through March 31; and a report will be submitted reflecting actual and budgeted expenses for only this period.

- In March 2011 two reports must be submitted. The first report will constitute the final report for the just-completed contract year and in the “current month” columns will report expenses during the period of March 1 through March 14. The period-ending date would be reported as March 14, 2011.

- The second report for the month will constitute the initial report of the new contract year, and in the “current month” columns will report expenses during the period of March 15 through March 31.

4. **Reporting after Contract Expiration (Post-Expiration 2110s)**

When a contract expires, it is of course necessary to submit a fully detailed ETA 2110 with a report period ending date that coincides with the contract expiration date. Thereafter, the monthly reporting requirement for the contract continues until all undelivered commitments and unvoucherized accounts payable are liquidated. It is necessary to continue to submit 2110 reports until financial activity under the
contract has ceased. However, such post-expiration 2110 reports will not display the annual budgets, the planned expense-CYTD, or the variance data that normally appear on Page 2 of the 2110, Columns (b), (c), (e) and (f).

If there is no financial activity in a month, only a completed Page 1 must be submitted, and should be noted “NO ACTIVITY” in block 3a of Page 1 of the 2110. The “Period Ending” will always be shown as the current reporting month, not the month in which the contract expired.

After liquidation of all obligations, no further reports are required on an expired contract until close out. This last report should be marked “FINAL-PENDING CLOSE OUT” in block 3a on Page 1 of the 2110; and the date entered in block 3 on Page 1 of the 2110 should be on or a few days before the submittal date of the contractor’s closeout package.

5. **Accrual Reporting**

Costs reported on the 2110 must always be on the accrual basis, i.e., the cost of materials and services used, or issued from inventory (not when received), regardless of when the purchases are made or when invoices are received or paid. Many costs, such as Medical, Mental Health and Dentist Fees, hospital charges, GSA charges, utility costs, subcontract costs, and telephone bills, as a few examples, are not normally invoiced promptly. It is important that all such charges, including earned, but unpaid salaries and payroll related costs, be accrued so that reported costs include all incurred expenses. Please note the following points:

- **Earned but unpaid leave will not be accrued, reported as expense, or vouchered.** Earned leave that is paid when an employee terminates from the center will be reported as personnel expense when paid and will be vouchered at that time.

- **Prepaid items should be expensed as consumed.** The full amount of a prepaid item (such as off-center tuition or insurance premiums) may be vouchered, but the portion of the cost that is allocable to future months is not expensed on a 2110 cost report since the cost applies to a future period. The expensing of prepaid items is normally accomplished via simple time-based proration of the full prepaid amount until the time period covered by the pre-payment has been completed.

6. **Error Corrections**

A corrected report for a given month may be submitted, but only if the report for the following month has not yet been submitted. Otherwise, any adjustments made to
correct erroneous information on past reports (contract to date adjustments) will be reflected in the current month’s expenses; and the adjustment must be explained in the Variance Exceptions/Comments section. Errors are always to be avoided, of course; but it is particularly important to ensure that reports submitted for the ending dates of contract years are as free from errors as possible.

7. Preparing and Submitting the 2110 Report

Contractors submit their 2110 reports using DOL’s web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered each month and that ensures consistency and accuracy in all internal mathematical operations present in the report. Contractors may obtain detailed guidance and training on FMS procedures for entering and submitting 2110 reports from JCDC representatives.

With respect to time-frames for the submittal of monthly 2110 reports, contractors must prepare and submit them into FMS by no later than the 10th of the month following the reported month.

8. Descriptions and Definitions of 2110 Data Items

Detailed instructions and guidance for entering 2110 data into FMS is available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110 data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110 report when it is viewed in its printable output form.

a. 2110 Page 1

1. **Center Name:** This is the name used to identify the center for which the report has been submitted as that name has been registered in FMS. If the report is for a major component as previously described, the component name will appear after the center name e.g., “Pine Top-Utopia Satellite.” Center names are spelled out fully. Abbreviations are not used. The words “Job Corps Center” are not used as part of the center name. The center name appears at the top of each succeeding page of the 2110 report.

2. **Contractor Name:** This is the name of the contractor organization as that name has been registered in the FMS. The expectation is that this name will match that which appears on the formal center contract documents. The contractor name appears at the top of each succeeding page of the 2110 report.

3. **Report Period Ending:** This is the last day of the calendar month for
which the report is being prepared. The date will be for the current month even if the report is for an expired contract. The only exception will be for contract year-end reports in contract years which end on any day other than the last day of the month as discussed in previous section on time frame. The report period ending date appears at the top of each succeeding page of the 2110 report.

4. Contract Number: This is the DOL identification number of the contract for which data are being reported as that number has been registered in FMS. The contract number appears at the top of each succeeding page of the 2110 report.

5. Latest Contract Modification Number: This is the number of the latest contract modification in effect on the final day of the reporting period and which had been recorded in the FMS at the time when the 2110 report is submitted.

6.a. Approved Budget No: This is the number of the latest approved 2181 budget submission.

6.b. Pending Proposal Date: If the contractor has submitted a proposal to the Regional Office that has not yet been returned to the contractor, this is the date that the budget was sent to the Regional Office.

7. Duration of Contract:

   Begins: This is the inception date of the contract (i.e., the very first day of the contract performance period).

   Ends: This is the current expiration date of the contract (i.e., the very last day of the contract performance period as currently stated or reflected in the latest contract modification.

8. Student Years (SY) Produced, Contract Year-to-Date (CYTD):

   Note: Block 8 is left blank in post-termination 2110’s.

   a. Current Month Planned Average OBS: This is the planned average OBS for the month (or partial month) being reported according to information stored in the JCDC-WSSR (JCDC-Weekly Student Strength Report database).

   b. Current Month Actual Average OBS: This is the average number of students on-board during the month (or partial month) as reflected in the JCDC-WSSR.
c. **Capacity Percent Current Month:** This is the current month actual OBS as a percent of planned average OBS. This is calculated as the value in 8b divided by the value in 8a.

d. **Planned SY, CYTD:** This is the planned number of Student Years for the contract year through the current reporting period according to information stored in JCDC-WSSR. This reflects the average planned slot capacity during the CYTD period, which is then prorated to an annualized figure (number of days in CYTD/365 days) to yield Planned CYTD SYs.

e. **Actual SY, CYTD:** This is the actual Student Years produced during the CYTD period according to information stored in JCDC-WSSR. This reflects the average actual on-board strength during the CYTD period, which is then prorated to an annualized figure (number of days in CYTD/365 days).

f. **Capacity Percent, CYTD:** This is the contract year-to-date actual student years produced as compared to plan. This is calculated as the value in 8e divided by the value in 8d.

g. **Slot Capacity @ End of Report Period:** This is the planned slot capacity on the final day of the report period according to information contained in JCDC-WSSR

9. **Student Year Cost:**

Note: **Block 9 is left blank in post-termination 2110’s.**

a. **Planned for CYTD:** This is the planned cost CYTD from 2110 Page 2, Line 30, Column (c), divided by planned SY CYTD as displayed in item 8d above.

b. **Actual Cost/SY, CYTD:** This is the actual cost CYTD from 2110 Page 2, Line 30, Column (d), divided by actual SY CYTD as displayed in item 8e above.

10. **Expected Underrun if OBS is Less than 98.0 percent:**

Note: **Data is shown in this block only if the value in item 8f is less than 98.0 percent. Also, block 10 is left blank in post-termination 2110’s.**

a. **Expected Savings per SY Not Delivered:** Item 9a (Planned
Cost per SY) x 15 percent.

b. **SY Shortfall, Contract Year-to-date**: Item 8d (Planned SY, CYTD) minus Item 8e (Actual SY, CYTD).

c. **Minimum Underrun Expected**: Item10a x item 10b.

d. **Reported Variance, Excluding**: This is the CYTD center operations cost variance reported on Page 2, Line 30, Column (e). An underrun will be positive. An overrun will be negative.

e. **Underrun Deficit**: If item 10d is greater than item 10c, this data cell is left blank. Otherwise, enter item 10c minus item 10d. Entry in 10e is always required if 10d entry is a negative number. The amount in item 10e is that portion of the expected underrun that has not been obtained. Provide explanation in the Variance Exceptions and Concerns section on Page 5.

11. **Signature of Authorized Contractor Representative**: This block shows the name of the authorized contractor representative who is submitting the 2110 to DOL via the FMS. The signature line is reserved for use when the necessary e-signature technology is applied.

12. **This is the date when the report was formally submitted into FMS.**

b. **2110 Page 2**

A. **CENTER NAME**: Same as Page 1, Block 1.

B. **CONTRACTOR NAME**: Same as Page 1, Block 2.

C. **PERIOD ENDING (Date)**: Same as Page 1, Block 3.

D. **CONTRACT NO**: Same as Page 1, Block 4.

E. **Basis for Planned Expense, CYTD (Prorated vs 2181 Custom Detail Budget)**: This indicates whether the contractor has elected to report Planned Expense-CYTD in Column (c) as either a pro-ration of the ETA 2181 full contract year amounts or in amounts that are taken from month by month Custom Detail budget.

F. **CONTRACT YEAR BEGINS, ENDS**: Beginning and ending dates of the current contract year.
G. NET CENTER OPERATIONS EXPENSE: The following are descriptions and definitions for entries in Columns (a) through (g).

Expense Categories Column: See the Cost Category Section of this appendix for definitions.

Current Month Actual (a): This column displays the actual net expenses for the current month for each expense category.

Budget for this Contract Year (b): This column displays the budgeted amount for the entire contract year for each expense category as shown on the latest approved 2181 budget. If a submitted budget at the beginning of a contract has not yet been approved, the submitted budget amounts will be used since no other budget is available.

Planned Expense-CYTD (c): This column displays the amount of expense for each expense category which has been planned (budgeted) to accumulate from the start of the current contract year through the end of the reporting period (i.e., contract year-to-date/CYTD). The center has an option whether to report budgeted costs derived pro rata (straight line budget) from the ETA 2181 or a custom detail budget as discussed in section E above. The option may not be changed during a contract year.

Prorated from ETA 2181: The amount reported will be the current year’s straight line budget through the end of the reported month. These amounts are prorated by a factor that is calculated as follows: Days From Start of Contract Year Through End of Report Period divided by Days in Full Contract Year.

Budget from Custom Detail Budget: The amount will be the current year’s cumulative monthly budget through the end of the current month.

Actual Expense-CYTD (d): This column displays actual net expense that has accumulated since the beginning of the current contract year.

Variance (e): This is the difference between CYTD planned expense versus CYTD actual expense, computed as Column (c) less Column (d). If the actual expense exceeds the budget (an overrun) the variance will be in brackets (negative variance).

Variance Threshold (f): This column displays the variance thresholds that, if exceeded (plus or minus), require the center
operator to enter narrative explanations and corrective action plans that will appear starting on Page 5 of the 2110 report. The variance threshold amounts are calculated in accordance with the formulas discussed in the earlier section on Display and Evaluation of Variances.

**Cumulative Expense from Inception** (g): For each expense category this is the actual net expense that has accumulated since the very beginning of the contract.

**Column Totals (Line 30):** Column totals appear on Line 30.

c. **2110 Page 3**

A. **CENTER NAME:** Same as Page 1, Block 1.

B. **CONTRACTOR NAME:** Same as Page 1, Block 2.

C. **PERIOD END DATE:** Same as Page 1, Block 3.

D. **CONTRACT NUMBER:** Same as Page 1, Block 4.

E. **NET CENTER ACTUAL EXPENSE-ALL CATEGORIES:**

Following are descriptions and definitions for amounts appearing in Columns (a) through (c) in Section E:

**Expense Categories Column:** See the Cost Category Section of this appendix for definitions.

**Contract Year-to-date** (b): This column displays the actual net expense that has accumulated since the beginning of the current contract year.

**Cumulative Through Prior Year** (c): For each expense category, this column displays the Cumulative From Inception (d) reported through the end of the prior contract year. In the first year of the contract this column will be blank.

**Cumulative Expense from Inception** (d): For each expense category, this column displays the actual net expense that has accumulated since the very beginning of the contract.

**Column Totals (Line 11):** Column totals for Lines 1-10 are displayed on Line 11.
F. INVENTORY ACTIVITY:

Contractors are encouraged to maintain inventories at levels necessary to support the mission without unnecessarily crowding storage facilities and creating a burdensome physical inventory system. Centers are permitted to use just-in-time ordering and immediately expense supplies and materials as long as the supplies and materials will not be warehoused, but will be immediately distributed for consumption. Supplies and materials for which on-hand quantities of 30 days or more are maintained will be recorded in the center/contractor accounting system as inventory. Adequate and accurate accounting for inventory, through perpetual inventory records, is essential for proper control of financial resources and reporting of costs and government assets. It is important to note that inventory is a government-owned asset and must be protected and accurately reported. All receipts and issues in the inventory accounts must be recorded. Abnormally high or low usage in a particular category may not be evident if records do not reflect total usage. Proper recording of accruals will keep discrepancies between book value and physical inventory count to a minimum. Periodic adjustments that are needed to achieve agreement with the physical count must be reflected in the records of issues and in the appropriate expense categories.

Inventory records must be maintained for CTST materials, but will not be reported on the ETA 2110. These inventory records must be available for review during Regional assessments and audits.

Categories:

- Clothing (Column a): This will include career technical training, recreational and issue clothing that will be charged to the appropriate expense category when issued.
- Food (Column b): This will include all stored food items that have not been issued to the kitchen for use.
- Medical/Dental (Column c): This will include all Medical/Dental supplies no matter where stored (consistent with requirements, elsewhere in PRH, pertaining to control inventories of medical supplies until dispensed to users.
- Fuel Oil (Column d): This will include the current value of stored fuel oil and propane, as discussed under "Inventory Valuation Method" which follows.
• Other (Column e): Any inventory which does not belong in Clothing, Food, Training, Medical or Fuel Oil will be reported as Other Inventory, but will be charged to the appropriate expense account when issued (e.g. 02-Academic Other expense for academic instructional materials, 04-Career Technical Training Other expense for career technical training materials and supplies, and so forth).

• Total (Column f): The total of Columns (a) through Column (e) on each line.

Contract Value Amount That is Budgeted for Inventory Change (Column g): If this is the first contract for a new center, enter the dollar amount reflected in the current estimated cost of the contract that were expressly budgeted to establish a working inventory. If this is a contract for an established Job Corps center, and the estimated cost of the contract expressly provides for an increase to inadequate inventory levels that were carried over from the prior contract, enter the dollar amount thus included in the contract’s estimated cost. Otherwise, this amount is zero.

Stub Item Definitions: The following are descriptions and definitions for the amounts displayed in Rows 12, 13, and 14.

• Row 12-Value of Inventory at Contract Inception: At the expiration of a contract, a physical inventory must be taken to determine the ending inventory of the old contract and the carryover to the new contract. The amounts on Row 12 represent the value of the inventory reported at the end of the predecessor contract. Any adjustments required as a result of the physical inventory must be recorded on the predecessor contract inventory and the adjusted balance reported as the carryover to the new contract (Value of Inventory at Contract Inception). If inventory is received on the basis of undelivered commitment after expiration of the of the predecessor contract and is paid for under the predecessor contract, it will be treated as a receipt under the predecessor contract and reflected in the new contract on Row 12.

• Row 13-Net Inventory Change: The amounts on Row 13 represent the net change in the value of inventory since the inception of the contract, which is a function of Receipts less Issues. The following are guidelines for the treatment of receipts and issues.

  o Receipts: The receipts that are reflected in the Net
Change amount are cumulative receipts from contract inception through the end of the current reporting period, including accruals. Also recall that receipts resulting from Undelivered Commitments on an expired predecessor contract will be reported on the expired contract. Prior contract inventory carry-over is not recorded as a receipt. Inventory received at no cost to the current center contract (i.e., surplus, commodities, donations) will be recorded at zero cost on inventory records. Any freight charges, incurred on no cost inventory, may be charged to the benefiting expense category.

Issues: The issues that are reflected in the Net Change amount are cumulative from contract inception through the end of the current reporting period, including issues of accrued receipts as recorded in the perpetual inventory records or physical inventory count (beginning inventory, plus receipts, minus ending inventory equals issues). Issues out of the prior contract’s inventory balance that was carried over will be recorded as issues in this contract.

An expired contract should not report any issues unless there is an adjustment pertaining to a prior period. If issues are reported for an expired contract, the reason must be explained in the Exceptions section (Page 5) of the 2110 report for the expired contract. Inventory received at no cost to the center will be issued with no cost recorded.

Inventory stored in a using area must not be considered as issued if the amount on-hand exceeds a 30 day supply. Materials transferred to using areas will only be considered as “Issues” when the amount of material does not exceed a 30-day supply. Excessive amounts of inventory can be accumulated when there is no accounting for materials and it can become difficult, if not impossible, to know when to reorder. This can create shortages of needed materials or amounts in excess of requirements.

If a physical inventory reveals a shortage, or excess material is disposed of by Federal Excess Property Procedures, the contractor’s inventory records should reflect an appropriate increase in issues; and this adjustment should be described and explained in the Variance Exceptions and Concerns.
section of the ETA 2110 (Page 5) of the next available 2110 report. Current month expense reported in the 2110 will be increased by the amount of the adjustment.

If a physical inventory reveals an overage, the contractor’s inventory records should reflect an appropriate reduction in issues; and this adjustment should be described and explained in the Variance Exception section of the next available 2110 report. Current month expense reported in the 2110 will be reduced by the amount of the adjustment.

Minor variances from the perpetual inventory are expected, but if physical inventories continually reveal large discrepancies, the record keeping must be examined to determine the cause and corrective action instituted. It is necessary that all adjustments be processed through issues since issues determine reported cost.

Issue value may be determined on the Average Unit Price Method (described below) or on the First-In, First-Out Method; no other pricing method may be used.

**Average Unit Price:** This accounting method prices all issues from inventory at the average unit price of all like material in stock at the time. The advantage of this method is that, although based on actual costs, it equalizes price fluctuations over the period of use. Enter on the property record (stock cards) receipts, issues, and balances on hand. Use two vertical, parallel columns, one for quantity and one for monetary value. When materials are received, enter the actual quantity and the price paid in the received columns. Add to the total shown in the balance columns. When materials are issued, the appropriate average unit costs are easily calculated; divide the current total balance value by the balance quantity. This average unit cost is used to determine the issued value, which is then deducted from the balance value and the issued quantity, which is deducted from the balance quantity. The average unit cost may be noted on the top of the page of individual property records. There is no need to recompute the average unit cost unless there are additional receipts between the last and the upcoming issue.
First-In, First-Out: This accounting method prices all issues from inventory at the actual cost of the material issued. This method assumes that the first material issued was the first received, even when the actual material cannot be identified as to receipt date, and the issue is priced at the cost of the oldest inventory in stock.

- Row 14-Value of Inventory at Report Date (Lines 12 + 13): These amounts are a function of Value of Inventory at Contract Inception plus Net Inventory Change. Note that this is the current computed book value of the inventories.

G. Center Operations Expense - Reconciliation of Contract Value with 2110 Data (for Contract Years 2 and Above):

This section identifies inconsistencies between a) the official contract estimated cost for center operations expense and b) data contained in the 2110 report.

Line 15-Cumulative Cost thru Prior Year: This is the same amount as shown on this Page 3, in Section E, Line 1, Column (c).

Line 16-Annual Budget for Current Year: This is the same amount as shown on Page 2, in Section G, Line 30, Column (b).

Line 17-Implied Contract Value: Calculated as the sum of entries in Lines 15 and 16. In the framework of data contained in the 2110, this is the expected cumulative center operations expenditure through the current contract expiration date, but netting out any budgeted expenditure for inventory increase.

Line 18-Contract Value per Latest Mod: This is the total current estimated cost for center operations expense as stated in the contract Estimated Cost clause for the full contract period as per the latest contract modification.

Line 19-Variance (Line 17 less Line 18): This is the variance between the official contract estimated cost for center operations expense and the cumulative spending target reflected in the 2110 report. Variances greater than $1,000 need to be reconciled either by revising the 2181 budget for the current contract year or by seeking a contract modification from DOL to amend the estimated cost.

H. Center Operations Expense - Reconciliation of 2181 Prior Year Cum
with 2110 Data (for Contract Years 2 and Above):

This section provides for the identification of any discrepancy between the cumulative through prior year center operations expense reported on the 2110 report and the amount that is stated in the currently approved 2181 budget.

Line 20-Cumulative Cost thru Prior Year: Same as amount on Page 3, in Section E, Line 1, Column (c).

Line 21-Prior Year Cum per Approved 2181: In the currently approved 2181, this is the amount on Line 31 in the Revised Budget column.

Line 22-Variance (Line 20 less Line 21): This is the variance between 2110 data and 2181 data concerning cumulative expense through the prior contract year. Any reported variances must be reconciled, normally by revising the 2181 budget for the current contract year.

d. 2110 Page 4

A. CENTER NAME: Same as Page 1, Block 1.

B. CONTRACTOR NAME: Same as Page 1, Block 2.

C. PERIOD END DATE: Same as Page 1, Block 3.

D. CONTRACT NO: Same as Page 1, Block 4.

E. CONTRACTOR OBLIGATIONS: This section reports the status of all center obligations for the full contract period to date, in relationship to contract funding (also referred to as “funds available”) and value (also referred to as “estimated cost”). This information is supplied for each applicable major contract budget line-item. The following are descriptions and definitions for entries in Columns (a) through (i) in this Section E:

Expense Categories: See the Cost Category Section of this appendix for definitions. All major budget line-items reflected in the contract estimated cost clause are reported in this Section E. Line 11 is used to report the columnar totals or averages of Columns (a) through (h). Line 11a is used to report columnar subtotals of Operating Expense, which are calculated in terms of Grand Total amounts on Line 11 less Construction/Facility Rehab amounts on Line 2.
Vouched Reimbursable Expenses (a): The amounts in Column (a) for each applicable expense category represent the total amount of all vouchers submitted to DOL for payment for the contract to date, including the voucher prepared for the reported month. Please refer to discussion of vouchering criteria in previous section.

Unvouched Reimbursable Expenses (b): The amounts in Column (b) for each applicable expense category represent the current total of all reimbursable amounts due the contractor, but not yet submitted on a voucher. Examples follow:

- Invoices paid but not included on a voucher because of early cut-off.
- Indirect Administrative Expense accrued on Unvouched Accounts Payable accruals.
- Accounting errors, which omitted items from the voucher.
- Amounts which exceed the amount of funds available in the contract as per discussion of vouchering criteria contained in the later section on Vouchering.

Unvouched Accounts Payable (c): The amounts in Column (c) for each applicable expense category represent the current total of all accruals as per the discussion of accrual reporting contained in a previous section.

Undelivered Commitments (d): The amounts in Column (d) for each applicable expense category represent the current total of the value of all undelivered goods and services for which the center has made commitments, but has not yet received the material or service. This is simply the total of all open purchase orders.

These are firm commitments only and therefore do not include total blanket purchase orders, but do include orders placed for current delivery against such open or blanket purchase agreements. This column is not used to report subcontracts or long-term leases for equipment or facilities.

It is essential that all commitments to each contract be shown accurately so that users of this report will receive reliable information on the status of contractor obligations. When a contract expires, only the commitments made before the expiration of the contract may be paid from that contract.

If payments are made by the contractor after the expiration of a contract for the cost of unrecorded commitments, the contractor must be able to document that the firm commitments were made prior to
An auditor may recommend disallowance for costs where the commitment date is questionable.

**Total Obligations (e):** The sum of the previous four Columns (a through d) represents the total obligations of the center.

**Note:** It is particularly important that the total obligations (and its constituent parts) be reported accurately in the 2110s that are submitted upon contract expiration. This is so in view of the normal DOL practice to remove excess funding from an expired contract based on the difference of Actual Funding minus Reported Contractor Obligations. At the same time, DOL procurement officials are cautioned to avoid the unnecessary administrative burdens that often result from hasty de-obligation of unvouchered funds which will later be needed to cover a contractor’s unvouchered reimbursable expenses and payables and its undelivered commitments.

**Contract Funding (f):** The amounts in Column (f) for each applicable expense category represent the current total contract funding as stated in the contract Summary of Funds Available clause, per the most recent contract modification that was effective prior to the end of the reported period.

**Percent of Funding Obligated (g):** These percentages are calculated by dividing the Total Contract Obligations, Column (e) by Total Contract Funding, Column (f).

**Contract Value (h):** The amounts in Column (h) for each applicable expense category represent the current total contract estimated cost as stated in the contract Estimated Cost and Fixed Fee clause, per the most recent contract modification that was effective as of the end of the reported period.

**Percent of Value Obligated (i):** These percentages are calculated by dividing Total Contract Obligations, Column (e) by Total Contract Estimated Cost, Column (h).

**Percent Performance Period Completed (i):** The percentage figure in the cell below Line 11 is provided as a basis of comparison with percentages of contractor obligations versus contract value. The percentage value in this is cell is calculated by dividing the number of days from the inception date of contract through report period end date by the number of days from the inception date of the contract through the current expiration date of the contract.

**F. VOUCHER RECONCILIATION:** This section reports information
that identifies any discrepancies between certain data on the 2110 report and data appearing on the voucher submitted by the contractor for the end of the same period being reported on the 2110. In the title box of this section F, the contractor’s identifying number of the voucher submitted for the end of the reported period is supplied, along with the contractor’s signature date on that voucher.

**Operating Expense (a) versus Facility Construction and Rehab (b):** Column (a) is used to provide information concerning operating expense, which includes all expense categories other than Construction and Rehab. Column (b) is used to report amounts for Construction and Rehab; and Column (c) provides the totals of amounts in Columns (a) and (b). This segregation of Job Corps funds into two primary categories reflects the Congressional appropriation for Job Corps. Separate amounts are appropriated for operating expense versus facility construction and rehab.

**Cumulative Vouchered, (Line 12):** The amounts on Line 12 represent the contract inception to date totals of amounts vouchered for operating expense and facility construction and rehab, respectively. The combined total of both categories is shown in Column (c). This information is taken from the required back-up page submitted with the voucher for the end of the reported period.

**Difference with Section E, Column (a), (Line 13):** Line 13 shows any differences between the amounts appearing on Line 12 (taken from the voucher back-up sheet) and the amounts appearing in Column (a) of Section E above.

**Explanations:** If any differences are reported on Line 13, an explanation should also appear in the space provided.

**G. ADJUSTMENTS TO EXPENSE:** This section displays information that may be used to help determine the reasonableness of accruals reflected in the expense data that appears on Page 3, Section E of the 2110 report. This is done by accounting for the differences between amounts in Page 3, Section E versus those in Page 4 Section E.

**Operating Expense (a) Versus Facility Construction and Rehab (b):** In Section G, Column (a) is used to provide information concerning operating expense, which includes all expense categories other than Construction and Rehab. Column (b) is used to report amounts for Construction and Rehab; and Column (c) provides the totals of amounts in Columns (a) and (b).

**Page 4 Total Expense (Line 14):** The amounts on Line 14 represent
the sums of vouchered reimbursable expense, unvouched
reimbursable expense, and unvouched accounts payable, and are
taken from Page 4, Section E, Columns (a), (b), and (c).

Page 3 Total Expense (Line 15): The amounts on Line 15 are taken
from Page 3, Section E, Column (d). The Operating Expense amount
is taken from Line 11a and the Construction/Rehab amount is taken
from Line 2.

Net Adjustment (Line16): The amounts on Line 16 are equal to Line
14 amounts less Line 15 amounts. These represent differences
between the Total Obligations reported on Page 4 (excluding
Undelivered Commitments) minus the Total Expense amounts
reported on Page 3 in Section E. The lines provided immediately
below Line 16 are used to reconcile these differences and consist of:

Line (a) Prepaids: The amounts on Line 16a represent
unaccrued prepaid expense reflected in Line 14, above. The
term “prepaids” refers to items that have been paid for in
advance by the contractor but not yet consumed or utilized
by the center. As used for purposes of this report, the term
“prepaids” excludes any items that are reported on Page 3 in
Section F (Inventory Activity). Typical prepaid items might
include insurance premiums and tuition payments for
students and staff.

Line (b) Center Ops Inventory Change: This amount is taken
from Page 3, Section F, Line 13, Column (f).

Line (c) Other Adjustments: The amounts displayed on
Line 16c represent any remaining balances to the Line 16 Net
Adjustments that are not resolved by Prepaids and/or Center
Operations Inventory Change. Normally, these entries will be
“zeros.” Any entries other than “zero” must be explained in
the space provided.

e. 2110 Page 5

A. CENTER NAME: Same as Page 1, Block 1.

B. CONTRACTOR NAME: Same as Page 1, Block 2.

C. PERIOD ENDING (Date): Same as Page 1, Block 3.

D. CONTRACT NO: Same as Page 1, Block4.
E. VARIANCE REASONS/SOLUTIONS: This section automatically identifies each Line-Item on Page 2 where actual expense differs from planned expense by a significant margin (referred to as the variance threshold). Other reportable anomalies from Pages 3 and 4 are also automatically identified. For each Page 2 Line-Item Variance or other anomaly that is listed, there is a block that shows the dollar amount of the variance/anomaly, along with blocks in which preparers of the 2110 report are required to supply both reasons for and the resolutions of these variances and anomalies. The following guidance and advice is provided to those who formulate the reason and resolution statements:

Reasons: The Reason Block is used to explain the cause of the variance or anomaly and its present and future impact on center costs and program performance. It is often the case that the reasons for variances cannot be determined solely by the finance department of the center. Input should normally be sought from appropriate program managers. The discussion of the reasons for a variance or anomaly should be brief, but clearly stated so that they can be understood by a reviewer not aware of specific conditions at the center.

Resolutions: The Resolutions Block is used to briefly explain the action that has been taken or is planned to be taken to correct or resolve the variance or anomaly. Preparers are advised that simple repetition of resolution statements from month to month to month suggest that the planned actions are either ineffective, inappropriate or not being implemented. If no action is possible, it should be so noted and explained.

E. CONTRACTOR VOUCHERING

If any of the below guidance on vouchering is in conflict with the particular terms of a center contract, the contractual terms shall prevail. The below guidance is intended to describe the standard vouchering practices now in use for center operations contracts and should be followed to the extent not contradicted by specific contractual terms.

1. Basic Parameters

Vouchers submitted for payment by contractors must include only those amounts actually paid by the center and amounts earned by and due to the contractor (indirect administrative expense and fee). The requirement for payment of costs before vouchering are considered met if all of the following conditions exist:

- Contractor has received the material or service.
- An invoice has been received.
• The center paid or has begun processing documents for payment.

2. Frequency of Vouchering

Contract centers may normally submit vouchers no more than twice a month. The first voucher will cover the first of the month through the fifteenth; and the second voucher will cover the sixteenth through the end of the month. The amounts reported as Vouchered Reimbursable Expense on Page 4 of the 2110 must agree with the month-end vouchers. The voucher for the first through the fifteenth of the month will be a reasonable estimate of voucherable costs for the period and will normally not exceed 50 percent of the current month’s budget.

3. Special Considerations

The following considerations also apply to vouchering by center contractors:

• The amount vouchered may not exceed the current funds available to the contract as stated in the Funds Available Clause of the contract. This restriction applies separately to: (a) Construction/Rehab (CRA) expense; and (b) Operating expense (which consists of the combined total of the following major line-items: Center Operations; Equipment; GSA Vehicle Rental, CTST; Outreach/Admissions; Career Transition Services; Student Transportation; and write-in Support expense categories. Due to these particular restrictions on vouchering by contractors, it is important that DOL staff and officials prepare incremental contract funding actions in a timely and accurate manner.

• All salaries and fringe benefits earned during the month, whether paid or unpaid at month end, other than unpaid leave, will be accrued and reported as expense and may be vouchered. Unpaid leave is not to be vouchered, accrued or reported as expense.

• GSA vehicle expense (mileage-Motor Vehicle Expense, and monthly amortization charge - GSA Vehicle Rental) charges tend to be late in billing and both charges must be accrued and the costs reported, but not vouchered, until the above stated conditions for vouchering have been met.

• Inventory purchased, but not issued, is not reported as expense, but the cost is vouchered if it meets the vouchering criteria.

• Prepaid items (such as insurance premiums or off-center tuition) are expensed as the services are consumed, but the full cost is vouchered if it meets the vouchering criteria.

• Base/Fixed fee and Incentive fee are vouchered and expensed as explained in
the earlier description of Lines No. 28 and 29.

- Prior payment requirements do not apply when the contractor is a Small Business Concern, FAR 52.216-7(c). Nonetheless, the cost of undelivered commitments is not billed, nor can accrued leave be billed.

- Vouchers may continue to be submitted after expiration of the contract as circumstances warrant (late billings submitted to and paid by contractor, adjustments for incentive fees, and so forth). Post-expiration vouchers that are submitted prior to formal contract closeout (which cannot occur until final indirect cost rates have been determined) should be marked: INTERIM FINAL PENDING CLOSEOUT.

4. **Formats and Information Required**

- Center contractors will submit, to the Regional Office only, an original plus two (2) copies of the voucher claiming reimbursement for provisional payment.
- The voucher will be prepared on SF 1034.
- The voucher shall break out the total Job Corps funds being requested into CRA costs and Operating costs for the current voucher period.
- The voucher must bear a certification by the contractor that the amounts vouchered do not exceed the amount of funds available in the contract.
- Month-end voucher backup sheets must reconcile exactly to the Center Financial Report (Form 2110) which is submitted for that month.
- The voucher must be accompanied by a backup sheet to substantiate certain data.
- Provided as Exhibit 5-10 is a sample of a completed voucher, SF1034.
- Provided as Exhibit 5-11 is a sample of the required backup sheet, including instructions for its preparation.

5. **Advance Payment Arrangements**

Some center contractors are eligible to receive advance payments. Those who elect advance payments will receive them in the form of draw-downs from the Health and Human Services Payments Management System (HHS-PMS). Instructions for drawdowns will be provided from the Regional Office.

F. **LIQUIDATED DAMAGES**

1. **Assessment Amounts**

As a means to promote program integrity, and to ensure that Job Corps students receive the services for which DOL expends public funds, DOL shall assess contractors for liquidated damages for misreporting of student achievement data. The amount of the assessment for each instance of verified misreporting will be based on the following schedule:
• Invalid HSD/HSE Credit: $200 for each instance

• Invalid Career Technical Training Completion Credit: $500 for each instance

• Artificially Extending Enrollment and/or Invalid Leave Days: For each day a student is improperly carried as enrolled or carried in an invalid leave status, the assessment shall be 15 percent of the budgeted cost per day, per student. The cost per day, per student is calculated as follows: (approved center operations budget that is in place for the contract year in which the misreporting occurs) / (duration of contract year in days) / (contracted student slots for the contract year)

• Invalid Placement Credit: $750 for each instance

2. **JFAS-AAPP/FOP Considerations**

The cognizant Regional Office is responsible for promptly notifying the Office of Job Corps to enter a liquidated damages assessment in the JFAS-AAPP/FOP system as a planned estimated cost reduction.

3. **Contract Modification**

The cognizant DOL Contracting Officer is responsible for promptly preparing a contract modification that reduces the fee contained in the estimated cost clause by the amount of the liquidated damages assessment.

4. **Recovery From Contractor Fee**

DOL will recover liquidated damages assessments through reductions in contractor fee. Upon receiving a fully executed contract modification that contains an assessment for liquidated damages, a contractor shall:

• Post the liquidated damages amount as a negative expense in the fee line item in its current year center operations budget so that it is reflected in the very next 2110 cost report that is due from the contractor. If the contract has Fixed Fee only, the negative expense (credit) is posted in the Base/Fixed Fee line. If the contract has Base Fee and Incentive Fee, the negative expense (credit) is posted in the Incentive Fee line-item.

• Duly incorporate the negative fee expense (credit) into the very next invoice that is submitted by the contractor for reimbursement of costs under the contract.

**Note:** Concerning Repayment for Lost or Damaged Government Property:
This same mechanism for re-payment via fee reduction may be employed by DOL to obtain reimbursement from a contractor for Government property that the contractor causes to be lost or damaged, or is deemed liable for loss or damage.

5. **Data Correction**

The cognizant Regional Office is responsible for promptly notifying the Office of Job Corps and the Job Corps Data Center (JCDC) to remove invalid credits (High School Diploma/High School Equivalency [HSD/HSE], Career Technical Training Completion, and Placement) from the Outcome Measurement System (OMS). Invalid credits will be removed from each measure that is affected regardless of the report card (OAOMS, OMS, POMS, Career Technical Training Report Card [CTTRC]) or contractor responsible for the error (OA, center, or CTS). For example, where verification of a HSD/HSE has been invalidated, credit would be removed for the HSD/HSE Attainment measure. In this instance, if the HSD/HSE was the sole determinant of his/her graduate status, the student would also be removed from the pool for any placement related measure(s) in the OMS, POMS, and CTTRC report cards. Similarly, a credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are separate, or one and the same.

6. **Good Faith Errors**

Contracting Officers, after consulting with appropriate DOL Job Corps officials, are permitted to exercise discretion and not assess liquidated damages in cases where it appears that the misreported data is most likely due to a good faith error. Another mitigating circumstance may be where data was erroneously recorded but the student outcome was likely achieved. For example a career technical training completion, an HSE credit, or a placement credit that was incorrectly reported but where there is verification that the student actually did earn the credit.

Contracting Officers may also, after consulting with appropriate DOL Job Corps officials, exercise discretion and not assess liquidated damages in cases where liability for government property has been determined and where a good faith error occurred.

7. **If Fraud is Suspected**

When a DOL official or staff member becomes aware of apparent fraud by a center operator or others, the matter will be reported using established channels and procedures.
G. **2181 CONTRACT CENTER OPERATIONS BUDGETS**

1. **Scope of the 2181**

   The instructions in this Section apply only to the treatment of center operating expenses. Section G does not apply to the budgeting of capital cost categories nor to non-center cost categories, such as OA/CTS. Budgeting requirements of OA/CTS contracts or OA/CTS components within center contracts are covered in a separate PRH Appendix. Center operators should follow guidance from the Regional Offices regarding budgeting requirements for capital cost categories and other miscellaneous categories.

2. **Purpose**

   This section provides instructions for the development and presentation of line-item budgets of center operating expenses. A line-item budget is needed for each year that a center contract is in place. The guidelines in this section cover the initial development of line-item budgets, as well as procedures for their subsequent revision. The line-item budgets are intended to facilitate financial management and control by providing a detailed break out of the center operating costs that are summarized in the estimated cost clause of the center operating contract.

3. **Overview of Requirements**

   a. **Format and Method of Preparation and Submittal**

      The 2181 is prepared and submitted via entry of data in the FMS and used to display approved or proposed line-item budgets for:

      - Current Contract Year
      - Next Contract Year, if any remains
      - Base-Year 3, if the contract is in the first year of a 3-year base period

   b. **Time Frames**

      Center operating contracts normally last five to seven years, with the final three or four years being option years that are primarily contingent on the demonstration of satisfactory contractor performance.

      - Contracts with Two-Year Base Periods: During the first year of the contract, budgets are prepared and maintained for the “Current” Year (Contract Year 1) and the “Next” Year (Contract Year 2). Both budgets are reviewed and approved as a “set” until the end of the first year. As Year 1 is closed and Year 2 begins, what had been the Next Year budget in Year 1 becomes the “Current” budget for Year 2. At that time, it is required that a new Next Year budget be prepared for
contract Year 3.

This pattern is maintained for the life of the contract.

- **Contracts with Three-Year Base Periods:** The requirements are essentially the same as for contracts with two-year base periods, except during the first contract year. During the first contract year (and only during the first contract year), it is necessary to maintain an additional 2181 covering the 3rd contract year (which is referred to as base-year three).

c. **Current Year Line-Item Budgets**

An approved line-item budget (2181) must be in place for the current contract year. Data from the approved form 2181 that covers the current year of the contract is used in the 2110 cost reports during that year of the contract.

It should be noted that form 2181 does not call for the display of “historical” cost data on a detailed line-item basis. The intent is to focus attention primarily on the current year. However, it is necessary to account for prior years' spending on a bottom line basis in order to assure reconciliation of data between form 2181 and the estimated cost clause in the contract.

d. **Next Year Estimates and Base Year 3 Estimates**

The 2181 is also to maintain an updated “Next-Year” line-item budget for the next available contract year, if any. This is to ensure that an agreed-to 2181 budget is in place immediately at the start of the next contract year. Whenever the current year budget is being revised, it is further necessary to:

1. identify any adjustments that are of an ongoing nature (e.g., permanently deleting or adding slots);
2. accurately calculate the impact of such changes on the operating budget for the next contract year; and
3. revise the form 2181 next-year line-item budget for the next contract year accordingly.

If a contract has a 3-year base period, an additional 2181 must be maintained for the third year of the base period, but this requirement applies only during the first contract year. The requirement is intended to enable reconciliation of 2181 dollar amounts and the dollar amounts for center operations expense that are contained in the estimated cost clause of the contract. Again, there is no need to maintain a “Base Year 3” line-item budget after the end of the first contract year. Also note that when the second contract year begins, the “Base Year 3” budget becomes the “Next Year” budget.
e. **Estimated Cost Clause**

   The budgetary information on the approved form 2181 that is in place for the current year must be kept in agreement with the amounts shown for center operating costs within the estimated cost clause of the contract. If a contract modification is issued that changes the total center operating cost (up or down), a revised set of forms 2181 (current year plus next contract year [two 2181 forms]) should be prepared as soon as possible after issuance of the contract modification. Conversely, if the Regional Office approves a change in the 2181 that affects the cumulative amount of center operating costs, then a contract modification to revise the estimated cost clause is also needed. The key point being made in this section is that the financial data in form 2181 and the data in the estimated cost clause should be kept in agreement. If these documents somehow come into disagreement, steps should be taken to resolve the discrepancy and put them back into agreement.

f. **AAPP/FOP Considerations**

   The acronym AAPP/FOP stands for Annual Advance Procurement Plan/Financial Operating Plan and refers to the previously described JFAS system of the DOL-Office of Job Corps that is used for planning and controlling the allocation of budgetary resources. Regional Offices must adhere to current internal guidelines when reviewing and considering budget increases at contract centers and formally approve only those that are within AAPP/FOP levels. If a proposed current year or “next year” increase is in excess of the AAPP/FOP levels that have been established for the contract, the region must request and obtain the appropriate AAPP/FOP adjustment from the National Office before the increase can be included in a formal contract modification. Pending activation of an IT application that will give contractors direct access to their respective JFAS AAPP/FOP reports, Regional Offices are required to provide contractors with current Estimated Cost Profiles and Fiscal Plans with every contract modification.

g. **Underruns Due to Low On-Board Strength (OBS)**

   Contract center operators are expected to control expenditures for items that are sensitive to on-board student strength to ensure that expenditures for such items are commensurate with average student OBS. Expense items that are considered OBS-sensitive include food, clothing, and other consumables that normally comprise about 15 percent of a center’s operating budget. In any contract year when the center operates at less than 98 percent of planned capacity, the contractor will be expected to generate an appropriate year-end cost underrun as a result of reduced spending for OBS-sensitive items. The amount of the expected underrun is computed as follows: numerical shortfall in Student Service Years (SY) during the contract year x the budgeted cost
per SY (i.e., annual operating budget/planned SY) x 15 percent = anticipated year-end underrun. Anticipated low-OBS under-run data appears automatically on each month’s 2110 cost report if capacity utilization is running less than 98 percent.

If the anticipated “low-OBS” underrun does materialize at the close of the contract year, the unspent funds will be returned to DOL by means of a contract modification that makes an appropriate reduction in the contract estimated cost for operating expense. If an anticipated “low OBS” underrun fails to materialize in full at the end of a contract year, DOL will consider whether an adverse finding should be noted in the contractor’s record of performance, based on a determination of inadequate contractor financial management; and DOL will recover via contract mod whatever portion of the anticipated underrun did materialize.

h. Treatment of Overruns

If a net cost overrun is reported at the end of a contract year and contract performance continues into a new contract year, the JFAS-AAPP/FOP system contains default mechanisms that provide an automatic offset to the overrun via a reduction in the AAPP-approved operating budget for the following contract year. These are internal transactions that have zero net impact on the AAPP-approved estimated cost of the contract. If a contractor believes that a year-end overrun should instead be resolved or covered through a funding increase (to avoid harmful spending reductions in the following contract year), it should prepare and submit a request for budget adjustment. For procedural guidance, refer to the later section that is captioned: Requesting a Budget Adjustment.

Note: Contractors are reminded to be aware of and to comply with any contract clauses which require that they provide DOL with timely, formal notification of pending or actual overruns. Failure to comply with such contract clauses may compromise a contractor’s ability to obtain reimbursement for expenses that are in excess of those provided for in the estimated cost clause or funds available clause of the contract.

i. Staff Compensation Supplement

When submitting the initial 2181 budget for the first contract year or the initial 2181 budgets for subsequent contract years, the contractor must provide a Staff Compensation Supplement that indicates average budgeted salaries for each job category at the center, along with other information that permits a reconciliation with the amounts budgeted in the various personnel expense line-items.

The 2181 Supplement is prepared and submitted via entry of data in the
FMS. The JCDC Supplement output report has been designed, in part, to provide information that will be helpful in determining if and to what extent the staff compensation (salaries and benefits) offered by the center are competitive within the local labor market. To do this, the spreadsheet compares a center’s budgeted compensation rates with model-based compensation rates that are intended to reflect local labor market conditions. The formulation of DOL model-based rates depends heavily on the geographic adjustment factor that has been assigned to each center and which is intended to reflect and compensate for the degree to which the center’s local labor rates vary from national averages. If a center operator believes that a center’s geographic adjustment factor is no longer accurate or otherwise believes that the model-based rates are substantially incorrect or unrealistic, the center operator may request DOL to review and amend its model based rates for the center in question. Such requests may be submitted directly to the Office of Job Corps via e-mail (with copies directed to appropriate Regional Office staff) and should include thorough factual information that supports the need for a DOL review.

Please note that reviews should not be requested in situations where only a few staff positions appear to be affected. There should be no expectation that center compensation rates closely match the DOL model-based rates across the board or that the model-based rates are extremely precise. Moreover, there should be no firm expectation that DOL will be able to provide additional funding in order to remedy perceived compensation gaps even if it is determined that the model-based rates should be amended upward.

4. **Multiple Budgets**

Where there is more than one contractor at a particular Job Corps center, each with specific center responsibilities and a separate contract with Job Corps, a separate set of records (contracts, 2181 budgets, 2110 cost reports and contract funding/estimated Cost entries) must be maintained for each contractor. A separate set of records (contracts, 2181 budgets, 2110 cost reports and contract funding/estimated Cost entries) also may be required for major program components falling under one contract (e.g., satellite center versus main center), if requested by DOL.

5. **When Submittals Are Needed**

a. **Initial Submittals-Contract Year 1**

Using the FMS, the center operator must submit initial 2181 budgets within ten (10) days after the effective date of the contract. The initial submittal must include a form 2181 for the first year and another for the second year of the contract. If the new contract contains a third base year,
then a “base year three” 2181 is also required to be submitted.

Unless extensive follow up or Office of Job Corps authorizations are required, the Regional Office should normally approve the initial 2181 budgets within two weeks after submittal by the contractor. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report. The approved 2181 budget must be available to the contractor by the 15th day of the second calendar month of contract Year 1.

b. Year-End Close Out and Reconciliation

The following discussion is in the framework of closing out the first contract year. However, the same pattern of events and timeframes apply at the close of each contract year, except the very last year.

Soon after the end of contract year 1, the contractor must submit a proposed new 2181 budget in which Year 2 becomes the “current year” and Year 3 becomes the “next year.” The contractor’s proposed new 2181 budget should be submitted into the FMS within 30 days after the start of Year 2. This schedule allows 10 days development time between the due date of the final cost report for Contract Year 1 and the submittal of the proposed new 2181 budget to the Regional Office. As part of this process, the proposed new 2181 must address and reconcile the variances between actual and budgeted expense that existed at the end of the preceding contract year. The types of questions that tend to arise during this process are as follows:

If actual bottom line spending fell below the Year 1 budget, is there a reasonable basis for rolling over the unspent funds and adding them to various line-items in the new 2181 budget for Year 2? Or should some or all of the unspent funds from Year 1 be deleted from the contract via a net reduction in the estimated cost clause?

If actual bottom line spending exceeded the total amount budgeted for Year 1, should the new 2181 budget for Year 2 be reduced to offset the overspending in Year 1 and thus eliminate the need to request an increase in the contract estimated cost? Or should a net increase in the estimated cost of the contract be requested in order to avoid programmatic disruptions that could result from absorbing a Year 1 overrun with cuts in Year 2?

Do the line-item variances that exist at the close of Year 1 (up or down) represent one-time occurrences or do they represent changes in the underlying ongoing costs for operating the Job Corps center? If the variances indicate changes in the underlying costs, the new 2181 that is being proposed for Year 2 must also reflect appropriate changes in the “next year” budget that is provided for Year 3.
Unless extensive follow up or Office of Job Corps authorizations are required, the Regional Office should normally approve the reconciled Year 2 budget within two weeks after receipt of the contractor’s proposal. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report due for Year 2. The reconciled 2181 budget for Year 2, along with any necessary contract modification in the estimated cost clause, must be available to the contractor by the 10th day of the second calendar month of contract Year 2.

c. **Option Year Extensions**

When a Regional Office determines to issue an option year extension, normal practice prior to the start of the option year is for the Regional Office to issue a contract modification that increases the estimated cost for operating expenses in the amount of the approved “next year” 2181 budget, which is then on file for the “new year.” The Regional Office must further ensure that any estimated cost increase is within the limits of the AAPP/FOP.

Differences between actual and approved spending that exist at the end of the prior contract year may have an impact on the budget for the new year as well as the official estimated cost of the contract. The issues and questions that must be addressed are the same as those discussed above for the reconciliation at the end of Contract Year 1 and may result in a contract modification to revise or “fine tune” the estimated cost for center operating expense.

d. **Midyear Revisions**

Midyear revisions of the line-item budget are normally processed only when there is a need to change the bottom line of the Current Year center operating budget. Contractors are not encouraged to propose formal revisions of 2181 budgets merely to shift amounts between line-items in order to minimize apparent “variances,” although such proposals will be entertained by Regional Offices if good reasons are offered. Requests for midyear revisions should be prepared and submitted using FMS and should normally be limited to the following situations:

1. When there is a pending contract modification approved and funded by the Office of Job Corps for a programmatic change, such as the provision of funds for installing new curricula or programmatic initiatives. In these situations, the contractor will normally be requested by the Regional Office to prepare and submit a budget revision proposal that distributes the prescribed funds to the appropriate line-items.
(2) When there has been or will be an unavoidable bottom line variance of material proportion that cannot or should not be totally resolved through changes in spending patterns during the remaining months of the current contract year, and which must clearly be accommodated with an adjustment in the bottom line of the center operating budget for the current year.

(3) In line with procedures for the treatment of fee as discussed in a later paragraph, a midyear revision to the form 2181 is required when award or incentives are earned and formally incorporated into the estimated cost of the contract via contract modification.

Regional Offices should respond promptly to contractors' requests for mid-year budget revisions. Unless extensive follow up is required, the Regional Office should resolve these requests within two weeks after submittal of the contractor's proposal. The Regional Office must ensure, however, that any estimated cost increase is within the limits of the JFAS-AAPP/FOP established by the National Office.

6. Monthly Budgets - Straight Line Versus Custom

An important feature of the FMS is a requirement that monthly 2110 cost reports provide a comparison between actual contract-year-to-date (CYTD) costs against planned CYTD costs. Center operators may elect one of two different methods for determining monthly planned CYTD costs. Once a choice has been elected for a contract year, the operator may not change to the other method during the remainder of that contract year.

- The first choice is to permit the planned costs to be determined automatically by FMS by simple prorations of the budget for the full contract year. If the operator selects this option, no further entries are needed.

- The second choice is a manually entered custom budget. If the operator selects this option, it is necessary to enter a planned spending amount for each budget line-item for each month of the contract year.

7. Requesting Funding/Budget Adjustments (Operating Expense Only)

The following are basic steps and requirements for preparing and submitting a request for an adjustment in contractually approved budgets or funding for Operating Expense. Please recall that the term Operating Expense can be loosely defined as all categories of expense other than Construction/Rehab - which has its own Congressional appropriation. With respect to Construction/Rehab funding requests, basic procedures and requirements are found in PRH Chapter 5, Section 5.10.
(Facility Improvements), Requirement 4 (Emergency Repairs and Requirements).

a. **When Is a Request for a Funding/Budget Adjustment Needed**

A request should be prepared and submitted when a center operator believes that a funding/budget adjustment is required in order to maintain the effectiveness of the Job Corps center **AND** when such an adjustment will involve a net change in one or more of the major categories of Operating Expense. The major categories of Operating Expense consist of: A-Center Operations; B2-Equipment; B3-GSA Vehicle Rental; B4-CTST Materials; C1-Outreach and Admissions; C2-Career Transition Services; D-Student Transportation; and S-Support.

b. **A Word of Caution**

Center operators are discouraged from submitting Requests for Funding/Budget Adjustments except in the most urgent and compelling cases. The DOL expectation is that center contractors should maintain staffing and deliver services in a satisfactory manner within the contractually agreed budgets and funding levels. DOL’s contingency reserves are tightly controlled and restricted.

c. **Format**

There are no rigid requirements for formatting a Request for Funding/Budget Adjustment. It is recommended that the request be in the form of a brief explanatory statement along with whatever exhibits or tables are appropriate. Electronic “soft-copy” is preferred over hard copy.

d. **Content**

There are no rigid requirements or specifications concerning the content of a Request for Funding/Budget Adjustment. The level of detail depends on the complexity of the situation. Elaborate presentations are not required, but a briefly stated justification for the change in funding, along with appropriate back-up in the form of pricing data and computations is required. The request should also indicate which major categories of operating expense would be affected. In cases where the increase is of an ongoing nature, it is imperative that the request specify the effective date of the change, the net change amount in the current contract year, and the change amount that will be needed in the next contract year.

e. **Submitting a Request**

Center contractors should, via email, submit Requests for Funding/Budget Adjustment to the Director of the Job Corps Regional Office that is
responsible for their center contract, as well as to their Regional Project Manager. It is recommended that this email and its attachments also be “cc’d” to the Budget Team Leader within the National Office Division of Budget and Acquisition Support. These types of requests may be submitted at any time. Center contractors should strive to submit these types of requests as soon as possible after the need for a funding adjustment becomes evident.

f. Turn-Around Time

The Office of Job Corps will strive to provide the center contractor with a substantive response to its request within two weeks of submittal, depending on the complexity and/or policy implications of the issues that need to be addressed.

8. Submittal Procedures and Requirements

Contractors submit 2181 budgets using DOL’s web-based Job Corps Financial Management System (FMS), administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2181, and ensures consistency and accuracy in internal mathematical operations that are present in the budget. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting 2181s by referring to the FMS Technical Guide that is available from the FMS website.

9. Descriptions and Definitions of 2181 Data Items

Form 2181 budgets are prepared, submitted, and approved in sets, consisting most often of a Form 2181 for the CURRENT CONTRACT YEAR and an additional form 2181 for the NEXT CONTRACT YEAR, if any. In some instances, as described above, it is necessary to submit and maintain a third form 2181 for BASE YEAR 3. The following are brief descriptions of the elements of information that appear on the form 2181.

**HEADING INFORMATION**

**Center Name:** This is the name of the Job Corps center. If the form is being prepared for a “major component” rather than an entire center, the component name will appear after the center name e.g., “Pine Top-Utopia Satellite.” Center names are spelled out fully. Abbreviations are not used. The words “Job Corps Center” are not used as part of the center name.

**Contractor Name:** This is the name of the contractor organization as that name has been registered in the FMS. The expectation is that this name will match that which appears on the formal center contract documents.

**Contract Number:** This is the DOL identification number of the contract for
which data is being reported and as that number has been registered in FMS.

**Budget Number:** The initial set of 2181’s for the first and second contract years (and possibly the third contract year) are numbered “1” and all later pairs of approved 2181’s are to be numbered sequentially as they are approved by the Regional Office. The same number is given to all current year and next-year 2181’s in a given set. For example, the set of 2181s for budget number “1” will include a number 1 budget for the first contract year, a number 1 budget for contract Year 2, and (if applicable) a number 1 budget for base-year three.

**Contract Year Number:** This is the number of the contract year for which the form 2181 has been prepared.

**Approved or Pending:** If the budget has been approved by the Regional Office, the term “Approved” will appear. If the budget is a proposal that is still pending regional approval, the term “Pending” will appear.

**Ending:** This is the ending date (mm/dd/yyyy) of the contract year identified in the block for Contract Year Number.

**Current Year / Next Year / Base Year 3:** If the form applies to the current contract year, the term “Current Year” will appear. If the form applies to the next contract year, the term “Next Year” will appear. If the form applies to Base Year 3, the term “Base Year 3” will appear.

### BUDGET INFORMATION

**Column Headings**

**Prior Budget:** This column is used to display the last previous approved budget for the particular contract year. For example, if the form is used for approved budget number 8, then the “PRIOR BUDGET” column will display the “REVISED BUDGET” from approved budget number 7.

**Adjustments:** This column is used to display the adjustments being requested or approved, depending on the purpose of the form.

**Revised Budget:** This column is used to display the revised budget that results from the requested or approved adjustments. The entries under this column are the sums of the entries made under PRIOR BUDGET and ADJUSTMENTS.

**Row Headings**
Lines 1-29: Center Operations Expenses Categories: See earlier section of this appendix for definitions of cost categories.

Line 30: Net Center Operations Expense: Totals of Lines 1 through 29.

Note: Lines 31-34 are intended to reconcile to the Estimated Cost Clause in the contract. When the contract is in its final base year or in an option year, these lines will appear only in the 2181 for the current contract year. However, if the contract is still within its base period, but in a contract year that is prior to the final year of the base period, these lines will appear in the 2181 that applies to the final year of the base period - which will be either the form 2181 for the Next Year or the form 2181 for Base Year 3, whichever is appropriate.

Line 31: Cumulative Expense through Prior Year:

This line displays the actual or budgeted cost through the immediately preceding contract year.

Lines 32a, 32b, and 32c: Budgeted Inventory Change (plus or minus):
These lines are used to compute and display the budgetary impact of a planned increase or decrease in the amount of inventory that was carried over from the previous contract. Line 32a is used to reflect the dollar value of the desired inventory level; Line 32b is used to reflect the dollar value of the inventory on-hand at the start of contract (day 1 of contract year 1); and Line 32c is Line 32a minus Line 32b.

Desired inventory levels per Line 32a should normally remain constant during the life of a contract, but occasions may arise where substantial increases or decreases are necessary. For example, inventory increases are needed when new centers are opened or existing centers are expanded, or in instances where carryover inventory levels from the previous contract are below reasonable operating needs. In these cases, provision must be made in the estimated cost clause to finance the inventory build up even though the build up does not, of itself, change the amount of the accrued costs that will be reported under the contract.

Where excessive amounts of carryover inventory are on hand and will be reduced, operating expenses under the current contract are being financed with federal funds provided under the previous contract - the amount of which must be subtracted from the estimated cost of the current contract.

Line 32b (Carryover from Prior Contract) should remain constant during the life of the contract, except that an ADJUSTMENT in Line 32b might be expected in the early months of contract year 1 if inventory discrepancies are
identified by a new incumbent contractor.

Please note that Lines 32a-32c are not intended to report fluctuations in actual inventory levels during the life of a contract; they are to be used for planned, budgeted changes only.

When the contract is within its base period, this information appears in the form 2181 that applies to the final year of the base period (either the form 2181 for the Next Year or the form 2181 for Base Year 3, whichever applies.

Line 33: Cumulative Budgeted Expense: This line displays the cumulative budgeted expense through the end of the contract year and consists of the actual or budgeted cost through the end of the preceding contract year plus the budgeted cost of the contract year for which the 2181 applies. This represents the contract value that is implied in the 2181 data.

Line 34a-34c: Reconciliation to Current Estimated Cost: The information on these rows is intended to reveal whether and to what extent there is disagreement between the form 2181 line-item budgets and the official estimated cost of the contract, with respect to center operations expense. This information includes:

\underline{Line 34a: Current Estimated Cost of Contract:} This is the current estimated cost of the contract for center operations expense per financial information entered into FMS that has been abstracted from the original contract and its subsequent modifications.

\underline{Line 34b: Per Mod Number:} This is the most recent contract modification number for which information has been entered into FMS.

\underline{Line 34c: Difference (33 - 34a):} This is the dollar difference between the implied estimated cost of the contract per the form 2181 and the official estimated cost of the contract per the most recent contract modification. If the result is not zero, then there is disagreement between the contract and the 2181. If disagreement exists, the reasons for the disagreement should be researched and identified and appropriate corrective action taken.

\textbf{Note:} When a contract is still within its base period, the data on Line 34a - 34c will appear only on the form 2181 that applies to the final year of the base period. Depending on the number of years in the base period and the number of the current contract year, this could be the 2181 for the CURRENT CONTRACT YEAR, THE NEXT CONTRACT YEAR, or BASE YEAR 3.
CONTRACTOR SUBMITTAL BLOCK

This block shows the name of authorized contractor representative who is submitting a proposed new 2181 to the Contracting Officer and the date submitted. The signature line is reserved for use when the necessary e-signature technology can be applied.

REGIONAL OFFICE APPROVAL BLOCK

This block shows the name of authorized DOL representative who has approved the new 2181 and the date of that approval. The signature line is reserved for use when the necessary e-signature technology can be applied.
# APPENDIX 503

**Job Corps Outreach/Admissions and Career Transition Services**

**Cost-Reporting and Budgeting Requirements**

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A. INTRODUCTION

1. Scope

This appendix contains instructions and requirements for cost reporting and budgeting under Job Corps Outreach/Admissions (OA) expense and Career Transition Services (CTS) contracts. This appendix is applicable to Job Corps contract centers that are expressly funded to perform OA and/or CTS functions, as well as to stand-alone contracts for the performance of OA and/or CTS functions. This appendix is not applicable to CCCs that are funded for OA or CTS. CCC agencies that are funded for OA and/or CTS activities are referred instead to Appendix 509 for guidance on cost reporting and budgeting.

This appendix is not intended to supersede the proposal development requirements prescribed in the OA and/or CTS Request for Proposal (RFP). However, the cost categories established in this appendix will be incorporated into the OA and/or CTS RFP’s. The requirements of this appendix become applicable after award of an OA/CTS contract and are intended to cover: (i) the reporting of actual costs, (ii) the process for revising the contractually approved budget, and (iii) the process for refining and reconciling the contract budget upon issuance of annual extensions.

2. Purpose

The procedures and requirements contained in this appendix are intended to serve as the basis for a Financial Management System (FMS) that provides Job Corps Program Managers at several levels with information that is necessary for determining the efficient allocation of funds. The Job Corps Financial Management System (FMS) provides for:

- Periodic, detailed review of actual expenses and a comparison with planned (budgeted) expenses.
- The reliable identification of variances from budget that may require corrective action.
- The ratification of appropriate adjustments in current year and out-year budgets.
- The compilation of nationwide Job Corps cost data for inclusion in reports to the Congress and the public.

B. SYSTEM OVERVIEW

1. Uniform Cost Categories

A major feature of the FMS is the use of uniform cost categories that allow for comparability between OA and CTS contractors and for the compilation of national and regional totals for analytical and public reporting purposes. The cost categories have been defined in a way that will provide information that is immediately
relevant to ongoing managerial and oversight functions.

2. **Initial Budget Formulation**

The initial budget is normally formulated during the procurement process through which the contract is awarded. The approved budget for OA and/or CTS expense is reflected in the formal contract document in **summarized form** within the estimated cost clause. It is a requirement of this appendix that the contract’s estimated cost amount for OA expense always be backed up by a current line-item budget that is prepared using the Form 2181-OA, and that the contractor’s estimated cost amount for CTS expense always be backed up by a current line-item budget that is prepared using the Form 2181-CTS. Except for the final year of a contract, 2181 budgets are normally prepared in sets of two: one providing a line-item budget for the Current Contract Year and one for the Next Contract Year. The initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year, and should be based on the contractor’s proposal. However, the initial budget may incorporate minor revisions as agreed to or required by the Regional Office.

If a contract is in the first year of a three-year base period, it is necessary to have an additional 2181 budget in place to cover the third contract year. This is to ensure that 2181’s are in place for the full initial performance period of the contract.

3. **Reporting of Actual Expenses**

Contractors are required to report actual expenses on a monthly basis. For contractor financial management and Job Corps monitoring, it is important that analysis be performed on data that is as current as possible. Moreover, the availability of monthly cost data allows an analysis of trends that could not be identified through less frequent reporting.

Form 2110-OA/CTS will display line-item data on costs for the current month and cumulative costs incurred to date during the Current Contract Year (Year 1, Year 2, Year 3, etc., whichever is in effect at the time). The reports will also display line-item cost data for the entire contract period to date.

4. **Comparing Actual Expense Versus Expected Expense**

The 2110-OA and the 2110-CTS that is generated by the FMS based on contractor input provides a comparison of actual expense versus expected expense. This comparison is in the context of the line-item budget that is in place during the Current Contract Year. The methodology is to compute the Current Year expenses that are “planned” through the end of the current month via a simple straight-line pro-ration of the approved budget for the entire Current Year. The pro-ration of planned expenses is done on the basis of days rather than months.
5. Display and Evaluation of Variances

The cost reports will identify budgetary variances by individual cost category. A line-item variance is simply the difference between planned contract year-to-date expense (as a proportion of the contract-year budget) and the actual contract year to date expense. Contractors must attach a narrative explanation of cause and corrective action for any line-item variance that exceeds an amount that is 5.0 percent or more (plus or minus) of the Current Year budget for that line-item, or 1% of the total OA or CTS budget for the Current Contract Year (whichever is the higher). To illustrate: if the contract year OA budget for a particular line-item is $20,000, the first alternative variance threshold is $20,000 x 5 percent = $1,000. If the total OA budget for the contract year is $200,000, the second alternative variance threshold is $200,000 x 1 percent = $2,000. Since $2,000 is the higher of the two dollar amounts, then $2,000 is used as the variance threshold for the budget line-item in question instead of $1,000.

An explanation is further required whenever the Current Contract Year to date total Actual Expense for either OA or CTS exceeds the Planned Total Expense by an amount equating to 2 percent of the total budget for OA or CTS, whichever is applicable, for the Current Contract Year.

Please note that the threshold for explaining variances is determined as a percentage of the full contract year budget amount. This is contrary to intuition, which would say that the variances should be viewed in terms of planned expense to date. The purpose of the non-intuitive approach prescribed above is to lessen the narrative reporting burden relative to variances that occur in the early months of the budget year. This permits contractors an opportunity to resolve or reverse variance trends before being officially required to explain them to DOL.

Reported variances may occur for a number of reasons, including: (i) erroneous assumptions in the formulation of the budget, (ii) unforeseen events requiring greater or fewer financial resources than anticipated, (iii) poorly controlled spending, and/or (iv) internal reporting or computational errors. The identification and analysis of variances may lead to a wide range of corrective actions, including:

- Spending constraints to reduce or stabilize overruns
- Increased spending in areas where adequate resources have not been utilized to properly provide services
- Improvements to internal administrative control systems and the provision of training to appropriate staff
- Budget revision request to more reasonably distribute financial resources between cost categories
- Initiation of requests for an increase or decrease in the contract estimated cost to adjust for unforeseen cost or program changes
- DOL decision not to award option year extension, but to re-compete the
contract early

6. **Formal Budget Revisions**

It is generally appropriate to accomplish a formal revision to the 2181-OA or 2181-CTS line-item budgets only when there is: (i) a need to change the net amount for either OA expense or CTS expense in the estimated cost clause of the contract and the change affects the Current Contract Year; or (ii) a realignment of existing line-item amounts is clearly needed to resolve a gross misallocation of costs. However, frequent reshuffling of funds between line-items as a means to eliminate reportable variances is not generally considered a useful or legitimate practice. The 2181-OA and 2181-CTS line-item budgets and revisions thereto must be approved by the cognizant Regional Office. Regional Offices should refer to current internal Annual Advanced Procurement Plan (AAPP) administration guidelines to identify circumstances where prior Office of Job Corps clearances are needed for bottom-line estimated cost changes.

7. **Next-Year Estimates**

As indicated in Section 2 above, 2181 budgets are prepared in sets of two: one providing a line-item budget for the Current Contract Year and one for the Next Contract Year. The initial 2181 budgets that are prepared upon contract award are for the first contract year and the second contract year. Except for the final year of the contract, this pattern is maintained throughout the life cycle of the contract. For example, when the contract enters its second year, the required pair of 2181 budgets will cover the second year of the contract (which will be the “current year”) and the third contract year (which will be the “next year”).

If a contract is initially awarded with a three-year base period, it will also be necessary for the contractor to maintain a “base Year 3” budget, but only during the first contract year. After the first contract year has been completed, the contract returns to the normal pattern, in which the requirement is only for the maintenance of “current year” and “next year” 2181’s. This is discussed more fully in the later section that provides detailed requirements for 2181 Budgets.

Whenever the current year OA or CTS budget is being revised, it is also necessary: (1) to identify any adjustments that are of an ongoing nature (e.g., those that involve permanently deleting or adding OA or CTS workload), (2) to accurately calculate the impact of such changes on the next contract year, and (3) to revise the 2181 budget for the next year accordingly.

Maintaining an updated “next-year” cost estimate in this manner will provide for a smoother transition from one contract year to another and will help avoid budget-related issues from developing between DOL and the contractor. The current AAPP Estimated Cost Profile, which is available for viewing and downloading by the contractor via the FMS, will facilitate the preparation of “next year” budgets.
Under normal conditions Regional Offices are expected to keep OA and/or CTS contracts in agreement with the AAPP Estimated Cost Profiles. Questions or concerns about dollar amounts that are contained in AAPP Estimated Cost Profiles may be referred to the Office of Job Corps National financial staff. In certain situations it will be necessary for the contractor to maintain a “Base Year 3” budget. This is discussed more fully in the later section that provides detailed requirements for 2181 Contract Center Operations Budgets.

8. **Integration of Financial Management Systems**

The requirements and procedures of this appendix have been designed in a way that is intended to ensure or promote consistency of data across different aspects of OA/CTS financial management: DOL/Job Corps allocation of funds for OA/CTS contracts, contractual documents concerning cost and funding, line-item budgeting, monthly cost reporting; and contractor vouchering for payments.

a. **Job Corps Fund Allocation System (JFAS)**

JFAS is a web-based in-house information technology (IT) application that is used by DOL/Job Corps to control the allocation of funds to OA/CTS contracts and other contracts and activities that support the delivery of services to Job Corps students. It is DOL policy to share various types of JFAS reports and documents with OA/CTS contractors.

The JFAS reports and data sheets that are available to contractors include: the Estimated Cost Profile, the Fiscal Plan, the Financial Operating Plan (FOP) Allocations Report, the Contract Footprint Report, and the Payments Transaction Report. These reports will help contractors to prepare and plan for future modifications that are scheduled for their contracts (including modifications for incremental contract funding) and also to facilitate the identification of discrepancies and pending issues that require follow-up action.

Pending the development of an IT application that will provide contractors with direct access to their respective JFAS reports and documents, Job Corps Regional Offices are required to provide contractors with copies of these reports (which are normally available in PDF format) on a timely basis upon request. Please note, however, that DOL does not share one contractor’s reports with any other contractor. If a Job Corps Regional Office is not able to fulfill its responsibility in this area, a contractor may instead request that the Office of Job Corps supply copies of its JFAS reports and documents.
b. **Contract Award and Maintenance**

Contract award and modification documents are currently maintained and executed in ink-signed hard-copy form. These documents contain information about agreed-to contract costs and DOL/Job Corps funding that is available for payment to the contractor. Many items of information in these hard-copy documents must be abstracted and entered into the Job Corps FMS.

c. **Job Corps Financial Management System (FMS)**

OA/CTS contractors fulfill most of their financial reporting and budgeting responsibilities using the Job Corps FMS, which is a web-based IT application administered by the Job Corps Data Center (JCDC). The FMS is used to prepare and submit 2110-OA/CTS cost reports, 2110S-OA/CTS monthly staff vacancy and separation reports, and 2181-OA/CTS budgets. The FMS is also used to enter key elements of financial data that are abstracted from contract documents and from Job Corps contract vouchers. Data entry procedures can be found on the JCDC website and in training and orientation materials that have been published by JCDC. The FMS is a secure IT system, with access being controlled by user names and passwords.

d. **Vouchering**

The great majority of OA/CTS contractors receive payment from Department of Labor (DOL) on the basis of hard-copy vouchers and backup sheets that are submitted to DOL/Job Corps on a semi-monthly schedule. A small number of governmental and non-profit contractors are eligible to be paid via electronic draw-downs. Some data items from vouchers must be abstracted and entered into the Job Corps FMS.

C. **COST CATEGORY DEFINITIONS**

1. **Overall Structure of Categories**

   Because it is not unusual for individual contracts to provide for both OA and CTS functions, the 2110-OA/CTS Cost Report has been designed to report both activities. However, the data on OA and CTS are fully segregated on this reporting instrument. The cost category structures for OA and CTS are parallel, and the cost category labeling and definitions are much the same.

2. **Subcontract Expense**

   The costs of subcontracts issued by OA/CTS contractors are classified differently depending on the characteristics of the subcontract. For purposes of Job Corps cost classification, subcontracts fall into two different and mutually exclusive
categories: Staffing Subcontract and Non-Staffing Subcontract. The following are definitions and criteria for determining the category that applies to a particular subcontract, along with the cost allocation policies that apply to that category.

a. **Staffing Subcontract**

This category applies to any subcontract that provides one or more staff persons who are employed to perform duties under the OA/CTS contract on a full-time basis or any subcontract that provides a number of part-time staff persons who are employed to perform duties under the OA/CTS contract and whose scheduled hours of work in connection with these duties collectively represent one or more full-time positions (FTP). The cost allocation policies that apply to subcontracts in this category are as follows:

- **Subcontractor Personnel Expense:** The cost of compensation (salaries/wages and benefits) which the subcontractor pays to its staff who work at the center shall be allocated to the OA Personnel Expense category and/or the CTS Personnel Expense category, as appropriate.
- **Other Direct Subcontractor Expense:** The direct costs of the subcontractor that are for non-personnel items shall be reported in the appropriate non-personnel line-item(s).
- **Subcontractor Indirect Expense (Overhead/General and Administrative [G&A]):** The subcontractor’s overhead and G&A expense shall be reported on Line 8 (OA and/or CTS as appropriate) - Other Operating Expense. Do NOT report these costs on Line 5 - Indirect Administrative Expense which is used exclusively to report the prime contractor’s Overhead/G&A expense.
- **Subcontractor Fee:** If the terms of the prime contract expressly designate the subcontract as a MAJOR STAFFING SUBCONTRACT and require that the subcontractor fee be paid from a fee pool that is shared with the prime contractor, then the subcontractor fee expense shall be reported on Lines 6 and 7 (OA and/or CTS, as appropriate), combined with fees that are received by the prime contractor. If the terms of the prime contract DO NOT require such fee pooling for the subcontract in question, then the subcontractor fee shall be reported on Line 8 (OA and/or CTS as appropriate) - Other Operating Expense.
- **Reference to Contractor’s Proposal:** In some cases, expenses might not be currently detailed on the subcontractor’s invoice because the service is being provided at a fixed price or fixed unit price (e.g., meals served, billable labor hours). In these types of cases, adequate detail can usually be obtained from the subcontractor’s proposal as a means to formulate the required break out of total expense into the line-items identified above. If detail is not provided in the proposal, then supplementary information should be obtained from the
b. **Non-Staffing Subcontract**

This category applies to any subcontract that does not qualify as a Staffing Subcontract. Non-staffing subcontracts include those that are solely for the procurement of supplies, equipment, commodities, IT/technical support services, medial outreach services, other intermittent services, and so forth. The costs of a Non-Staffing subcontract are most often allocated to a single budget line-item within the OA and/or CTS categories. For example, the entire costs of a media outreach subcontract would be assigned to Line 4-Media Advertising Expense.

3. **Personnel Expenses**

This term is used in this appendix to refer to all salaries, wages, and all other associated personnel costs borne by the employer such as performance bonuses, earned leave upon termination, retirement contributions, Social Security taxes, life insurance premiums, health insurance premiums, worker’s compensation insurance, etc. All direct employees of the contract as well as employees of Staffing Subcontractors (as defined in the preceding section) are to be included.

4. **Allocation of Split Duties**

If an employee works in more than one area, such as part time in OA and part time in CTS, or a secretary is assigned to two departments, the cost must be allocated to the appropriate categories. The basis for the allocation must be documented in a salary allocation plan explaining the rationale for the allocation. If the employee’s assignment is changed, the allocation should be changed. All salary allocations should be reviewed annually to assure that the basis for allocation is still valid. If the staff time cannot be reasonably predicted between OA and CTS, time records must be maintained to allocate costs.

5. **Treatment of Money Received**

When third-party money is received by an OA and/or CTS contractor, it is most often a reimbursement or refund of cost previously incurred. Such reimbursements and refunds are recorded as reductions (credits) in the appropriate expense accounts in order to reflect true operating expenses. For example, prompt payment discounts, cash rebates, and refunds are credited as a savings to the account to which the product or service was originally charged. In some cases, money received by the contractor cannot be credited as a reduction to a specific expense account. In these cases, the money received will be classified as net income to the contract within Line 8-Other Operating Expense (OA and/or CTS, as appropriate).
6. **Cost Category Definitions**

OA and CTS expense are segregated and reported separately on the 2110-OA/CTS cost report. However, both OA and CTS use parallel cost categories. The following are definitions for the categories that are used to categorize both OA and CTS expense, respectively. The categories are discussed in the same order as they appear on the form 2110-OA/CTS. For expense items that are not specifically identified in the lists of examples, contractors may use their own good judgment to determine which cost categories apply; or they may refer the question to the Office of Job Corps for guidance.

a. **2110-OA/CTS, Page 1**

**Line 1-Personnel Expense:** The cost of personnel compensation (salary, benefits, bonuses) that is directly charged to the contract. Examples of positions typically covered include:

- **OA Staff**
  - Manager/Supervision (of OA Coordinators and AC)
  - Outreach/Admissions Coordinator
  - Admissions Counselor
  - Administrative/Secretarial/Clerical (assigned to support OA staff)

- **CTS Staff**
  - Manager/Supervision (of CTS Counselors/Coordinators, Placers)
  - CTS Counselors and Coordinators
  - Placement Specialist
  - Administrative/Secretarial/Clerical (assigned to support CTS staff)

**Line 2-Staff Travel/Training Expense:** Includes the cost of staff travel, per diem, and miscellaneous expenses in connection with work assignments that involve travel away from the work site. This category includes the types of expenses listed below.

- **Staff Travel:** Includes the cost for staff transportation, per diem, and miscellaneous expenses for work assignments and training.

- **GSA Vehicle Mileage Expense:** All GSA Vehicle mileage expense will be recorded in this line-item category, but the monthly rental charge will be charged to GSA Vehicle Rental.

- **Staff Training and Tuition:** Includes the cost of tuition and fees for staff training that has been determined to be beneficial for the operation and is job related. (Reimbursement to staff under an employer education policy will be charged as an employee benefit to the appropriate category of personnel expense.) Also includes the
cost of materials and services, such as trainers, rental of facilities and equipment, supplies, printing and duplicating, and contractual support.

**Other:** As determined by the contractor.

**Line 3—Facilities Expense:** This category includes all types of facility expenses, including those listed below.

- **Lease Cost (Rent):** Includes costs for leasing space or, if located at a Job Corps center, the prorated charge from the center for space, if applicable.

- **Facilities Maintenance:** Includes all charges for contracted maintenance, including materials, labor, and all supplies including any cleaning and janitorial supplies.

- **Utilities:** Includes the cost of all utilities paid at the facility (i.e., natural gas, electricity/heating oil, water, and sewage).

- **Other:** As determined by the contractor.

**Note:** If the OA and/or CTS facility expense being reported are incurred under the umbrella of a center operations contract and if the facility related expenses of the OA and/or CTS activities cannot be directly determined (via separate utilities metering, separate facility leases, etc.), the facility costs should be allocated pro rata based on number of full-time equivalent (FTE) staff assigned to each function (Center Operations, OA, CTS).

**Line 4—Media Advertising:** Includes the cost of media advertising/promotion, printing, and distribution of materials pertaining to the Outreach/Admissions or CTS/Placement effort. This category includes the types of expenses listed below.

- **Media Advertising:** Includes the cost of all advertising/promotions and the preparation of materials for the programmatic effort within the contractor’s area of responsibility. The term media is intended to include all forms of advertising, such as newspaper, magazine, TV, radio, etc. Newspaper expenses for staff help-wanted advertising is not charged to this category, but should be charged to Line 9 instead.

- **Printing of Materials:** Includes the cost of printing brochures, posters, and other necessary printed materials for public display or distribution to clients and client influencers.
Postage: Includes only the postage expense for distribution of printed materials as described above.

Other: As determined by the contractor.

Line 5-Indirect Administrative Expense: This line includes the contractor’s G&A expense at the rate specified in the contract or the current approved rate, whichever is lower. The total amount charged may not exceed the contract ceiling rate. On the 2110-OA/CTS, G&A expense should be accrued for amounts earned on other accruals (unvouched accounts payable) and be reported as Unvouched Reimbursable Expenses, Page 2, Section F, Column (b).

Note Concerning Indirect Cost Base: It is DOL’s preference that the base that is used to compute indirect costs consist NOT of total direct cost (TDC) but instead be comprised of a narrower base that is limited to Total OA/CTS Operating Expense net of indirect cost and fee. This would also exclude Equipment and GSA Vehicle Rental expense from the base. In effect, the recommended base for determining Line 5 Indirect Costs consists of the combined amounts for Lines 1, 2, 3, 4 and 8. This is to ensure consistency with the practices that are normally in force with respect to center operations contracts and to avoid indirect costs amounts that are skewed due to the tendency for “cost spikes or lumpiness” in pass-through allocations for equipment/furniture purchases. Contractors are expected to use this narrower base, if at all possible, in the indirect cost proposals that they submit to their cognizant agency (which is most often DOL). Exceptions will be allowed if it is not feasible for a contractor to utilize this narrower base due to the demands of its parent company or establishment of a TDC base in an indirect cost agreement that has already been finalized with a cognizant agency other than DOL.

Lines 6 and 7-Contractors Base and Incentive Fees: If any of the guidance below on the treatment of fee is in conflict with the particular terms of the contract, the contractual terms shall prevail. The guidance below is intended to describe the standard vouchering and reporting practices for the fee arrangement that is now in use for OA/CTS contracts, which provides for both base fees and incentive fees. Line 6 is used to report the cost of Base Fees earned per contractual terms. Line 7 is used to report the cost of provisional and earned Incentive Fees.

Line 6-Base Fee: For each contract year, the cost of a contractor’s Base Fee will be an equal monthly proration of the Base Fee stated or reflected in the contract for that contract year. If the contractor’s fee consists solely of Fixed Fee, then fee cost should be reported on Line 6 only, and the monthly costs
should be calculated in the same manner as for Base Fee.

**Line 7-Incentive Fee:** The cost of a contractor’s Incentive Fee is determined as follows:

Cost prior to final determination of amount earned: The exact amount of incentive fee that is earned for performance achievements during a contract year cannot be determined until two to four months after completion of the contract year. In order to mitigate cash flow hardships that would otherwise result from such a long lag-time, contractors are generally permitted to voucher provisionally for incentive fee during the performance of a contract year. The provisional monthly costs and billings of Incentive Fee prior to determination of final amount earned will therefore be an equal proration of the contractually stipulated Incentive Fee amount for average performance.

Cost adjustment/reconciliation upon final determination of amount earned: When the contractor is notified as to the exact amount of Incentive Fee that has been earned for performance during a recently completed contract year, the notification will specify by what amount the earned incentive fee is above or below the amount of the provisional payments that were made to the contractor. DOL staff are expected to complete the reconciliation of provisional fee to final amount earned and notify the contractor within three months after the completed contract year. The difference between provisional Incentive Fee payments and final amount earned will be treated as an adjustment to cost and billings in the succeeding contract year and reflected appropriately as such on the next available cost report and invoice that is submitted by the contractor. However, if performance of the contract has been fully completed, the adjustment to cost and billings will be reported and treated as post-termination activity.

The following is an example of expensing Base Fee, Provisional Incentive Fee, and Final Post-Contract Year Incentive Fee adjustment. In this example, the contract has been newly awarded and the fee amounts stipulated for the first contract year (which is exactly one calendar year in duration):

<table>
<thead>
<tr>
<th>Base Fee</th>
<th>$22,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Incentive Fee</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$30,000</strong></td>
</tr>
</tbody>
</table>

- In the first contract year, the monthly costs equal $30,000 divided by 12 months, yielding a monthly expense of $2,500.
Total fee costs and billings in Year 1 are $30,000, consisting of $22,500 base fee and $7,500 provisional Incentive Fee.

- In the first 2 months of the second contract year, the monthly fee costs and billings continue at $2,500. However, in the third month, the contractor is officially notified, via contract modification, that the final Incentive Fee earned, based on achievements in the first contract year is $8,500. The notification specifies that the final amount earned is $1,000 above the provisional amount billed and that the contractor should include the $1,000 fee increase on its very next voucher and should reflect the $1,000 of additional fee expense on Line 7 of its very next cost report. This adjustment process also includes a revised 2181-OA/CTS budget, increasing the Line 7-Incentive Fee amount by $1,000 for the current (second) contract year. The Incentive Fee expense reported in the third month of the second contract year would therefore be $3,500, or $1,000 above the provisional level of $2,500. Thereafter, monthly fee expense and billings would return to the provisional level of $2,500 for the duration of the second contract year.

- Note concerning liquidated damages: Liquidated damages assessments affect fee. Please refer to the later section that addresses liquidated damages.

**Line 8-Other Operating Expense:** Includes all operating costs associated with the OA or CTS functions that are not assignable to any of the above expense categories or to the GSA Vehicle Rental and Equipment expense categories. Other Operating Expense includes such items as:

- **Office Materials and Supplies:** General office supplies such as paper, pencils, paper clips, rubber bands, and ink cartridges.

- **Contracted Office Services:** Includes the cost of contractual services required for office administration, such as the cost of subcontracted duplicating and printing services.

- **Office Equipment Rentals:** Includes the rental cost of photocopying and IT equipment.

- **Office Equipment Maintenance:** Includes the cost for maintenance and repair of office equipment. Costs incurred under lease purchase agreements are considered rental costs.

- **Legal Services:** Includes the cost of legal services acquired for the
operation. Legal expenses relating to personnel matters or actions brought by employees against the contractor are corporate G&A expenses unless the contractor’s approved cost accounting standards provide for classifying these expenses as a direct cost to contracts. The charging of these costs to a federal contract is still subject to the allowability set forth in the applicable cost standards.

**Accounting Services:** Includes the cost of subcontracted accounting services acquired for the contract and corporate charges for service or equipment where corporate accounting practices, and the indirect cost agreement, require an allocation to direct cost and the allocation of costs is in agreement with the business management proposal submitted for operation of the contract. Since there is no specific contract requirement, audits performed by public accounting firms are not an allowable cost. A corporate audit, which as part of its “tests” audits a portion of a specific contract, is considered to be a corporate G&A expense.

**Miscellaneous Administrative Expense:** Includes the cost of miscellaneous supplies and services required in the operation, such as the following: Consumable supplies such as paper towels, toilet tissue, soap, etc., or any miscellaneous administrative expenses outside the definitions of office supplies and services.

- Packing, handling, and shipping cost to transfer excess property to or from a holding facility, if applicable.
- Gross receipts tax, sales tax assessments, and penalties and interest charges resulting from tax assessments. When the contractor is forced to pay these costs, they should be paid “under protest.”

**Local Telephone Service:** Includes the cost of local telephone service – basic monthly service, equipment lease costs, any message unit charges, access charges, and taxes.

**Cell Phones and Pagers:** Includes the cost of cell phone and pager services.

**Long-Distance Calls:** The cost of long distance calls placed through the Federal Telephone System (FTS) will not be charged to the center, but will be charged to DOL. Costs that should be reported on this line will be those for incoming collect, long-distance calls and long-distance calls which, for any reason, cannot be placed through FTS.

**Telephone Service Charges and Communications Equipment Rental**
Charges: Includes the cost of service for telephone equipment changes, repairs, and the installation of additional telephones and related equipment, and the cost of facsimile or other communications equipment rental and maintenance.

Postage: The cost of postage or expedited services such as Federal Express, and postage meter rental and maintenance.

Court Fees: The costs of obtaining court checks of applicants.

Other: As determined by the contractor.

Line 9-Total OA or CTS Operating Expense: Total of Lines 1 through 8.

Line 10-Equipment/Furniture Expense: Includes costs for purchase of NON-EXPEND-ABLE PERSONAL PROPERTY.

Line 11-GSA Vehicles Rental: Includes GSA monthly/daily charges and charges for damage to vehicles. This category does not include GSA mileage charges, which instead should be assigned to Line 2-Staff Travel/Training Expense.

Line 12-Total OA or CTS Expense: This is the sum of amounts in Lines 9, 10, and 11.

b. 2110-OA/CTS, Page 2

Lines 1a, 1b, 1c-OA Expense: These lines provide a highly summarized representation of the OA expense detail provided in Page 1, Section H. The OA expense totals on Page 1, Section H, Line 12 are broken out into two subcategories that are commonly used in the estimated cost clauses of OA contracts. These subcategories consist of:

Line 1a, OA-Reimbursable: This subcategory incorporates all OA line-items on Page 1 except for line-items 6 and 7, which are used for fee. The reimbursable line-items therefore consist of Lines 1-5, 8, 10, and 11.

Line 1b, OA-fee: This subcategory totals the amounts on OA Lines 6 and 7, on Page 1.

Line 1c, Total OA Expense: This line-item totals the amounts on Lines 1a and 1b. The amounts on Line 1c will also equal the Line 12 OA total on Page 1.

Note: This expense category equates to C1-
Outreach/Admissions in the internal DOL AAPP/FOP FMS.

Lines 2a, 2b, 2c-CTS Expense: These lines provide a highly summarized representation of the CTS expense detail provided in Page 1, Section I. The CTS expense totals on Page 1, Section I, Line 12 are broken out into two subcategories that are commonly used in the estimated cost clauses of CTS contracts. These subcategories consist of:

Line 2a, CTS-Reimbursable: This subcategory incorporates all CTS line-items on Page 1 except for line-items 6 and 7, which are used for fees. The reimbursable line-items therefore consist of Lines 1-5, 8, 10, and 11.

Line 2b, CTS-Fee: This subcategory totals the amounts on CTS Lines 6 and 7, on Page 1.

Line 2c, Total CTS Expense: This line item totals the amounts on Lines 2a and 2b. The amounts on Line 2c will also equal the Line 12 CTS total on Page 1.

Note: This expense category equates to C2-Career Transition Services in the internal DOL AAPP/FOP FMS.

Line 3-Student Transportation/Meal Allowances: This line-item is used in stand-alone OA/CTS contracts only. If the OA/CTS services have been included under an umbrella center operations contract, the Student Transportation/Meal Expense are to be reported and entered in the center’s overall 2110 and not in the subsidiary 2110-OA/CTS. Otherwise, for stand-alone OA/CTS contracts, this Line 3 on Page 2 should include the costs of government-furnished inter-city travel (including prescribed meal allowances), such as travel associated with new enrollee arrival or travel home upon separation.

Note: This expense category equates to D-Transportation in the internal DOL AAPP/FOP FMS.

Line 4-Other Expense (Non-OA/CTS): This line-item is used in stand-alone OA/CTS contracts only. If the OA/CTS services have been included under an umbrella center operations contract, the Non-Standard Expenses are to be reported and entered in the center’s overall 2110 and not in the subsidiary 2110-OA/CTS. Otherwise, for stand-alone OA/CTS contracts, this Line 4 on Page 2 should be used only if non-OA/CTS expenses have been specifically funded in the OA/CTS contract.

Note: This expense category equates to S-Support in the internal
DOL AAP/FOP FMS.

D. JOB CORPS OA/CTS FINANCIAL REPORT (2110-OA/CTS)

1. Purpose

The Job Corps Outreach and Admissions (OA) and Career Transition Services (CTS) Financial Report, 2110-OA/CTS, is used by contractors whose contracts provide for OA and/or CTS functions. This includes both stand-alone OA/CTS contracts and center contracts that have been funded to provide OA and/or CTS services. The report is used to provide monthly information on accrued expenses and other pertinent data necessary to analyze cost trends and cost-effectiveness, with a sharp focus on the current contract year.

2. Originators

These reports are prepared and submitted by organizations that have a DOL contract to furnish Job Corps OA and/or CTS services.

3. Time Frames

a. Contract Years

It is a required practice to segment the performance period of an OA/CTS contract into “contract years.” It is desirable that each contract year have a duration of one full calendar year (365 days or 366 days, depending on leap year).

• A Contract Year May Not Exceed One Full Calendar Year: The technical parameters of the FMS system do not allow any contract year to have a duration that exceeds one full calendar year.

• A Contract Year May Be of Lesser Duration: FMS does permit a contract year to be of lesser duration than a full calendar year. This is to accommodate certain exigencies. A typical example of this would be a unilateral contract extension (usually of about four months duration) that is issued to provide continuity of operations after the final option year contained in the original contract. In this situation, the extension should be treated as a new contract year.

Note: If it becomes necessary to issue further contract extensions, these extensions should be incorporated into the contract year that was established via the original extension, provided that the total new contract year duration does not exceed a full calendar year.

b. Reporting Periods
The reports will display line-item costs for the:

- Current month
- Cumulative costs incurred to date during the current contract year (Years 1, 2, 3, 4, 5, 6, or 7, whichever is in effect at the time)
- Cumulative costs incurred to date from the inception of the contract (i.e., from the first day of the contract performance period)

The 2110-OA/CTS report normally displays data for a full calendar month. However, if a contract begins on a date other than the first of the month, the first report will report costs for the period from the contract beginning through the end of the first calendar month.

If a contract year ends on a day other than the last of the month, it will be necessary to submit a 2110-OA/CTS report for the portion of the month which ends on the final day of the contract year as well as a second form 2110-OA/CTS report for the portion of the month that falls within the next contract year. For example:

- The contract year begins March 15, 2011 and ends March 14, 2012. In March 2011, the only costs to report are for the period March 15 through March 31, and a report will be submitted reflecting actual and budgeted expenses for only this period. In March 2012, two reports must be submitted.

- The first report will cover the period March 1 through March 14, 2012, and the period ending date would be reported as March 14, 2012. Only the following will be reported.

- Page 1, Column (a) will report actual, only for the period through March 14. All other columns will display budget and actual through March 14.

- The second report for the month will constitute the initial report of the new contract year and in the “current month” columns, will report expense during the period of March 15 through March 31.

4. Reporting After Contract Expiration

When a contract expires, it is of course necessary to submit a fully detailed 2110-OA/CTS report with a report period ending date that coincides with the contract expiration date. Thereafter, the monthly reporting requirement for the contract continues until all undelivered commitments and unvouched accounts payable are liquidated. It is necessary to continue to submit 2110-OA/CTS reports until financial activity under the contract has ceased. However, such post-expiration 2110-OA/CTS reports that are submitted for subsequent periods need not contain or reflect the
annual budgets, the planned expense-CYTD, or the variance data that normally appear on Page 1 of the 2110, columns (b), (c), (e) and (f).

If there is no financial activity in a month, only a completed Page 1 must be submitted, and should be noted “NO ACTIVITY” in block C1, on Page 1 of the 2110-OA/CTS report. The “Period Ending” will always be shown as the current reporting month, not the month in which the contract expired.

After liquidation of all obligations, no further reports are required on an expired contract until closeout. This last report should be marked “FINAL-PENDING CLOSEOUT” in block C1 on Page 1 of the 2110-OA/CTS report. If there are adjustments to costs that need to be reported when the contractor submits its formal closeout package to DOL, a final 2110-OA/CTS report must be submitted in FMS to reflect any changes to costs. This report should be marked “FINAL/CLOSEOUT” in block C1 on Page 1 of the 2110-OA/CTS report; and the date entered in block C on Page 1 of the 2110-OA/CTS report should be on or a few days before the submittal date of the contractor’s closeout package.

5. **Accrual Reporting**

Costs reported on the form 2110-OA/CTS must always be on the accrual basis, i.e., the cost of materials and services received, regardless of when the purchases are made or when invoices are received or paid. Many costs are not normally invoiced promptly and it is therefore important that all such charges, including earned but unpaid salaries and payroll related costs, be accrued so that reported costs include all incurred expenses.

Earned but unpaid leave will not be accrued, reported as expense, nor vouchered. Earned leave that is paid when an employee terminates will be reported as personnel expense when paid and will be vouchered at that time.

6. **Error Corrections**

A corrected report for a given month may be submitted, but only if the report for the following month has not yet been submitted. Otherwise, any adjustments made to correct erroneous information on past reports (contract to date adjustments) will be reflected in the current month’s expenses; and the adjustment must be explained in the Variance exceptions/Comments section. Errors are always to be avoided, of course, but it is particularly important to ensure that reports submitted for the ending dates of contract years are as free from errors as possible.

7. **Preparing and Submitting the 2110-OA/CTS Report**

Contractors submit their 2110 reports using DOL’s web-based FMS that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered each month and
which ensures consistency and accuracy in internal mathematical operations that are present in the report. Contractors may obtain detailed guidance and training on FMS procedures for entering and submitting 2110 reports from JCDC representatives.

With respect to time-frames for the submittal of monthly 2110 reports, contractors must prepare and submit them into FMS by no later than the 10th of the month following the reported month.

8. **Descriptions and Definitions of 2110-OA/CTS Data Items**

Detailed instructions and guidance for entering 2110-OA/CTS data into FMS is available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110-OA/CTS data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110-OA/CTS report when it is viewed in its printable output form.

**2110-OA/CTS, Page 1**

A. **Contract Scope:** If the report is for OA and/or CTS expense that is funded under a center contract, this is the name of the center. If the report is for a stand-alone OA and/or CTS contract, this is the geographic area covered by the contract.

B. **Contractor Name:** This is the name of the contractor.

C. **Report Period End Date (Month, Day, Year):** This is the last day of the calendar month for which the report is being prepared. The date will be for the current month even if the report is for an expired contract. The only exception will be for contracts which end on any day other than the last day of the month, as discussed in the previous section on time frame.

D. **Contract Number:** This is the DOL identification number of the contract for which data is being reported.

E. **Latest Contract Modification Number:** This is the number of the latest contract modification signed by the Contracting Officer that was effective during the reported period.

F. **Contract Duration:** These are the inclusive dates of the contract performance period, consisting of the contract inception/effective date and the current contract expiration date.

G. **Contract Period-Current Contract Year:** These are the inclusive dates of the current contract year, consisting of the beginning date and the ending date of the current contract year.
H. **OA Expense**: Section H contains data if the contract is funded for OA services.

**Approved Budget Number**: This is the number of the latest approved budget submission, Employment and Training Administration (ETA) 2181-OA.

I. **CTS Expense**: Section I contains data if the contract is funded for CTS services.

**Approved Budget No**: This is the number of the latest approved budget submission, ETA 2181-CTS.

**H and I Columnar Instructions**: The following are descriptions and definitions for entries in Sections G and H in Columns (a) through (g).

**Expense Categories Column**: See the Cost Category Section of this appendix for definitions.

**Current Month Actual (a)**: This column displays the actual net expenses for the current month for each expense category.

**Budget for this Contract Year (b)**: This column displays the budgeted amount for the entire contract year for each expense category as shown on the latest approved 2181 budget. If a submitted budget at the beginning of a contract has not yet been approved, the submitted budget amounts will be used since no other budget is available.

**Planned-CYTD, Pro rata (c)**: These amounts are prorated by a factor that is calculated as follows: Days from Start of Contract Year through End of Report Period divided by Days in Full Contract Year.

**Actual Expense-CYTD (d)**: This column displays the actual net expense that has accumulated since the beginning of the current contract year.

**Variance (e)**: This is the difference between CYTD planned expense versus actual expense (computed as Column c less Column d). If the actual expense exceeds the budget (an overrun), the variance is in brackets (negative variance).

**Variance Threshold (f)**: This column displays the variance thresholds that, if exceeded (plus or minus), require the center operator to enter narrative explanations and corrective action plans that will appear starting on Page 5 of the 2110 report. The variance threshold amounts are calculated in accordance with the formulas discussed in the earlier section on Display and Evaluation of Variances.
Cumulative Expense From Inception (g): For each expense category this is the actual net expense that has accumulated since the very beginning of the contract.

J. Signature of Authorized Contractor Representative: This block shows the name of the authorized contractor representative who is submitting the 2110 to DOL via the FMS. The signature line is reserved for use when the necessary e-signature technology can be applied.

### 2110-OA/CTS, Page 2

Page 2 is fully completed for stand-alone OA and/or CTS contracts. However, for center contracts that have OA and/or CTS funding, partial information will appear in Sections E and F, and no information will appear in Section G (Voucher Data). The omitted data for center operations contracts appears instead on Pages 3 and 4 of the 2110 report that is prepared for the umbrella center operations contract.

A. **Contract Scope:** Same as Page 1, Block A.

B. **Contractor Name:** Same as Page 1, Block B.

C. **Period End Date:** Same as Page 1, Block C.

D. **Contract Number:** Same as Page 1, Block D.

E. **Net Contract Actual Expense-All Categories:** The following are descriptions and definitions for entries in columns (a) through (d) in Section E.

**Note:** In Section E, expense categories 3 (Student Transportation) and 4 (Other Expense/Non-OA/CTS) are left blank if the 2110-OA/CTS report applies to OA/CTS activities funded under an umbrella center operations contract.

**Expense Categories Column:** See the Cost Category Section of this appendix for definitions. Please note that Line 1c and Line 2c are carry forwards of the Line 12 OA and CTS totals entries on Page 1.

**Current Month (a):** This column displays the actual net expenses for the current month for each expense category.

**Contract Year to Date (b):** This column displays the actual net expense that has accumulated since the beginning of the current year.

**Cumulative through Prior Year (c):** This column displays the Cumulative Costs From Inception (d) reported through the end of the prior contract year. In the first year of the contract this column will be blank.
**Cumulative Expense From Inception (d):** For each expense category, this column displays the actual net expense that has accumulated since the very beginning of the contract. Current Month Actual is added to the Cumulative Expense From Inception data from the preceding month. In the very first month of the contract, this will be the same amount reported as Current Month Actual (a).

**Column Totals (Line 5):** Column totals for Lines 1 through 4 in Section E are displayed on Line 5.

**F. Contractor Obligations:** This section reports the status of contractor obligations for the full contract period to date, in relationship to contract funding (also referred to as “funds available”) and value (also referred to as “estimated cost”). This information is supplied, as applicable for OA expense, CTS expense, Student Transportation Expense, and any other Non-OA/CTS expenses that are funded in the contract.

Please note that, in Section F, Expense Categories 3 (Student Transportation) and 4 (Other Expense/Non OA/CTS) are left blank in those 2110-OA/CTS reports that are prepared for OA/CTS activities funded in an umbrella center operations contract.

The following are descriptions and definitions for entries in columns (a) through (i) in this Section F:

**Vouchered Reimbursable Expenses (a):** The amounts in column (a), for each applicable expense category represent the total amount of all vouchers submitted to DOL for payment for the contract to date, including the voucher prepared for the reported month. Please refer to the discussion of vouchering criteria in a previous section.

**Unvouchered Reimbursable Expenses (b):** The amounts in column (b), for each applicable expense category represent the current total of all reimbursable amounts due the contractor, but not yet submitted on a voucher. Examples follow:

- Invoices paid but not included on a voucher because of early cut-off.
- Indirect Administrative Expense accrued on Unvouchered Accounts Payable accruals.
- Accounting errors that omitted items from the voucher.
- Amounts that exceed the amount of funds available in the contract as per discussion of vouchering criteria contained in Section E.
Unvouchered Accounts Payable (c): The amounts in column (c), for each applicable expense category represent the current total of all accruals as per the discussion of accrual reporting contained in a previous section.

Undelivered Commitments (d): The amounts in column (d), for each applicable expense category represent the current total of the value of all undelivered goods and services for which the contractor has made commitments, but has not yet received the material or service. This is simply the total of all open purchase orders. These are firm commitments only and therefore do not include total blanket purchase orders, but do include orders placed for current delivery against such open or blanket purchase agreements. Do not report subcontracts or long-term equipment or facility leases.

• It is essential that all commitments to each contract be shown accurately so that users of this report will receive reliable information on the status of contractor obligations. When a contract expires, only the commitments made before the expiration of the contract may be paid from that contract. Excess funding is removed from the contract by the Contracting Officer based on amounts reported as Total Contractor Obligations.

• If payments are made by the contractor after the expiration of the contract for the cost of unrecorded commitments, the contractor must be able to document that the firm commitments were made prior to contract expiration. An auditor may recommend disallowance for costs where the commitment date is questionable.

Total Obligations (e): The sum of the previous four columns (a through d) represents the total obligations of the contractor.

Note: It is particularly important that the total obligations (and constituent parts) be reported accurately in the 2110-OA/CTS data submitted upon contract expiration. This is in view of the normal DOL practice to remove excess funding from an expired contract based on the difference of Actual Funding minus Reported Contractor Obligations. At the same time, DOL procurement officials are cautioned to avoid the unnecessary administrative burdens that often result from hasty de-obligations of unvouchered funds which will later be needed to cover a contractor’s unvouchered reimbursable expenses, payables, and its undelivered commitments.

Total Contract Funding (f): The amounts in Column (f), for each
applicable expense category represent the current total contract funding as stated in the contract Summary of Funds Available clause, per the most recent contract modification that was effective prior to the end of the reported period.

Percent of Funding Obligated (g): These percentages are calculated by dividing the Total Contract Obligations, Column (e), by Total Contract Funding, Column (f).

Contract Value (h): The amounts in Column (h), for each applicable expense category, represent the current total contract estimated cost as stated in the contract Estimated Cost and Fixed Fee clause, per the most recent contract modification that was effective prior to the end of the reported period.

Percent of Value Obligated (i): These percentages are calculated by dividing Total Obligations, Column (e), by Contract Value, Column (h).

Percent Contract Completed (i): The percentage figure in the cell below Line 4 is provided as a basis of comparison with the percentages of contractor obligations versus contract value. The percentage value in this cell is calculated by dividing the number of days from the inception date of contract through report period end date by the number of days from the start date of the contract through the current expiration date of the contract.

G. VOUCHER DATA: This section is to be completed only for stand-alone OA and/or CTS contracts. This section reports information that identifies any discrepancies between certain data on the 2110-OA/CTS report and data appearing on the voucher submitted by the contractor for the end of the same period being reported on the 2110-OA/CTS report. In the title box of this section G, the contractor’s identifying number of the voucher submitted for the end of the reported period is supplied, along with the contractor’s signature date on that voucher.

Cumulative Vouchered Under This Contract (Line 1): The amount on Line 1 represents the contract to date total amount that has been vouchered as of the voucher identified above.

Difference with Reimbursable Expense (Line 2): The amount on Line 2 represents any difference between the amount entered in Line 1 in this section, and the amount entered in column (a), Line 4, of Section F.

Explanations: Any differences reported on Line 2 must be explained in the space provided.
H. RECONCILIATION OF CONTRACT VALUE WITH EXPENSE AND PLAN DATA: This section provides for the identification of any inconsistencies between (a) the official contract estimated cost for OA and/or CTS expense and (b) data contained in the 2110 report. The following are descriptions and definitions of data appearing in this Section H:

Line 1- Cumulative Cost Through Prior Year: For OA expense, this is the same amount shown for OA in Section E, Column (c). For CTS expense, this is the same amount shown for CTS in Section E, Column (c).

Line 2- Annual Budget for Current Year: These are the OA and CTS totals from page 1 that are contained in Column (b).

Line 3- Implied Contract Value: These amounts are calculated as the sum of entries in preceding Lines 1 and 2. In the framework of data contained in the 2110-OA/CTS report, these are the expected cumulative OA and CTS expenditures through the current contract expiration date.

Line 4- Contract Value per Latest Mod: This is the total current estimated cost for OA expense and CTS expense as stated in the contract Estimated Cost clause for the full contract period as per the latest contract modification.

Line 5- Variance (Line 3 less Line 4): This is the variance between the official contract estimated costs for OA/CTS expense and the cumulative spending targets reflected in the 2110 report. Variances greater than $1,000 need to be reconciled either by revising the 2181-OA/CTS budgets for the current contract year or by seeking a contract modification from DOL to amend the estimated cost.

I. PLANNED CONTRACT YEAR WORKLOAD AND ACTUAL WORKLOAD TO DATE: Percent of Year Completed. This is computed as days elapsed from start of Current Contract Year through the end date of the report period divided by the number of days in the contract year and expressed as a percentage.

OA Goals and Performance:

• Contract Year Arrival Goal: This is the contractual goal for arrivals this contract year.

• Actual Arrivals to Date: This is the number of arrivals achieved in
this contract year through the end of the reporting period. This is also expressed as a percent of the annual goal.

CTS Workload - Planned/Actual:

- **Contract Year Plan - New Assignees:** For both graduates and former enrollees, this is the contractual workload in terms of new individuals who will be assigned to the contractor for CTS services during the contract year.

- **Actual New Assignees to Date:** This is the number of new graduates and former enrollees who have been assigned to the contractor for CTS services since the start of the current contract year through the end date of the reporting period. This is also expressed as percentages of the annual assignee workloads.

### 2110-OA/CTS, Page 3

A. **Contract Scope:** Same as Page 1, Block A.

B. **Contractor Name:** Same as Page 1, Block B.

C. **Period Ending (Date):** Same as Page 1, Block C.

D. **Contract No:** Same as Page 1, Block D.

E. **VARIANCE EXCEPTIONS/CONCERNS:**

This section automatically identifies each line-item on Page 1 where actual expense differs from planned expense by a significant margin (referred to as the variance threshold). Other reportable anomalies from Page 2 are also automatically identified. For each Page 1 Line-Item Variance or other anomaly that is listed, there is a block that shows the dollar amount of the variance/anomaly, along with blocks in which preparers of the 2110-OA/CTS report are required to supply both reasons for and the resolutions of these variances and anomalies. The following guidance and advice is provided to those who formulate the reason and resolution statements:

**Reasons:** The Reason Block is used to explain the cause of the variance or anomaly and its present and future impact on contract costs and program performance. The reasons for many variances and anomalies cannot be determined solely by finance staff. Input should normally be sought from appropriate Program Managers. The discussion of the reasons for a variance should be brief, but clearly stated so that they can be understood by a reviewer not aware of specific conditions that have affected contract performance.
Resolutions: The Resolutions Block is used to briefly explain the action that has been taken or is planned to be taken to correct or resolve the variance or anomaly. Preparers are advised that simple repetition of resolution statements from month to month suggest that the planned actions are either ineffective, inappropriate, or are not being implemented. If no action is possible, it should be noted and explained.

E. CONTRACTOR VOUCHERING CONSIDERATIONS

If any of the guidance below on vouchering is in conflict with the particular terms of a center contract, the contractual terms shall prevail. The guidance below is intended to describe the standard vouchering practices now in use for center operations contracts and should be followed to the extent not contradicted by specific contractual terms.

Vouchering by center contractors that have been funded for OA/CTS functions is governed by the provisions of Appendix 502. The following guidelines are therefore addressed to contractors that have stand-alone OA and/or CTS contracts:

1. Basic Parameters

Vouchers submitted for payment by contractors must include only those amounts actually paid by the contractor and amounts earned by and due to the contractor (indirect administrative expense and fee). The requirement for payment of costs before vouchering are considered met if all of the following conditions exist:

- Contractor has received the material or service.
- An invoice has been received.
- The contractor has paid or has begun processing documents for payment.

2. Frequency of Vouchering

Contractors may normally submit vouchers no more than twice a month. The first voucher will cover the first of the month through the 15th; and the second voucher will cover the 16th through the end of the month. The amounts reported as Vouchered Reimbursable Expense on Page 2 of the 2110-OA/CTS must agree with the month-end vouchers.

3. Special Considerations

The following considerations also apply to vouchering by OA/CTS contractors:

- The amount vouchered may not exceed the funds available in the contract. Due to this particular restriction on vouchering by contractors, it is important that DOL staff and officials prepare incremental contract funding actions in a timely and accurate manner.
- All salaries and fringe benefits earned during the month, whether paid or
unpaid at month end, other than unpaid leave, will be accrued and reported as expenses and may be vouchered. Unpaid leave is not to be vouchered, accrued, or reported as expense.

- GSA vehicle expense (mileage-Motor Vehicle Expense, and monthly amortization charge-GSA Vehicle Rental) charges tend to be late in billing, and both charges must be accrued and the costs reported but not vouchered until the above-stated conditions for vouchering have been met.
- Base/Fixed Fee and Incentive Fee is vouchered and expensed as explained in the earlier description of Lines 6 and 7.
- Prior payment requirements do not apply when the contractor is a Small Business Concern, FAR 52.216-7(c). Nonetheless, the cost of undelivered commitments is not billed, nor can accrued leave be billed.
- Vouchers may continue to be submitted after expiration of the contract as circumstances warrant (late billings submitted to and paid by contractor, adjustments for incentive fees, and so forth). Post-expiration vouchers that are submitted prior to formal contract closeout (which cannot occur until final indirect cost rates have been determined) should be marked: INTERIM FINAL PENDING CLOSEOUT.

4. Formats and Information Required

- Contractors will submit, to the Regional Office only, an original plus two copies of the voucher claiming reimbursement for provisional payment.
- The voucher will be prepared on SF 1034.
- Month-end vouchers must reconcile exactly to the 2110-OA/CTS report which is submitted for that month.
- The voucher must be accompanied by a backup sheet to substantiate certain data.
- Provided as Exhibit 5-15 is a sample of a completed voucher, SF 1034, including instructions for its preparation. Exhibit 5-16 provides an example of the required back-up sheet.

5. Advance Payment Arrangements

Some contractors are eligible to receive advance payments. Those who elect advance payments will receive them in the form of draw-downs from the Health and Human Services Payments Management System (HHS-PMS). Instructions for draw-downs will be provided from the Regional Office.

F. LIQUIDATED DAMAGES

1. Assessment Amounts

As a means to promote program integrity and to ensure that Job Corps students receive the services for which DOL expends public funds, DOL shall assess contractors for liquidated damages for misreporting of student achievement data. The
amount of the assessment for each instance of verified misreporting of OA/CTS related accomplishments will be based on the following schedule:

- Invalid Placement Credit: $750 for each instance.

2. **JFAS-AAPP/FOP Considerations**

The cognizant Regional Office is responsible for promptly notifying the National Office to enter a liquidated damages assessment in the JFAS-AAPP/FOP system as a planned estimated cost reduction.

3. **Contract Modification**

The cognizant DOL Contracting Officer is responsible for promptly preparing a contract modification that reduces the fee contained in the estimated cost clause by the amount of the liquidated damages assessment.

4. **Recovery From Contractor Fee**

DOL will recover liquidated damages assessments through reductions in contractor fee. Upon receiving a fully executed contract modification that contains an assessment for liquidated damages, a contractor shall:

- Post the liquidated damages amount as a negative expense in the Fee line item in its Current Year Center Operations budget so that it is reflected in the very next 2110-OA/CTS cost report due from the contractor. If the contract has Fixed Fee only, the negative expense (credit) is posted in the Base/Fixed Fee line. If the contract has Base Fee and Incentive Fee, the negative expense (credit) is posted in the Incentive Fee line-item.

- Duly incorporate the negative fee expense (credit) into the very next invoice that is submitted by the contractor for reimbursement of costs under the contract.

**Note:** Concerning Repayment for Lost or Damaged Government Property: This same mechanism for re-payment via fee reduction may be employed by DOL to obtain reimbursement from a contractor for government property that the contractor causes to be lost or damaged, or is deemed liable for loss or damage.

5. **Data Correction**

The cognizant Regional Office is responsible for promptly notifying the Office of Job Corps and the Job Corps Data Center to remove invalid Placement credits from the Outcome Management System(s) (OMS). A credited placement that has been found to have been misreported by a CTS provider would lead to the removal of the student from the placement pool of both the CTS and the center OMS report cards. Both scenarios hold true whether the center operator and the CTS provider are
separate, or one and the same.

6. **Good Faith Errors**

Contracting Officers, after consulting with appropriate DOL Job Corps officials, are permitted to exercise discretion and not assess liquidated damages in cases where it appears that the data misreporting is most likely due to a good faith error. Another mitigating circumstance might be cases where data was erroneously recorded but the student outcome was likely achieved.

Contracting Officers may also, after consulting with appropriate DOL Job Corps officials, exercise discretion and not assess liquidated damages in cases where liability for government property has been determined and where a good faith error occurred.

7. **If Fraud is Suspected**

When a DOL official or staff member becomes aware of apparent fraud by a center operator or others, the matter should be reported or disposed of by using established channels and procedures.

**G. JOB CORPS OA and CTS BUDGETS (2181-OA, 2181-CTS)**

1. **Scope**

This section applies only to the treatment of OA and CTS costs. This applies to stand-alone OA/CTS contracts and also includes OA/CTS funds that have been added to center operations contracts.

2. **Purpose**

This section provides instructions for the development and presentation of line-item budgets of OA expense and for CTS expense. Line-item budgets are needed for each year that a contract is in place, including option years. The guidelines in this section cover the initial development of line-item budgets as well as procedures for their subsequent revision. The line-item budgets are intended to facilitate financial management and control by providing a detailed breakout of both OA and CTS costs that are summarized in the estimated cost clause of the contract.

3. **Overview of Requirements**

   a. **Formats and Method of Preparation and Submittal**

The 2181 is prepared and submitted via entry of data in the FMS and used to display approved or proposed line-item budgets for:
b. **Time Frames**

OA/CTS contracts normally last five to seven years, with the final three or four years being option years that are primarily contingent on the demonstration of satisfactory contractor performance.

- **Contracts with Two-Year Base Periods:** During the first year of the contract, budgets are prepared and maintained for the “Current” Year (Contract Year 1) and the “Next” Year (Contract Year 2). Both budgets are reviewed and approved as a “set” until the end of the first year. As Year 1 is closed and Year 2 begins, what had been the Next Year budget in Year 1 becomes the “Current” budget for Year 2. At that time, it is required that a new Next Year budget be prepared for Contract Year 3. This pattern is maintained for the life of the contract.

- **Contracts with Three-Year Base Periods:** The requirements are essentially the same as for contracts with two-year base periods, except during the first contract year. During the first contract year (and only during the first contract year), it is necessary to maintain an additional 2181 covering the 3rd contract year (which is referred to as base-year three).

c. **Current Year Line-Item Budgets**

An approved line-item budget (2181-OA and/or 2181-CTS) must be in place for the current contract year. Data from the approved 2181(s) covering the current year of the contract is used in the 2110-OA/CTS cost reports during that year of the contract.

It should be noted that the 2181 does not call for the display of “historical” cost data on a line-item basis. The intent is to focus attention primarily on the current year. However, it is necessary to account for prior years’ spending on a bottom-line basis within the 2181 in order to provide reconciliation of data between the 2181 and the estimated cost clause in the contract.

d. **Next Year Estimates and Base-Year Three Estimates**

Next Year Estimates: Form is used to maintain an updated “next year” line item budget for the next contract year that remains in the contract. This is to ensure that an agreed-to 2181 budget is in place immediately at the start of the next contract year. Whenever the current year budget is being revised, it is
f. **AAPP/FOP**

The acronym AAPP/FOP stands for Annual Advance Procurement Plan/Financial Operating Plan and refers to the previously described JFAS system of the DOL-Office of Job Corps that is used for planning and controlling the allocation of budgetary resources. Regional offices must adhere to current internal guidelines when reviewing and considering budget increases at contract centers and formally approve only those that are within AAPP/FOP levels. If a proposed current year or “next year” increase is in excess of the AAPP/FOP levels that have been established for the contract, the Region must request and obtain the appropriate AAPP/FOP adjustment from the National Office before the increase can be included in a formal contract modification. As indicated in an earlier section, OA/CTS contractors further necessary: (1) to identify any adjustments that are of an ongoing nature (e.g., permanently deleting or adding workload); (2) to accurately calculate the impact of such changes on the budget for the next contract year; and (3) to revise the form 2181 line-item budget for the next contract year accordingly.

**Base-Year Three Estimates:** This requirement applies only to contracts that have three base years. While a contract with three base years is in its first contract year, it will be necessary to maintain a “Base-Year Three” line-item budget. This is to help identify any situations where a change in the estimated cost of the contract needs to be considered as a result of ongoing changes that occur in the first contract year. There is no need to maintain a “Base-Year Three” line-item budget after the end of the first contract year. When the second contract year begins, the “Base-Year Three” budget becomes the “Next Year” budget.

e. **Estimated Cost Clause**

The budgetary information on the approved form 2181 that is in place for the current year must be kept in agreement with the amounts shown for OA and/or CTS within the estimated cost clause of the contract. If a contract modification is issued that changes (up or down) the total OA and/or CTS cost, a revised set of 2181’s (current year plus next contract year and base-year three, if applicable) should be prepared and approved as soon as possible after issuance of a contract modification. Conversely, if the Regional Office approves a change in the 2181 that affects the cumulative amount of center operating costs, then a contract modification to revise the estimated cost clause is also needed. The key point made in this section is that the financial data in form 2181 and the data in the estimated cost clause should be kept in agreement. If these documents come into disagreement, steps should be taken to resolve the discrepancy and put them back into agreement.
are entitled to receive or be given access to copies of their respective JFAS data reports and should thus be able to determine whether a proposed contract budget change will likely first require a funding approval within the AAPP/FOP.

g. **Underrun Rollovers**

At the end of a contract year, if a net cost underrun is reported, DOL may approve the contractor’s retention of some or all of the underrun amount by rolling it over and adding it to the operating budget for the next contract year. Rollovers will normally be limited to an amount equating to five percent of the annual operating budget for the year just ended or $100,000, whichever is less. This underrun-rollover process is intended to provide contractors with a reasonable measure of flexibility in the timing of purchases and expenditures, to provide resources for payment of staff bonuses earned on the basis of good performance in the just-ended contract year, and to avoid wasteful administrative effort that might result from a rigid requirement for DOL to recover all underrun amounts, regardless of immateriality. The following are general limitations and ground rules for underrun rollovers:

1. The Job Corps National Director, in consideration of overall budgetary conditions, may reduce the rollover limits stated in the preceding subsections, even to the extent of eliminating all rollovers. Such reductions in rollover limits will be promulgated in writing in the form of a Job Corps Information Notice.

2. With respect to treatment of rollovers in the JFAS-AAPP/FOP system, there are default mechanisms that automatically provide for the approval of the maximum rollover amount that is consistent with current limitations and requirements.

3. DOL may consider and approve individual exceptions to the above rollover limits if warranted by special circumstances, such as contractor errors of material dimensions being made in year-end 2110-OA/CTS reports. If a contractor believes that a year-end rollover should be approved in a higher than normal amount, it should prepare and submit a request and justification to its cognizant regional office that can be endorsed and forwarded to the Job Corps National Office for consideration and response. If approved, this request will result in the processing of appropriate AAPP/FOP changes. DOL will strive to address and resolve such requests within two weeks of receipt.

4. Any portion of a contract year-end underrun that is not approved for rollover will be returned to DOL via contract modification that implements a net reduction in the estimated cost of the contract.
h. Treatment of Overruns

If a net cost overrun is reported at the end of a contract year and contract performance continues into a new contract year, the JFAS-AAPP/FOP system contains default mechanisms that provide an automatic offset to the overrun via a reduction in the AAPP-approved operating budget for the following contract year. These are internal transactions that have zero net impact on the AAPP-approved estimated cost of the contract. If a contractor believes that a year-end overrun should be instead resolved or covered through a funding increase (to avoid harmful spending reductions in following contract year), it should prepare and submit a request for budget adjustment. For procedural guidance, refer to the later section that is captioned: Requesting a Budget Adjustment.

Note: Contractors are reminded to be aware of and to comply with any contract clauses that require them to provide DOL with timely, formal notification of pending or actual overruns. Failure to comply with such contract clauses may compromise a contractor’s ability to obtain reimbursement for expenses that are in excess of those provided for in the estimated cost clause or funds available clause of the contract.

4. When Submittals Are Needed

a. Initial Submittals - Contract Year 1

Using the FMS, the contractor must submit initial 2181 budgets within 10 days after the effective date of the contract. The initial submittal must include a form 2181 (for OA and/or CTS, as appropriate) for the first year and another for the second year of the contract. If the new contract contains a third base year, then a “base-year 3” 2181 is also required to be submitted. Unless extensive follow-up or the Office of Job Corps authorizations are required, the Regional Office should normally approve the initial 2181 budgets within two weeks after submittal by the contractor. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report. The approved 2181 budget must be available to the contractor by the 15th day of the second calendar month of Contract Year 1.

b. Year-End Closeout and Reconciliation

The following discussion is in the framework of closing out the first contract year. However, the same pattern of events and timeframes apply at the close of each contract year except the very last year.

Soon after the end of Contract Year 1, the contractor must submit a set of proposed new 2181 budgets in which year 2 becomes the “current year” and
year 3 becomes the “next year.” The contractor’s proposed new 2181 budgets should be submitted into the FMS within 30 days after the start of year 2. This schedule allows 10 days development time between the due date of the final cost report for Contract Year 1 and the submittal of the proposed new 2181 budget to the Regional Office. As part of this process, the proposed new 2181’s must address and reconcile the variances between actual and budgeted expense that existed at the end of the preceding contract year. The types of issues that tend to arise during this process are as follows:

- If actual bottom-line spending fell below the year 1 budget, is there a reasonable basis for rolling over the unspent funds and adding them to various line-items in the new 2181 budget for year 2? Or should some or all of the unspent funds from year 1 be deleted from the contract via a net reduction in the estimated cost clause?

- If actual bottom-line spending exceeded the total amount budgeted for year 1, should the new 2181 budget for year 2 be reduced to offset the overspending in year 1 and thus eliminate the need to request an increase in the contract estimated cost? Or should a net increase in the estimated cost of the contract be requested in order to avoid programmatic disruptions that could result from absorbing a year 1 overrun with cuts in year 2?

- Do the line-item variances that exist at the close of year 1 (up or down) represent one-time occurrences or do they represent changes in the underlying ongoing costs for operating the Job Corps center? If the variances indicate changes in the underlying costs, the new 2181 that is being proposed for year 2 must also reflect appropriate changes in the “next year” budget that is provided for year 3.

Unless extensive follow-up or Office of Job Corps authorizations are required, the Regional Office should normally approve the reconciled year 2 budget within 2 weeks after receipt of the contractor’s proposal. The Regional Office and the contractor should schedule this process to ensure that an approved 2181 budget is available in time for use in the first monthly cost report due for Year 2. The reconciled 2181 budget for year 2, along with any necessary contract modification in the estimated cost clause, must be available to the contractor by the 10th day of the second calendar month of Contract Year 2.

c. **Option Year Extensions**

When a Regional Office determines to issue an option year extension, the normal practice prior to the start of the option year is for the Regional Office to issue a contract modification that increases the estimated cost for operating expenses in the amount of the approved “next year” 2181 budget(s) on file.
for the “new year.” The Regional Office must further ensure that any estimated cost increase is within the limits of the AAPP/FOP.

Differences between actual and approved spending that exist at the end of the prior contract year may have an impact on the budget for the new year as well as the official estimated cost of the contract. The issues and questions that must be addressed are the same as those discussed above for the reconciliation at the end of Contract Year 1 and may result in a contract modification to revise or “fine-tune” the estimated cost for OA and/or CTS expense.

d. Midyear Revisions

Midyear revisions of the line-item budget are normally processed only when there is a need to change the bottom line of the current year budget. Contractors are not encouraged to propose formal revisions of 2181 budgets merely to shift amounts between line-items in order to minimize apparent “variances,” although such proposals will be entertained by Regional Offices if good reasons are offered. Requests for midyear revisions should be prepared and submitted using FMS and should normally be limited to the following situations:

(1) When there is a pending contract modification approved and funded by the Office of Job Corps for a programmatic change, such as the provision of funds for installing new staff training initiatives. In these situations, the contractor will normally be requested by the Regional Office to prepare and submit a budget revision proposal that distributes the prescribed funds to the appropriate line-items.

(2) When there has been or will be an unavoidable bottom-line variance of material proportion that cannot or should not be totally resolved through changes in spending patterns during the remaining months of the current contract year and which must clearly be accommodated with an adjustment in the bottom-line of the budget for the current year.

(3) In line with procedures for the treatment of fee as discussed in a later paragraph, a midyear revision to the form 2181 is required when award or incentive fees are earned and formally incorporated into the estimated cost of the contract via contract modification.

Regional Offices should respond promptly to contractor’s requests for midyear budget revisions. Unless extensive follow-up is required, the Regional Office should resolve these requests within two weeks after receipt of the contractor’s proposal. The Regional Office must ensure, however, that any estimated cost increase is within the limits of the AAPP/FOP established by
the National Office.

5. Requesting Funding/Budget Adjustments

Following are basic steps and requirements for preparing and submitting a request for an adjustment in contractually approved budgets or funding.

a. When is a Formal Request for a Funding/Budget Adjustment Needed?
A formal request should be prepared and submitted when a contractor believes that a funding/budget adjustment is required in order to maintain the effectiveness of the OA/CTS services AND when such an adjustment will involve a net change in one or more of the major cost categories: C1-Outreach and Admissions; C2-Career Transition Services; D- Student Transportation; or S-Support.

b. A Word of Caution

Contractors are discouraged from submitting Requests for Funding/Budget Adjustments except in the most urgent and compelling cases. The DOL expectation is that contractors should maintain staffing and deliver services in a satisfactory manner within the contractually agreed budgets and funding levels. It is also the case that DOL’s contingency reserves are rarely abundant and strictly controlled.

c. Format

There are no rigid requirements for formatting a Request for Funding/Budget Adjustment. It is recommended that the request be in the form of a brief explanatory statement along with whatever exhibits or tables are appropriate. Electronic “softcopy” is preferred over hardcopy.

d. Content

There are no rigid requirements or specifications concerning the content of a Request for Funding/Budget Adjustment. The level of detail depends on the complexity of the situation. Elaborate presentations are not required, but a concisely stated explanation and justification for the change in funding is required, along with appropriate back-up in the form of pricing data and computations. Requests also should indicate which major categories of expense would be affected. In cases where the increase is of an ongoing nature, it is imperative that the request specify the effective date of the change, the net change in the current contract year and the change amount that will be needed in the next contract year.

e. Submitting A Request
OA/CTS contractors should, via email, submit Requests for Funding/Budget Adjustment to the Director of the Job Corps Regional Office that is responsible for their contract as well as to their Regional Project Manager. It is recommended that this email and its attachments also be “cc’d” to the Budget Team Leader within the National Office Division of Budget and Acquisition Support. These types of requests may be submitted at any time. Contractors should strive to submit these types of requests as soon as possible after the need for a funding adjustment becomes evident.

f. Turn-Around-Time

The Office of Job Corps will strive to provide the contractor with a substantive response to its request within two weeks of submittal, depending on the complexity and/or policy implications of the issues that need to be addressed.

6. Submittal Procedures and Requirements

Contractors submit their 2181 budgets using DOL’s web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2181, and ensures consistency and accuracy in internal mathematical operations that are present in the budget. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting 2181s by referring to the FMS Technical Guide that is available from the FMS website.

7. Descriptions and Definitions of 2181 Data Items

The following provides definitions and descriptions of the information that appears on a submitted form 2181 when it is viewed in its printable output form. Form 2181-OA and 2181-CTS budgets are prepared and approved in sets, consisting of a form 2181 for the current year and an additional form 2181 for each future year that remains in the contract. In some instances, as discussed previously, a “Base Year Three” 2181 is also required. The following are brief descriptions of the elements of information entered on the form 2181.

**Heading Information**

- **Contract Scope:** If the budget is for an OA and/or CTS expense that is funded under a center contract, this is the name of the center. If the budget is for a stand-alone OA and/or CTS contract, this is the geographic area covered by the contract.

- **Contract No:** This is the number of the contract for which data is being reported.
Contractor Name: This is the name of the contractor organization as registered in the FMS. The expectation is that this name will match that which appears on the formal center contract documents.

Budget Number: The initial pair of 2181’s for the first and second contract years (and possibly the third contract year) are numbered “1” and all later pairs of approved 2181s are to be numbered sequentially as they are approved by the Regional Office. The same number is given to both the current year and next year 2181s in a given pair. For example, the pair of 2181s for budget number “1” will include a number 1 budget for the first contract year and a number 1 budget for Contract Year 2.

Approved or Pending: If the budget has been approved by the Regional Office, enter Approved. If the budget is a proposal that is still pending regional approval, enter Pending.

Contract Year Number: This is the number of the contract year for which the form 2181 has been prepared.

Ending: This is the ending date of the contract year (mm/dd/yyyy) that is identified in the Contract Year Number block.

Budget Information

There are two sections, an upper section for the Current Year budget and a lower section for the Next Year budget.

Column Headings

Prior Budget: This column is used to display the last approved budget for the particular contract year. For example, if the form is used for proposed budget number 8, then the “PRIOR BUDGET” column will display the “REVISED BUDGET” from approved budget number 7.

Adjustments: This column is used to display the adjustments being requested or approved, depending on the purpose of the form.

Revised Budget: This column is used to display the revised budget that results from the approved adjustments. The entries under this column are the sums of the entries made under PRIOR BUDGET and ADJUSTMENTS.

Row Headings

Lines 1-9 - OA and CTS Expenses Subcategories: See earlier section of this appendix for definitions of cost categories.
Line 10-Total OA or CTS Expense: Totals of Lines 1 through 9.

**Note:** Lines 13 and 14 are intended to reconcile to the Estimated Cost Clause in the contract. When the contract is in its final base year or in an option year, these lines will normally appear only in the 2181 for the current contract year. However, if the contract is still within its base period, but in a contract year that is prior to the final year of the base period, these lines will appear in the 2181 that applies to the final year of the base period - which will be either the form 2181 for the Next Year or the form 2181 for Base-Year Three, whichever is appropriate.

Line 13-Prior Year Cumulative: This line displays the actual or budgeted cost through the immediately preceding contract year.

Line 14-Implied Contract Value: This line displays the cumulative budgeted expense through the end of the contract year and consists of the actual or budgeted cost through the end of the preceding contract year and the budgeted cost of the contract year for which this 2181 applies. This represents the contract value that is implied in the 2181 data.

Line 15-Reconciliation to Current Estimated Cost: The information on these rows is intended to reveal whether and to what extent there is disagreement between the form 2181 line-item budgets and the official estimated cost of the contract, with respect to center operations expense. This information includes:

**Line 15a-Current Estimated Cost of Contract:** This is the current estimated cost of the contract for either OA and/or CTS expense per financial information entered into FMS that has been abstracted from the original contract and its subsequent modifications.

**Line 15b-Per Mod Number:** This is the most recent contract modification number for which information has been entered into FMS.

**Line 15c-Implied Change (14-15a):** This is the dollar difference between the implied estimated cost of the contract per the 2181 and the official estimated cost of the contract per the most recent contract modification. If the result is not zero, then there is disagreement between the contract and the 2181. If disagreement exists, the reasons for the disagreement should be researched and identified and appropriate corrective action taken.

**NOTE:** When a contract is still within its base period, the data on Line 15a-15c will appear only on the 2181 that
applies to the final year of the base period. Depending on the number of years in the base period and the number of the current contract year, this could be the 2181 for the CURRENT CONTRACT YEAR, THE NEXT CONTRACT YEAR, or BASE YEAR 3.

**Contractor Submittal Block**

This block shows the name of authorized contractor representative who is submitting a proposed new 2181 to the Contracting Officer and the date submitted. The signature line is reserved for use when the necessary e-signature technology is applied.

**Regional Office Approval Block**

This block shows the name of the authorized DOL representative who has approved the new 2181 and the date of that approval. The signature line is reserved for use when the necessary e-signature technology is applied.
APPENDIX 504

TAXATION OF JOB CORPS CONTRACTORS BY STATES OR SUBDIVISIONS THEREOF

1. Section 158(d) of the Workforce Innovation and Opportunity Act (WIOA) 20 U.S.C. Sec. 9201 addresses state taxation of Job Corps contractors.

**Taxation of Job Corps Operations Prohibited**

Section 158(d) sets forth the following prohibition:

Transactions conducted by a private for-profit or nonprofit entity that is an operator or service provider for a Job Corps center shall not be considered to be generating gross receipts. Such an operator or service provider shall not be liable, directly or indirectly, to any state or subdivision of a State (nor to any person acting on behalf of such a State or subdivision) for any gross receipts taxes, business privilege taxes measured by gross receipts, or any similar taxes imposed on, or measured by, gross receipts in connection with any payments made to or by such entity for operating or providing services to a Job Corps center. Such an operator or service provider shall not be liable to any State or subdivision of a State to collect or pay any sales, excise, use or similar tax imposed on the sale to or use by such operator or service provider of any property, service, or other item in connection with the operation of or provision of services to a Job Corps center.

2. Whenever a State or subdivision thereof levies a tax against a Job Corps contractor which is prohibited by the provisions of WIOA, the following actions must be undertaken:

a. The contractor must exhaust all of its State and/or local remedies before payment is made. (This may result in the assessment of interest penalties by the State). In such cases, the payment of penalties is an allowable cost under the contract.

b. This must be accomplished through a written appeal based on Section 158(d) of WIOA.

c. After all State and/or local remedies have been exhausted, DOL/Job Corps will provide the contractor with the funds to pay the assessed taxes “under protest.” The check or any other instrument of payment must clearly state the payment is being made under protest. (This statement is necessary to permit the Department of Justice to institute legal action in federal court to recoup the funds expended if the contractor is unsuccessful in its State appeal effort.)

d. Any center assessed local or state tax shall submit the following information to the National Office through the Regional Office:

   (1) Title of tax assessed;
   (2) Authority under which tax is assessed;
   (3) Statement as to whether tax has been paid under protest;
(4) The source of funds used to pay the tax; and
(5) Documentation of actions taken to recover payments made.

e. The Regional Director will advise the center contractor to pay assessed taxes under protest as soon as all State and local remedies have been exhausted in order to keep penalties to a minimum. To the extent that this action results in costs in excess of the estimated contract amount, the Regional Director will request an amendment to the Regional Financial Operating Plan.
APPENDIX 505
ADMINISTRATION AND MANAGEMENT OF JOB CORPS
CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY

1. General Administration

   a. Property funded, leased, or owned by U.S. Department of Labor (DOL)/Job Corps and furnished to Job Corps contractors is contractor-held government-furnished property. Government-furnished property (GFP) is administered by the Job Corps National Office, with assistance from the Job Corps Regional Offices, and is managed on location by Job Corps contractors. Appropriate stewardship of government property is a contractual requirement. A National Property Officer for Job Corps is assigned by the Job Corps Administrator to direct and manage the Job Corps GFP Administration Program in accordance with all applicable rules, regulations, and policies.

   b. Rules and regulations pertaining to administration of contractor-held GFP are included in the Code of Federal Regulations (CFR), Federal Management Regulations (FMR), the Federal Acquisition Regulation (FAR), and other regulations, including those established by the General Services Administration (GSA). Policies within the Job Corps GFP Administration Program align with those of its parent agency and with the Department of Labor with regard to contractor-held GFP. DOL/Job Corps contractors are bound by contract to adhere to applicable regulations and policies for management and stewardship of government property.

   c. Rules and regulations pertaining to contractor-held GFP differ from government property in other categories. Property in other categories includes, for example, that which is assigned to federal offices, and property that is held by grantees. Job Corps currently administers the largest volume of contractor-held GFP within the Department of Labor.

   d. Job Corps’ Electronic Property Management System (EPMS) and Fleet Tracking Management System (FTMS) are managed by the Job Corps Data Center (JCDC), and help to support the Job Corps GFP Property Administration Program. Because of the high volume of contractor-held inventory, volume of activity, and unique rules associated with contractor-held GFP, the GFP Administration Program (along with the Job Corps EPMS and FTMS) is managed separately from the property and fleet tracking systems established at the DOL level. However, the Job Corps EPMS and FTMS provide information for various reports to DOL and to other federal agencies as needed.

   e. The National Office of Job Corps is responsible for providing information to DOL for inclusion in accounting and reporting systems as required.

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2 Variances resulting from Job Corps updates are noted.
f. Where requirements or procedures are not included in this policy, PRH Chapter 5, Administration and Management, and the ETA 359 Property Management Handbook (August 2003) will be consulted. With some variances as noted herein, Chapters VIII (Closeout Procedures) and IX (Motor Vehicles) of the ETA 359 shall be incorporated in whole into this policy, along with all example forms included in the ETA 359 appendices.

g. Contractors are encouraged to review the use of Voluntary Consensus Standards for property management as established by the National Institute of Standards and Technology (NIST), and to make determinations for adopting such standards, as practicable, and wherever such determinations do not directly or indirectly conflict with this policy. (See GSA Bulletin FMR B-18 http://www.gsa.gov/graphics/ogp/bulletinb-18.doc for additional information.)

h. Job Corps has not implemented an exchange/sale program for personal property. Therefore, except as otherwise provided in this policy, the sale or exchange of GFP is expressly prohibited.

2. Categories of Contractor-Held GFP in Job Corps

a. Movable Durable Property (MDP): Training equipment, furniture, and vehicles are good examples of MDP in Job Corps. MDP includes property that historically has been referred to as “Personal Property.” MDP is not:

- Real estate property (including buildings, lands, plumbing and fixed appliances like refrigerators, washing machines, etc.)
- Expendable (such as food, paper supplies, and other items that generally are used up or are expected to be used up to meet their purpose, or lose their identity in contract performance)

b. Unless otherwise stated, where the term “property” appears in this policy, it shall be construed as MDP that is furnished or funded by the government to contractors for dedicated contract use.

c. Sensitive and Non-Sensitive MDP:

MDP is categorized in Job Corps as sensitive or non-sensitive. For Job Corps’ purposes, sensitive property is property that is at high risk for loss. All sensitive property in Job Corps must be reported into the EPMS. Non-sensitive property also must be reported if it meets or exceeds the dollar threshold for reporting established by Job Corps (see Section 9, Dollar Thresholds).

d. Fleet:

(1) Fleet vehicles in Job Corps are mobile vehicles that are:
• Leased (usually from GSA)
• Rented (for a special purpose; for instance, a bucket truck for a specific on-site use)
• Owned (purchased outright by the government, or acquired by transfer or donation)

(2) Fleet vehicles are considered MDP but are reported in the Job Corps Fleet Tracking Management System (FTMS) rather than in the EPMS.

(3) Vehicles used exclusively as student training aids in Automotive Career Technical Training Programs are not considered fleet but are considered to be training equipment and, therefore, are reported in the EPMS.

3. **Reporting and Accountability**

   a. Effective July 1, 2010, all non-expendable property with an original purchase cost of $3,000 or higher shall be reported in the Job Corps EPMS. In addition, all sensitive property, regardless of original purchase cost, shall be reported. (See Section 9 for examples of sensitive property.)

   b. All fleet vehicles are considered reportable property. Because of their special category and requirements, fleet vehicles are reported separately from other property. This includes both GSA-leased and non-GSA-leased vehicles (but excludes vehicles used as training equipment in Automotive Career Technical Training programs).

   c. Property acquired via incoming transfer or donation shall be subject to the same reporting and accountability requirements as property that is purchased and leased.

   d. All property established by Job Corps to be reportable must be entered into the EPMS or FTMS within three days following arrival on site. All property (including leased or rented items) will be entered into the system with required identifying information, including location designation. Reportable items must remain on the contractor’s inventory within the EPMS and/or FTMS until such time as removed following final disposition or transfer from the contract. Entries for final disposition or transfer from the contract are not made by contractors but are completed by authorized federal staff at the Regional Office. Transfers and final dispositions must be approved in advance by the region or the National Office prior to EPMS or FTMS adjustment.

   e. Job Corps contractors will establish an internal accountability system for all expendable and non-expendable property. Reportable property, as established by Job Corps in this policy, must be reported in Job Corps’ EPMS. Contractors may

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3 This is a variance from the ETA 359 Property Management Handbook (August 2003).
use the EPMS to conduct inventory management for other non-expendable inventory. Accountability systems for expendable and non-expendable property shall be described in writing in the Contractor’s Property Management Plan (see below) and are subject, at all times, to review and inspection by the government.

f. Job Corps contractors must comply with the provisions of this policy, and establish and submit a Contractor’s Property Management Plan (CPMP) annually for review and approval by the appropriate Regional Office. CPMPs are due to Regional Offices, attention Regional Property Officer, by October 1 of each year. Regions will review and approve CPMPs by December 1 for implementation annually by January 1. Deficiencies in the CPMPs will be identified by the regions, communicated to contractors, and addressed adequately and timely. The government’s assumption of risk may be revoked where a Contractor’s Property Management Plan is not approved, or where identified deficiencies have not been sufficiently addressed by the contractor. Copies of the regionally approved CPMP will be held in the offices of the Center Director, Property Manager, and Fleet Manager, or other managers of the contractor, as appropriate, and will remain available on-site for inspection by the government.

g. The CPMP will include the following elements for all government-furnished property held by the contractor, and its subcontractors, where the use of government-furnished property exists:

1. System and procedures used to account for reportable property using a “cradle to grave” approach, from authorized purchase requests (Property Requirements Lists [PRLs]), to receipt of property, to assignment, use, protection, and disposition

2. System and procedures used to account for non-reportable property (including expendable inventory)

3. System and procedures used to account for and report fleet vehicles

4. Management and security measures established to protect and preserve property, including fleet; ensure integrity of purpose; and control and monitor use

5. Systems and procedures used to ensure that environmentally friendly practices are implemented for property and fleet use, maintenance, and disposition

6. Training provided to center management and staff for appropriate use, security, transfer, and disposition of property

7. Actions taken in instances of waste, fraud, misuse, or abuse of property
(8) Actions taken in instances of theft or otherwise missing property

(9) Names and titles of key personnel included in the contractor’s property management system

(10) Specific actions taken to ensure subcontractor implementation into the contractor’s property management system

(11) A basic summary report that reflects, for the prior fiscal year (10/1 through 9/30): (a) all ETA 396 Reports of Missing or Damaged Property submitted for the contract, and subsequent determinations by federal officials; and (b) a report of the total number of property items that were moved into disposition, with a breakdown reflecting how many of those items were “reportable” property items vs. “non-reportable” items, and disposition type, to include redistribution (contractor-to-contractor transfer), GSA transfer, donation, recycling, or disposal

(12) Continuous improvement and quality assurance systems

h. Identification and labeling of property are key accountability elements (see Section 6, Contractor Requirements).

i. Quarterly inventories conducted by the contractor, property assessments and surveys conducted by federal (or federally designated) officials, and annual inventory certifications, are key accountability elements (see Section 6, Contractor Requirements).

4. Support Elements

a. Administration and Management: The Job Corps National Office establishes the GFP Administration Program for contractor-held property, sets policy, provides guidance, and interprets rules and regulations, as appropriate. Job Corps Regional Offices implement policy, oversee, and monitor property actions in their regions. For GSA-leased fleet vehicles, the General Services Administration provides specific guidelines and requirements for use and for reporting in addition to those set by this policy.

b. Technology Systems and Reporting: Both the EPMS and FTMS are web-based applications that are accessible through the Job Corps CITRIX system. The Job Corps Data Center provides training and technical assistance to system users on all Job Corps CITRIX applications.

c. Training and Technical Assistance: On-demand and web-based training is provided to Job Corps personnel with key responsibility for management of property. All federal Project Managers/COTRs, Regional Property Officers (RPOs), and other individuals as assigned by Regional Directors or the National
Property Officer must complete training as directed. Additional technical assistance is made available as appropriate by the Job Corps National Office, Job Corps Regional Offices, and the General Services Administration (GSA).

d. **Surveys and Assessments:** Job Corps contractors will perform surveys of property on an ongoing basis. They will also perform assessments of their property management program quarterly, at the time of internal 100% inventory audits conducted by the contractor. Regional Project Managers and/or Regional Property Officers will conduct desk- and on-site monitoring of contractors’ property programs, as appropriate.

e. **Forms and Template:** Forms and templates to document and support property actions are contained in the ETA 359 Property Management Handbook (August 2003) appendices. Where possible, property actions will be documented electronically, and where paper copy is used, forms and templates will be made available on the EPMS and/or FTMS for download and printing. Property forms may be updated, changed, or eliminated as goals to optimize electronic tools, improve efficiency, and reduce paperwork are met.

f. **Continual Improvement:** The Job Corps National Office conducts periodic review of policies and procedures for the administration of contractor-held GFP in Job Corps. Suggestions and concerns may be forwarded to the Office of Job Corps, U.S. Department of Labor, Employment and Training Administration, 200 Constitution Ave., NW, Washington, DC 20210, Attention: National Property Officer.

5. **General Roles and Responsibilities**

   a. **Acronyms for Key Personnel:** For purposes of the remaining sections of this policy, references to the Contractor’s On-Site Property Manager will appear as “CPM.” References to the Contractor’s On-Site Fleet Manager will appear as “CFM.” References to the federal Regional Property Officer will appear as “RPO.” References to the federal National Property Officer will appear as “NPO.” References to the federal Contracting Officer will appear as “CO.”

   b. An effective system for managing Job Corps contractor-held property necessarily includes adherence to the following organizational roles and responsibilities. Detailed duty descriptions are included in Section 7.

      (1) **Contractor - On-Site:** includes Center Director, Administrative Manager, CPM, CFM, property custodians, and appropriate IT system users. It is expected that these personnel will be familiar with the guidance contained in this policy and with resources that are available if further information is needed. Contractors must ensure that all on-site personnel understand appropriate uses of government property, implement its requirements, take all prescribed and reasonable measures to protect and preserve property,
and that appropriate training is undertaken at each level.

(2) **Contractor - Corporate:** includes upper management with oversight responsibility for contract performance. Corporate managers must ensure adherence to this policy and ensure that the approved CPMP is responsibly implemented, monitored, and included in regular corporate management reviews, with corrective actions established.

(3) **Job Corps Regional (Federal) Officers:** includes Project Managers/COTRs and Regional Property Officers (RPOs), will provide approvals for specific actions/requests, review and approve CPMPs, enter EPMS adjustments, and provide guidance to contractors.

(4) **Job Corps National (Federal) Officials:** includes the NPO designated by the Job Corps Administrator, and the National Job Corps Data Center. The NPO establishes Job Corps’ program for administration of contractor-held GFP, in conjunction with DOL, GSA, and other agencies, and works with the Job Corps Regional Offices and contractors to implement and fulfill the goals of the program. The Job Corps Data Center develops and maintains reporting systems for property and fleet, generates reports as requested by National or Regional Offices, and provides training and technical assistance for users of the EPMS and FTMS.

(5) **Property Support Contractors:** serves as directed by the Job Corps National or Regional Offices. They have limited delegated authority to conduct property reviews and transactions on behalf of the government, and to provide general technical assistance.

(6) **Federal Contracting Officers (COs):** incorporates Job Corps property policy into DOL/Job Corps contracts, provide formal authorization for contractors to use official government supply sources, and who determine and communicate the extent of contractor liability in cases where relief has not been granted for missing or damaged property.

6. **Contractor Requirements**

   a. **Cognizance and Demonstration of Responsible Stewardship:** Job Corps contractors will be cognizant of and maintain knowledge of policies and procedures pertaining to government-furnished property for Job Corps contracts, and will ensure that appropriate management practices are actively in place to establish an effective and responsible system that demonstrates good stewardship of public resources and taxpayer dollars.

   b. **Compliance:** Contractors will comply with all provisions of this policy and all federal guidelines as outlined in the CFR, FMR, FAR, and Job Corps’ Policy and Requirements Handbook (PRH). For fleet vehicles, contractors also will comply
with terms of use and guidelines established by GSA. Contractors will establish and implement procedures to control the use of government property in a way that protects, preserves, and maintains the property in good operating condition, and must ensure that all government property is used only for the purposes contractually set forth.

c. **Property Management Plan:** Contractors will develop and implement an approved Contractor Property Management Plan (CPMP) that describes effective on-site property management elements, as designated in Section 3 of this policy.

d. **Communications:** Contractors must inform the appropriate federal Project Manager of property requirements in the early stages of project preparation, and provide updated information as needed. Property actions involving purchases, acquisitions, transfers, donations, disposals, and other significant actions must be communicated to the federal Project Manager in advance for approval. For fleet vehicles, requests to add, exchange, or remove vehicles from a location require the advance approval of the federal Project Manager as well as the NPO. Federal Project Managers also must be informed when a new GSA vehicle arrives on center, either as a replacement for a vehicle as part of GSA’s replacement cycle, or as a new addition to the fleet. Similarly, federal Project Managers also must be informed when GSA reclaims a fleet vehicle. The contractor also will inform the federal Project Manager and RPO promptly with regard to changes in contract property or fleet personnel.

e. **Duty Designation:** Contractors must designate an employee as the on-site CPM, who must become familiar with the provisions of this policy and serve as the point of contact for property-related actions, communications, directions, and questions from site personnel. Contractors also must designate location custodians who will assume day-to-day charge of property assigned to their areas and under their immediate supervision. This may include instructional, residential, recreation, maintenance, security, administrative, and other staff throughout various operational locations. The CPM will ensure that location custodians conduct recordkeeping and maintain records for property assigned to their respective areas, and will hold regular meetings (at least quarterly) with location custodians to review and discuss the status and disposition of property. Contractor property meetings will include center administration, CPM, CFM, and location custodians. Records of meetings will be maintained as part of the CPMP, and will remain available for inspection by federal officials at all times.

f. **Training:** Contractors must ensure that employees with designated responsibility for property management, fleet management, and custodianship receive appropriate information and training, to include this policy, web-based training, and face-to-face training as appropriate; are made aware of their responsibilities; and can demonstrate competence related to their property-related duties.

g. **Recordkeeping:** Contractors will retain and secure property and fleet records for
inspection by the government during the contract performance period. Property records will be maintained by the CPM, except as otherwise stated in this policy, and will include completed forms to document receipt, maintenance, movement, modification, and disposition of property; records of quarterly inventories; property meetings; reports of missing and damaged property; staff training; and related support documentation. CFMs will maintain records similarly, as adapted to fleet and fleet reporting systems. Copies of annual property certifications will be maintained by the Center Director or Administrative Manager. Following contract closeouts/transitions, all property records will be preserved and retained on site for a period of six years and three months after final payment to the contractor. Property records subject to dispute or audit beyond this period of time must be retained through resolution and are subject to rules established by CFR Title 41.

h. **Inventory Requirements:** Contractors are required to perform (a) a 100 percent-inventory certification of all reportable property on an annual basis, and (b) three 100 percent quarterly inventories of all non-expendable property assigned to the contract. Annual certification packages must be completed by the last month of each contract year (for example, contracts with contract year performance periods of September 1 through August 31 must be completed by August 31, for each contract year), or when requested by the National Property Officer. The annual certification process is intended, in large part, to validate a Master Property Inventory List annually. During the quarterly and annual inventory process, items that are identified as damaged, destroyed, or missing will enter the disposition process and be reported to federal officials as outlined in this policy. Annual inventories are conducted by contractors during the last month of each contract year, are reconciled and certified by a corporate official, and submitted in full to the federal Project Manager/COTR, along with a summary memorandum. The summary memorandum will include a total number of items certified and will present and discuss any outstanding reconciliation issues. Failure to submit, or submission of incomplete or inaccurate annual property certifications, will be addressed by the Contracting Officer and reflected on contractor performance reports.

i. **Identification:** All GFP in Job Corps will be permanently marked at time of receipt by the contractor as “PROPERTY OF U.S. DEPT OF LABOR.” Where permanent marking is not possible, semi-permanent markings or labels will be affixed in conspicuous locations on the surface of the property so that they are clearly visible. This applies to all non-expendable property. Reportable property must be bar-coded using the established bar-coding system, wherever feasible. Extra care will be taken to ensure that property unable to host bar-code labeling is accounted for and reported. Property not belonging to the government, such as some Student Government Association (SGA) or Labor Union/NTC property, should be marked as such, be easily distinguishable from government property, and should not be bar-coded. Rented and leased property will not be permanently marked; however, secured labels will be affixed to the item, reading, “Assigned to
U.S. Department of Labor.” CPMs, CFMs, and location custodians will inspect property regularly, and at least quarterly, to ensure that GFP is identified, labeled, and bar-coded as required.

j. Procedures: Contractors must:

1. Conduct quarterly and annual inventories and recordkeeping, as described above. Prepare an annual CPMP and submit to the federal Project Manager by October 1 for review, approval, and implementation by January 1.

2. Enter all required information for reportable property in the Job Corps EPMS. An item code is required at the time of initial reporting. Item codes help to ensure the proper identification of an item, particularly those that are non-serialized, and help to reduce guesswork during physical inventories. Item codes are obtained from a drop-down selection menu contained in the EPMS database. Obtain user authorization and access from the JCDC. Direct technical EPMS system questions to the JCDC Help Desk; direct questions related to policies and procedures to the RPO.

3. Enter all required fleet data in the FTMS, at least monthly. Fleet reporting must occur by the 25th of each month for the prior month. Obtain user authorization and access from the JCDC. Direct technical FTMS system questions to the JCDC Help Desk; direct questions related to policies and procedures to the federal Project Manager.

4. Receive and subdivide property for the contract into logical units specified by Location Codes within the EPMS, and assign a Property Custodian to each location. (All facility areas on center will have an assigned Property Custodian.)

5. Maintain a historical file containing records of property procurement, acquisitions, transfers (incoming, outgoing, and internal), modification/cannibalization, missing/damaged property, repairs, dispositions, donation, recycling, abandonment, and destruction.

6. Identify and report missing, damaged, or destroyed government property using the Report of Survey/Inventory Adjustment Report (Form ETA 396), and forward to the Regional Office. All contract staff shall be trained on the requirement to report missing or damaged property immediately to senior management. Reports to law enforcement officials will occur at the time it is discovered that property is missing. Efforts to report, locate, and

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4 Item codes have been updated and streamlined in the Job Corps EPMS (as of July 2010). Item codes will thus vary from those shown in the ETA 359 Property Management Handbook (August 2003).
5 This timeline has been updated to allow time for receipt by contractors of monthly GSA statements; these statements contain data required for FTMS reporting.
recover missing property will be documented and maintained with the contractor’s property records and will be submitted concurrently with a completed ETA 396 to the federal Project Manager within 30 days of identification of loss. Items below the $3,000 EPMS reporting threshold may be listed together, if loss is identified at the same time, and reported on a single ETA 396. Items at or above the $3,000 reporting threshold will be reported separately and should not be listed together. Loss of items valued above the reporting threshold shall be reported immediately, upon identification of loss, by e-mail to the Regional Project Manager and RPO, to be followed within 30 days by the ETA 396 report along with supporting documentation. The submission of an ETA 396 form to the Job Corps Regional Office automatically requests relief of liability; however, submission of the ETA 396 does not automatically grant relief to the contractor and should not be assumed.  

(7) Receive prior written approval from the federal Project Manager of both the sending and receiving centers for all transfers of property requested from one contract to another. Items that are listed in the Marketplace (Redistribution) section of the EPMS, and are picked up by another contract, will be documented via a fully executed SF-122 Transfer Order – Excess Personal Property. Note that block 14 in this instance does not receive GSA approval, but DOL approval by the appropriate PM (who may delegate signature authority to the Regional Property Officer). Under no circumstances will property be moved from one contract to another without prior written approval and signature of the appropriate federal staff, and timely adjustment to EPMS inventories.

(8) Conduct transfer or movement of property within the same contract (and at the same site of operation) through use of a Property Transfer Request, which is a hand receipt, and maintain hand receipts with the records of the receiving custodian. Hand receipts should include the description of the property, serial number (if serialized), old location code, new location code, signature and date of sending custodian, and signature and date of receiving custodian. Copies of all hand receipts must be provided to the CPM at time of transfer. If the property location transfer is expected to exceed 30 days, the CPM must forward copies of hand receipts to the RPO as part of the contractor’s quarterly submission package, for location adjustments in the EPMS.

(9) Conduct physical modification or cannibalization of property only as authorized in advance in writing by the federal Project Manager and RPO, and only where such action constitutes the best available option. CPMs will ensure that items are not “stripped for parts” without advance approval from the Regional Office. Complete records of cannibalized

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6 The preceding paragraph contains Job Corps procedural updates that may vary from the ETA 359 Property Management Handbook (August 2003).
items will be maintained with the appropriate authorizing document(s).

(10) Keep documentation for property transactions up to date, including those requiring approval of the federal Project Manager, and send routine actions at least quarterly to the Regional Office for review and processing.\(^7\) Regional officials will review and approve transaction requests as appropriate, and process within 30 days (see Job Requirements for Property Administration – Regional Staff). Non-routine or high-priority actions will be forwarded and processed based on an agreed-upon timeline between the contractor and the Regional Office.

(11) Maintain a suspense file with records of pending transactions (i.e., pending ETA 396 reports/requests, pending disposition requests, etc.). Contractors will follow up with federal Project Managers monthly to finalize outstanding or pending transactions. Transactions pending beyond 90 days in the regions must be communicated by either the RPO or the contractor to the NPO.

(12) Provide for the appropriate and timely disposition of excess property (see Attachment 1, Disposition of Excess Property).

(13) Coordinate with the federal Project Manager, and with GSA, as directed, to conduct leased-vehicle acquisition, utilization, and maintenance in accordance with this policy and with GSA guidelines. Requests for additions, removals, or exchanges of GSA-leased vehicles, or for vehicle maintenance outside of GSA-authorized guidelines or service locations, will be sent to the federal Project Manager for review and approval, subject to final approval by the National Office. Except as otherwise noted herein, contractors and federal staff will follow the ETA 359 Property Management Handbook (August 2003), Chapter IX, Motor Vehicles, for policies and procedures regarding Job Corps fleet vehicles.

(14) Ensure that a Property Requirements List (PRL) is completed by the contractor and submitted to the federal Project Manager for approval, for all property that the contractor wishes to procure with government (contract) funds, as follows:

(a) Items with a unit cost of $200 or above require the advance review and approval of the federal Project Manager/COTR prior to purchase. **Advance PRLs** will be submitted to the federal Project Manager/COTR as needed by the contractor.

(b) Items with a unit cost of under $200 do not require advance review

\(^7\) This represents a Job Corps procedural variance over the ETA 359 Property Management Handbook (August 2003), Section 3e(3), which requires contractors to forward supporting documentation for all property-related transactions within 10 days.
and approval of the federal Project Manager/COTR prior to purchase. These PRLs may be executed for purchase by the contractor. However, copies of all internal PRLs will be submitted quarterly to the federal Project Manager/COTR along with the quarterly property report for review at the discretion of federal officials.

The PRL format must be consistent and numbered by the contractor in strict numerical sequence. PRL numbers must be easily identified on each page, should the PRL exceed one page or contain attachments. All PRLs shall be readily accounted for and available for review on-site at the request of federal officials. Each PRL must contain the following elements:

- Next sequentially assigned PRL number
- Clear description of the item intended for purchase
- Purpose of item
- Department and location where the item will be assigned
- Unit cost
- Suggested vendor name and location
- Date of purchase (for internal PRLs), or Expected purchase date (for advance PRLs)
- Requestor’s name
- Date of request
- Date received and name of receiver (noted for each item immediately upon receipt)

PRLs are maintained in the on-site purchasing office, matched with shipping and receiving documents upon arrival of goods, and are subject to inspection as part of center assessments, survey, and reviews.

Note that requirements for PRLs are separate from requirements for EPMS reporting. Although PRLs are an important part of property accountability, the PRL process has no bearing on what property is reported in the EPMS.

Ensure that government excess is the first source of supply for obtaining property and equipment, whenever feasible, and that government supply sources are used when they are available and cost effective. Typically, these are GSA supply sources. A Letter of Authority will be received by the contractor from the CO or federal Project Manager/COTR, authorizing the contractor to use government supply sources during the performance period. Contractors must possess a Letter of Authority to obtain an Activity Address Code (AAC) and a GSAXcess User ID and password, in order to access GSA supply sources. AACs are contract-specific and are
assigned by GSA through the Job Corps Regional Office (usually the RPO); they also may be facilitated through the Job Corps National Office. The GSAXcess User ID is specific to individuals, assigned for DOL/Job Corps contractors by GSA through a designated official at the Department of Labor in Washington, D.C. **A valid AAC must be established in advance and as part of an application for a GSAXcess user ID.**

(16) Strictly control the use of GSAXcess. Contractors must inform the RPO when an employee applies to become authorized to screen for or list government property and when authorized individuals have terminated from the contract. Such notices shall be included in the contractor’s quarterly Property Report to the region.

(17) Ensure that a Property Custodian is designated by the Center Director for each facility area, performs regular audits of property inventory under their stewardship, as appropriate, and immediately reports missing or damaged property to senior management.

(18) Submit a Property Report quarterly to the RPO, to include:

(a) Results of quarterly 100% inventory (for prior quarter)
(b) Reports of missing or damaged property (ETA 396 forms, with supporting documentation)
(c) Copies of hand receipts (for permanent location changes)
(d) Other requests (e.g., SF-120s, 122s, etc.) for approval by the Regional Office
(e) Notes from quarterly property meetings
(f) List of key personnel (with duties for property or fleet, noting any removals or additions)
(g) Training certificates or documentation of completion
(h) GSA Activity Address Code (AAC) for the current contract
(i) List of existing GSA system users (User IDs), noting removals and additions
(j) Highlights, problems, and concerns

(19) Ensure that contract closeout procedures are followed as outlined in the ETA 359 Property Management Handbook (August 2003) policy. Incoming and outgoing contractors will initiate a side-by-side, 100% physical inventory as soon as possible following notice of award. The outgoing contractor will complete a full reconciliation of all property, including all missing or damaged property (by forwarding a completed ETA 396 form to the federal Project Manager/COTR not less than 15 days prior to contract end/changeover), and will present a reconciled property inventory of all expendable and non-expendable property, certified by a corporate official, at time of contract end/changeover.

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7. **Duty Requirements for Property Administration**

   a. **Center/Contractor Property Managers:**

      Each Job Corps contractor will appoint a Contractor Property Manager (CPM) who is a member of the contractor’s operational management team, and has primary responsibility for ensuring that GFP is appropriately identified, used, maintained, protected, accounted for, and reported as required. The CPM will ensure that the procedural requirements of this policy and subsequent updates are implemented; the contractor has established and implemented an approved CPMP; reporting occurs in the EPMS and FTMS as required; documentation is executed and maintained as directed by this policy and by federal regulation; routine quarterly and annual 100% inventories are conducted for all GFP (expendable and non-expendable); location and area inventories are conducted as needed (e.g., following incidences of damage or theft); records are maintained and protected; incidences of loss, damage, destruction, and theft are identified, reported, documented, and processed as prescribed; excess property is identified and entered into disposition status expediently; repair logs are maintained; modification/cannibalization of property occurs only in rare instances of best available option and as approved in advance by the region; Property Custodians are assigned by the Center Director and lists of Property Custodians remain up-to-date; quarterly Property Meetings are held and documented as outlined in this policy; GSA systems are utilized as required and to the maximum extent possible; quarterly submissions, as designated in this policy, are sent to the region; training is provided to center staff, particularly to Property Custodians, to ensure the appropriate use and protection of property; coordination occurs with on-site administrators, fleet, IT, safety and security managers, location custodians, and others as appropriate, to ensure that the requirements of this policy and compliance with federal regulations are fulfilled, and that integrity of use occurs for all property.

   b. **Regional Staff:**

      (1) Each Job Corps region will appoint a federal Regional Property Officer (RPO) to oversee property requirements and activities by Job Corps contractors within the region. The RPO will work with and provide assistance to the federal Project Managers/COTRs in order to review and approve CPMPs; initiate and process Regional Boards of Survey (see Section 8, Contractor Liability); review and approve excess property, transfers, donations, modifications, and disposal of property; and adjust contractor EPMS inventory records, as needed. RPOs provide coordination with contractors in their regions to ensure that substantial stores of excess property are moved forward for disposition in a timely manner; a list of CPMs and CFMs is maintained and kept current for all contracts within the region; communication and training for CPMs and
CFMs occurs as needed; GSA Activity Address Codes (AACs) are obtained by Job Corps contractors; GSAccess User IDs are obtained by contractors, and contractors understand GSA systems that support purchase, acquisition, excess, donation, and disposal; property-related questions by centers and federal staff within the region are answered; regional participation occurs with regard to development of new policies and procedures initiated by the Job Corps NPO or Job Corps Administrator; and that communication occurs with the Regional Director, Regional Project Managers/COTRs, and other staff as needed, with regard to significant property-related matters. RPOs also are responsible for ensuring that each contract-operated center within the region reports fleet data, monthly, as required into the FTMS.

(2) Federal Project Managers/COTRs hold primary responsibility for oversight of contractor-held GFP assigned to their contracts. They maintain the same property-related authorities as Regional Property Officers; however, Project Managers will consult with RPOs whenever possible when conducting property-related actions and reviews. Disputes will be brought to Regional Directors for determination. Federal Project Managers will conduct inspections and surveys of contractor-held GFP as appropriate, to include on-site and remote spot checks, desk monitoring, EPMS and documentation auditing, and other such assessments as needed. Federal Project Managers/COTRs issue, at the direction of the CO, Letters of Authority authorizing contractors to use government supply sources during the performance period, and conduct review of property actions proposed and documented by the contractor, and provide approval (as appropriate). Federal Project Managers shall maintain copies of communications to contractors regarding liability (or relief thereof) in the contract file. Federal Project Managers will ensure that both outgoing and incoming contractors are informed with regard to required procedures prior to contract end/changeover, and will receive and review final property reconciliations and reports of missing/damaged property not later than 15 days prior to the scheduled end/changeover date, for review. The federal Project Manager/COTR will monitor joint inventory efforts between incoming and outgoing contractors during the contract transition period, and ensure that a certified final inventory (signed and certified by an officer of the company) is submitted at time of contract end/changeover.

(3) Regional Directors maintain the same property-related authorities as RPOs and Project Managers; however, Regional Directors hold authority to resolve property matters within the region. Regional Directors are encouraged to consult with the NPO and the CO with regard to property-related matters where property cost is $3,000 and above, and in cases that are atypical, unusual, or appear to require guidance beyond this policy.
c. **Job Corps National Property Officer:**

The Job Corps National Property Officer (NPO) develops policies, procedures, communications, and training pertaining to Job Corps’ Property Administration Program as outlined herein; coordinates with GSA and other federal agencies to ensure that Job Corps is in compliance with existing regulations and requirements; remains informed on systems, support, and new and emerging policies and regulations that may affect the administration of contractor-held GFP in Job Corps; coordinates with DOL and National Office officials to ensure that Job Corps’ Property Program operates in alignment with DOL, agency, and other National Office requirements; interprets regulations, orders, policies, and other guidance and provides decisions pertaining to significant property matters; issues procedural waivers as appropriate; provides guidance to COTRs and RPOs for actions and duties related to property administration; reviews and makes determinations pertaining to contractor liability and/or replacement of property following regional review, as designated in this policy, and forwards determinations of contractor liability to the appropriate CO for approval; establishes workgroups to address elements of administration and oversight of contractor-held GFP; writes policies and directives for approval by the National Director; holds conference calls and trainings with regional and contractor staff as needed; provides reports and information as required to the National Director and other DOL officials; inspects property activities of Project Managers/COTRs, RPOs, and other staff as appropriate; and retains authority to inspect contractor compliance with Job Corps property policies.

d. **National Job Corps Data Center:**

Develops and maintains Job Corps’ Electronic Property Management System (EPMS) and Job Corps’ Fleet Tracking Management System (FTMS); provides technical assistance for EPMS and FTMS users; provides routine and ad hoc reports to the National Office and other federal officials as needed; provides input on development of policies and procedures for contractor-held GFP; and issues guidance as appropriate and in conjunction with the NPO regarding IT equipment utilization.

e. **Contracting Officers:**

(1) At the time of new contract award, the assigned CO issues (or directs the COTR to issue) a Letter of Authority to the contractor, to include provisions for the use of government supply sources. The Letter of Authority specifies the contract number and performance period along with other information. A Letter of Authority typically is needed by a contractor in order to obtain a GSA Activity Address Code (AAC). A copy of the Letter of Authority will be maintained by the federal Project Manager/COTR, and will be furnished to the National Office or to GSA upon request.
COs will make final determinations for findings of contractor liability, following Regional and National Office reviews. COs will inform the contractor in writing of findings and required actions, or may request that the Regional Director or COTR issue such communications. RPOs will monitor the status of National Office recommendations and CO decisions regarding contractor liability for replacement of property or reimbursement of costs, and will monitor contractor compliance accordingly (see below, Section 8, Contractor Liability).

8. Contractor Liability

a. Contractors are responsible for the appropriate use, care, protection, and disposition of government property, and for compliance with this policy and applicable federal regulations. The CPMP is central to establishing an effective on-site property management system, a key consideration during determinations of accountability and liability. Contractors are required to inform the federal Project Manager, in writing, of instances of missing, damaged, destroyed, or stolen property, and contractors may be held liable where appropriate controls or management systems were not being followed. All instances of missing, damaged, destroyed, or stolen property will be reported by the contractor to the region. The appropriate Job Corps Regional Office will receive and review reports of all instances of missing, damaged, or destroyed property and will determine whether relief of accountability is to be granted for inventory that is under the established $3,000 threshold. Items at or above the $3,000 threshold will receive a formal Board of Survey at the Regional Office, and results will be forwarded to the NPO along with recommendations.

Where the Job Corps NPO finds that contractor liability is indicated and relief of accountability should not be granted, in whole or in part, he or she will work with the designated CO to establish the amount of liability and mechanisms to reimburse the government so that the contract is made whole. The CO will make and issue final determinations and provide notice to the contractor, or may request that the Regional Director or COTR provide such communication in accordance with the CO’s final determination.\(^9\)

b. The preferred method for reimbursement, where a determination of liability has been issued by the Contracting Officer, is replacement of property – for both function and cost. Replacement costs will be assumed by the contractor from non-contract funds and will be reflected in corporate accounting records, subject to inspection by government officials. In such instances, contractors will replace the property for function – in the same area on center where the loss occurred – at or close to the original purchase cost of the missing/damaged item. Only in instances where this is not feasible (for example, following contract closeout), will a check

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\(^9\) This is a variance between Job Corps updated property administration policy and the ETA 359 Property Management Handbook (August 2003).
payment from the contractor for the amount of liability be forwarded to the federal Project Manager/COTR. All such checks will be made payable to the U.S. Department of Labor. Upon receipt, the federal Project Manager will provide copies to the RPO and the CO to provide documentation for closeout of the pending payment, and to authorize adjustment to the contract’s EPMS records. The Regional Office will then forward the contractor’s original check to the NPO, along with an explanation of payment.

c. Where missing/damaged property is reported during contract closeout, the outgoing contractor will be notified of either Job Corps’ or the CO’s findings, in accordance with this policy, for relief of accountability. Notice of findings/final determinations will be provided to the contractor within 30 days under normal circumstances. Such requests for relief of accountability will follow the same procedures as outlined in this policy for all missing or damaged GFP. Job Corps does not grant automatic relief of accountability in instances where more than 30 days have passed to notify contractors of liability decisions. The CO holds final authority to apply discretion, relative to the circumstances, regarding a reasonable and appropriate time frame for notice to a contractor.¹⁰

d. Non-capitalized GFP generally is not depreciated for purposes of determining contractor liability. Conversely, capitalized property generally is depreciated for purposes of determining contractor liability. The CO may make determinations regarding depreciation at the time of his or her review, if liability is indicated.

9. Dollar Thresholds

a. The dollar threshold for reporting of contractor-held GFP in Job Corps’ Electronic Property Management System (EPMS) is $3,000.00, except for sensitive property. All sensitive property as outlined in this policy will be reported in the EPMS. Non-sensitive property below an original purchase cost of $3,000 is not required to be reported in the EPMS. Job Corps contractors may use the EPMS as an inventory system to assist in managing all non-expendable GFP, but it is not required.

b. There is no dollar threshold for sensitive property. All sensitive property must be reported in the EPMS. Sensitive property includes electronics, computers, printers, telecommunications devices, video and audio devices (including DVD players), flat screens and monitors, and items that are serialized. Sensitive property also includes power tools (including powered hand tools), tool kits, and specialty tools and equipment used by career technical training (CTT) programs or by center operations and maintenance. When in doubt, contractors may contact the appropriate RPO for additional guidance.

c. The following property is not considered sensitive property in Job Corps: landline

¹⁰This is a variance between Job Corps updated property administration policy and the ETA 359 Property Management Handbook (August 2003).
telephone systems and phone sets, handheld calculators, and cell phones. However, cell phone replacements will not be funded from contract funds.

d. **The dollar threshold for contractor reporting of missing, damaged, destroyed, or stolen property is $0.00.** All property that is found to be missing, damaged, destroyed, or stolen must be reported by the contractor to the federal Project Manager/COTR by way of the ETA Form 3-96, and with all supporting documentation/reports as prescribed in this policy.

e. **The dollar threshold for Job Corps NPO review of Boards of Survey and contractor liability is $3,000.00.** The Regional Office will review all instances of property loss under $3,000.00, and where the region finds that relief should be granted, the federal Project Manager/COTR will directly communicate that finding to the contractor and maintain such communications in the contract file. Instances of loss $3,000.00 or above will be forwarded to the NPO along with the results of the Regional Board of Survey, for review and action as described herein.

Related appendices include:

- Appendix 505a, Disposition of Excess Property in Job Corps (Procedures)
- Appendix 505b, Property Custodian’s Request to Designate Excess Property
**APPENDIX 505A**

**ADMINISTRATION AND MANAGEMENT OF JOB CORPS CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY: DISPOSITION OF EXCESS GOVERNMENT-FURNISHED PROPERTY**

1. **Introduction**
   a. Contractor-held excess property is Government-Furnished Property (GFP) that is considered no longer of use to the contract. This can be surplus property, property that is old or obsolete, property that is damaged, property that is unsafe, or property that is otherwise serving no effective useful purpose on the contract. There are strict rules around how to handle excess GFP, and laws and regulations pertaining to handling of certain items during disposal (for example, electronics). Authorized actions for excess property must be approved in advance by the federal Project Manager/Contracting Officer’s Technical Representative (COTR). Such actions include transfers (internal and external), donations, cannibalization (in rare instances), and disposal. Except for sale of scrap material to bona fide recycling companies, as outlined in this policy, there is no sale of property or exchange/sale program in Job Corps, and no sale or exchange of property is authorized outside of sales by the government through General Service Administration (GSA). Each of the authorized pathways for disposition of property is described below. This guidance cannot contain all available information pertaining to authorized disposition of property.
   
   b. Job Corps Contractor’s On-site Property Managers (CPMs) must become familiar with the procedures that support the disposition of excess GFP; it is a substantial part of the job and requires attention to detail. The CPM always should consult with the federal Project Manager or RPO when in doubt or when clarity is needed.

2. **Requirements**
   a. Contractors will follow the steps given under Section 3, Process, below for disposition of GFP. Circumstances not addressed in this policy will be brought to the attention of the Regional or National Property Officer.
   
   b. Contractors will submit a written report as part of the annual Contractor’s Property Management Plan (CPMP), which reflects the number of property items that were authorized for disposition for the prior fiscal year (October 1 through September 30), with a breakdown of disposition type (e.g., Transfer/Redistribution [contractor-to-contractor within the Job Corps system]; Transfer/GSA [external transfer]; Donation, Recycling [including any monies received by Recycling companies and directed to Student Government Association environmental initiatives], and Disposal).
c. Acquisition of GFP by private individuals is expressly prohibited, regardless of the disposition status of the property. Evidence of such activity will establish a basis for legal action/investigation. Contractor managers will ensure that this restriction is included in training for all employees.

3. Process

a. Property considered no longer of use to the contract must first be deemed *excess* by the CPM, as appropriate. Property custodians will inform the CPM of property that they feel should be categorized as excess, using the report entitled “Administration and Management of Job Corps Contractor-Held Government-Furnished Property: Custodian’s Request to Designate Excess Property” (Appendix 505b). The CPM will review the information and condition of the item and confirm (or reassign) a condition code, and initial the form. Where equipment is re-assigned internally (for re-use within the contract), an Internal Transfer of Property/Hand Receipt will be completed. Where equipment is not re-assigned internally, the CPM will note on the report that the item(s) has moved into disposition, initial and date the form, and affix an adhesive label to the item in a conspicuous location that contains the Disposition Condition Code. This establishes the entry of that item into disposition status. Items moved into disposition status will be reported on an SF-120 and forwarded to the region with the quarterly property submission, for regional review and approval.

b. Condition Code Designations and Descriptions

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<thead>
<tr>
<th>Condition Code</th>
<th>Description</th>
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<tr>
<td>1</td>
<td>Excellent Condition</td>
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<tr>
<td>4</td>
<td>Usable Condition</td>
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<tr>
<td>7</td>
<td>Repairable Condition</td>
</tr>
<tr>
<td>X</td>
<td>Salvage Condition</td>
</tr>
<tr>
<td>S</td>
<td>Scrap Condition</td>
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</tbody>
</table>

c. All property that has been deemed as excess by the contractor, regardless of condition, must be approved by both the CPM and the Center Director. All SF-120 Reports of Excess Personal Property must contain the signature of both the CPM and the Center Director prior to being forwarded to federal officials for final approval.
d. Contractors should note that as a general rule, computers that are taken offline or replaced should not be reused on center. Doing so often creates system glitches and technical problems on the Job Corps network. Guidance for how to handle old computers, or computers that have been replaced, appears at the end of this section.

e. “Sighting” of Property Generally Rescinded

In the past, contractor-held GFP that was requested to be moved into excess status in Job Corps was required to be “sighted” by a federal representative (or authorized designee). This standard requirement, although it helped to control unauthorized disposition of some property, brought unintended consequences. First, it caused long-term buildup of surplus and excess property on Job Corps centers. Second, it did not, in itself, provide the internal controls that would effectively assist contractors in ensuring that only federally authorized actions took place with regard to those items.

With the issuance of this updated policy, the requirement for federal representatives to conduct an in-person visual inspection (or “sighting”) of the proposed excess property is generally rescinded.11 However, the federal Project Manager/COTR, RPO, or the NPO retains the authority to require that the property submitted for excess by the contractor be held for visual inspection (by a federal representative) prior to approving the property as excess. All approvals shall be made on a case-by-case basis at the federal regional or national level. In most cases, the contractor will request property to become excessed by using the SF-120, Report of Excess Personal Property, and this form will be reviewed by the federal Project Manager and the RPO. The region may request photographs and additional supporting information as part of its review, and may disallow some or all of the items requested for excess or disposition on a single SF-120.

f. SF-120s – Report of Excess Personal Property

All items reported by the contractor as excess property must be submitted on an SF-120 for review and clearance by the appropriate federal official (Regional Project Manager or RPO). This includes all non-expendable items, not just items that are reported in the EPMS. For example, a set of chairs that are not reported in the EPMS must still be reported on an SF-120 when the contractor is requesting that they be excessed and moved into disposition. Items contained in the EPMS inventory will be reported on a separate SF-120 from those that are not.

g. SF-122 and SF-123 – Transfer Order/Excess/Personal/Surplus Property

Transfers of items from one contract to another, or outside of the contract (to GSA or State Agencies for Surplus Property), are requested and approved by using the SF-122 (Transfer Order Excess Personal Property) or the SF-123

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11 This update represents a variance over the ETA 359 Property management Handbook (August 2003).
(Transfer Order Surplus Personal Property) form. The requested transfer actions must be approved by the assigned federal Project Manager or the RPO, for both the sending contract and the receiving contract, as appropriate. The SF-122 is used for intra-agency transfers (for Job Corps contract-to-contract property); the SF-123 is used to list property with GSA for transfer or sale. If the item is transferred to GSA, GSA may generate an automated transfer form, which will be printed by the CPM, a copy of which will be sent by the contractor to the region as part of its quarterly property report. Otherwise, all completed SF-122s and SF-123s (original forms) will be forwarded to the RPO as part of the quarterly report.

Copies of the completed forms will be maintained with the contractor’s on-site property records and remain available for inspection by government officials.

h. Disposition Pathways (Non-Computerized Equipment)

Disposition Pathways vary according to property type and condition code. Computerized equipment should follow the guidance provided below (Section i). For all other property/equipment:

(1) **Condition Code 1 – Excellent**: This property is in new or unused condition and can be used immediately without modifications or repairs. Once federal approval has been obtained via the SF-120 process, this equipment should be moved by the contractor within the EPMS listing into “redistribution” status, for listing on the EPMS Marketplace for 21 days, to make it available for other contractors (Computers generally are not eligible for redistribution in Job Corps; see guidance below for Computerized Equipment [Section i]).

(a) If the property is wanted by another contractor, the SF-122, Transfer Order Excess Personal Property, will be completed by the holding contractor (CPM), and forwarded to the federal Project Manager for approval/signature, who will forward to the receiving Project Manager for approval/signature.

(b) Following a period of 21 calendar days under redistribution status, if no interest has been expressed by another contractor, the property must be listed with GSA via GSAxcess for a period of 21 days or with the local State Agency for Surplus Property (SASP) ([www.gsa.gov/portal/content/100851](http://www.gsa.gov/portal/content/100851)). If no activity has been generated as a result of the above actions, the property is then eligible for donation.

(c) **Donations**: Donations may be made to state and local governments, public libraries, public schools, nonprofit organizations whose primary mission is training or education (e.g., Head Start programs), and where none of the above entities are able to receive
the equipment, to other bona fide nonprofit organizations. (Note that religious organizations are not eligible.) Donations will be documented with the following information: printout of the EPMS list that shows the property, line by line, to be donated (where applicable); the approved SF-120 Report of Excess Personal Property; and a completed Certificate of Abandonment or Destruction (the “Donate to Public Body” option will be marked). At time of donation, recipients must initial and date each inventory item shown on the EPMS listing (to document receipt of each item); and note “RECEIVED,” date, taxpayer identification number of the organization, and name and signature of the individual who is receiving the item(s) for the organization. The CPM will make a notation to the SF-120 “DONATED,” date, name of organization to which the equipment was donated, and provide his or her name and signature. The CPM and Center Director will witness the donation and provide attestation on the lower half of the Certificate of Abandonment or Destruction form. The contractor will maintain original documentation in the on-site property records; copies will be forwarded to the federal Project Manager as part of the quarterly property report. The federal Project Manager will review the documentation and approve inventory adjustments by the region, as appropriate.

(2) **Condition Code 4 – Usable:** This property shows some wear, but can be used without significant repair. This property will follow the same procedures as those shown for Condition Code 1.

(3) **Condition Code 7 – Repairable:** This property is unusable in its current condition but can be economically repaired. Such equipment should follow the same procedures for Condition Code 1, however, may also follow the procedures for Salvage or Scrap if the property is not transferred internally via the EPMS Marketplace (Redistribution), or via GSA or the local SASP, or if no suitable donation entity (as outlined above) can receive the equipment after reasonable attempts have been made and documented.

(4) **Condition Code X – Salvage:** This property has value in excess of its basic material content, but repair or rehabilitation is impractical or uneconomical. This property may not be listed for internal redistribution. It should be listed with GSA via GSAXcess or the local SASP may be contacted ([www.gsa.gov/portal/content/100851](http://www.gsa.gov/portal/content/100851)) to pick up the item(s). If, after documenting those efforts and after a reasonable period the property has not been transferred or picked up, it should be recycled wherever possible, or as a last resort, disposed of.

(a) **Recycling:** Property to be recycled must be obtained by a bona
fide, licensed recycler/scrap dealer. Pick up of items for recycling will be documented with the following: printout of the EPMS or other inventory listing that shows the property (line by line) to be recycled or scrapped, where applicable; the approved SF-120 Report of Excess Personal Property; and a completed Certificate of Abandonment or Destruction. The “Scrap Dealer” option will be marked. At time of pickup, dealers must initial and date each inventory item shown on the inventory listing (to document receipt of each item); and note “RECEIVED,” date, taxpayer identification number of the organization, and name and signature of the individual who is receiving the item(s) for the organization. The CPM will make a notation to the SF-120 as either “RECYCLED,” or “SCRAPPED,” date, name of company receiving the property, the dollar amount of monies received from the company as a price paid to the contractor for materiel, if any, and CPM’s name and signature. The CPM and Center Director will witness the dealer pickup and provide attestation on the lower half of the Certificate of Abandonment or Destruction form. The contractor will maintain original documentation in the on-site property records; copies will be forwarded to the federal Project Manager as part of the quarterly property report. The federal Project Manager will review the documentation and approve inventory adjustments by the region, as appropriate. Any monies received as a result of sale of scrap will be directed to the Student Government Association’s environmental initiatives fund (see Section i(11) for additional guidance).

(5) **Condition Code S – Scrap:** Items in this category may go directly into a pathway for Recycling, as noted above, wherever possible. **The disposal of GFP will occur only as a last resort,** after all other potential pathways for disposition have been exhausted. Disposal will follow the same procedures as those for recycling, except that the Certificate of Abandonment or Destruction will be marked “Abandoned in Place,” and in the explanation section, method of disposal should be noted (e.g., for pickup by waste management company, taken to landfill, etc.) In this instance, there will be no signature of a receiving organization or business; however, the Certificate of Abandonment or Destruction must still be witnessed by both the CPM and the Center Director.

(a) Acquisition of GFP in any disposition status, including Salvage or Scrap, by private individuals is expressly prohibited, and evidence of such activity will establish a basis for legal investigation.

(b) **Electronic Equipment:** The disposal of electronic equipment must follow federal, state, and local laws and regulations, and its
handling must be documented. Only waste management
companies licensed to handle electronic equipment may receive
and dispose of such equipment. For additional assistance in
disposal of electronic equipment, contact local city or county
Public Works offices. You also may visit
http://www.epa.gov/wastes/conserve/materials/ecycling/donate.ht
m for additional resources.

i. Disposition Pathways (Computerized Equipment)

(1) Computers should be organized separately as working or non-working,
physically identified as such, and stored and protected in a designated area
away from operating computers. An SF-120 (Report of Excess Personal
Property) will be completed, with federal authorization signature (usually
the federal Project Manager), for all excessed computer equipment. A
single SF-120 may be completed for all computer equipment excessed at a
single point in time and will include all standard identifying information
(e.g., description of item, serial number [as available], etc.).

(2) Excess computers (whether working or not) are not eligible for
redeployment on center or redistribution via EPMS
Redistribution/Marketplace, and should not be listed for internal transfer
within Job Corps.

(3) Working computer equipment that is identified for donation must
be physically identified as “Pending Donation.”

(4) Prior to donation or disposition, hard drives of computerized equipment
will first be sanitized and all student records and/or personally identifiable
information (PII) will be removed in accordance with Job Corps policy. A
DL-155 form must be completed at the time of sanitization and maintained
with the contractor’s property records.

(5) Actions for donations of working computers to an authorized donation site
are initiated. Contractors should first attempt to identify an authorized
Computer for Learning (CFL) donation site wherever practicable
(http://computersforlearning.gov). Once an authorized donation
organization is identified, a Certificate of Abandonment & Destruction
will be completed. Donation recipients must initial the SF-120 for each
item received, and provide a notation on the Certificate of Abandonment
& Destruction indicating “RECEIVED,” organization name, signature,
and date.

(6) A copy of the approved SF-120, along with the DL-155, EPMS listing that
identifies the items donated, and a completed Certificate of Abandonment
& Destruction will be forwarded to the RPO for review and subsequent
removal of donated items from the EPMS listing.

(7) Where CFL donation is not available, usable equipment should be listed with GSA (via GSAccess) for external transfer or sale, or the local State Agency for Surplus Property (SASP) should be contacted (www.gsa.gov/portal/content/100851)

(8) Where GSA is unable to transfer or sell property or where the local SASP has been unable to pick up the property within a reasonable period of time, other donation organizations may be considered. These include local/state governments, libraries, and nonprofit organizations with an educational mission such as Head Start. Such donations shall only be made to legal nonprofit organizations with tax ID numbers. Note that donations to religious organizations are prohibited. All procedures described above for donation of property must be followed in every instance.

(9) Where equipment is not donated, or transferred via GSA or the local SASP, CPMs may contact their local city or county Public Works offices for assistance, and may also visit UNICOR (see item 10 below), or visit http://www.epa.gov/wastes/conserve/materials/ecycling/donate.htm for additional resources. Computer equipment and electronics must follow specific environmental regulations for recycling or disposal. Contractors will ensure that any waste disposal companies used for disposing of computers and electronic equipment can demonstrate that they are licensed to handle electronics waste recycling or disposal and are in compliance with existing federal, state, and local environmental regulations. The same procedures apply for recycling of computers and electronics as those outlined above for donation, except that the “Scrap Dealer” box will be checked on the Certificate of Abandonment or Destruction.

(10) UNICOR is a federally supported organization with a major focus on the recycling of computers, electronics, and other materials. In certain U.S. areas, UNICOR will pick up recyclables, including computers and other equipment, where there is a sufficient amount of material (usually 15 or more computers; however, other equipment may be added to increase the size of the UNICOR pickup). UNICOR operates major donation warehouses where items may be dropped off in Atlanta, GA; Miami, FL; Inglewood, CO; Sheridan, OR; and Landover, MD. The same procedures for donation will apply, as specified above, for all UNICOR donations. UNICOR offers information and customer assistance by phone and online. Visit http://www.unicor.gov/recycling.aspx for more information.

(11) Funds received as a result of scrap sales will be directed to the Student Government Account (SGA) and recorded as a credit to the SGA Environmental Initiatives fund. The date of the credit to the SGA account
will be within three business days of the date of sale and pickup of items. The SGA will use the funds in this account to support environmental projects and initiatives on center, and will conduct such activities in accordance with established SGA procedures.

(12) Failure by the contractor to obtain, maintain, and produce records that support required procedures at the request of the government could result in findings of liability assessed against the contractor.
APPENDIX 505B
ADMINISTRATION AND MANAGEMENT OF JOB CORPS
CONTRACTOR-HELD GOVERNMENT-FURNISHED PROPERTY:
PROPERTY CUSTODIAN’S REQUEST TO
DESIGNATE EXCESS PROPERTY

TO: ______________________________________ , Contract Property Manager (CPM)
FROM:____________________________________ , Property Custodian Name
DATE: ________________________________ LOCATION: ________________________________

The below-listed property is reported as excess property and suggested condition code shown. CPMs will inspect all property reported by the Property Custodian to confirm condition and usability.

CPMs: See Job Corps Property Policy – Disposition of Excess Property in Job Corps (for Contractor-Held GFP) for specific procedures.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Serial # (or “N/A”)</th>
<th>Condition Code*</th>
<th>CPM Initials</th>
<th>Reassigned/Location</th>
<th>Moved into Disposition</th>
<th>CPM Initials</th>
<th>Date</th>
</tr>
</thead>
</table>

*Condition Code Key:

1  = Excellent Condition (in new or used condition, which can be used immediately without modifications or repairs)

4  = Usable Condition (shows some wear, but can be used without significant repair)

7  = Repairable Condition (is unusable in its current condition but can be economically repaired)

X  = Salvage Condition (has value in excess of its basic material content but repair is impractical or uneconomical)

S  = Scrap Condition (has no value above its basic material content)
APPENDIX 506
ALTERNATIVE FUEL INFORMATION

An Alternative Fuel Vehicle (AFV) is designed and manufactured to operate in either dual-fuel, flexible-fuel, or dedicated modes on fuels other than gasoline or diesel. This does not include a conventional vehicle that is limited to operation on blended or reformulated gasoline fuels.

Alternative fuel sources most commonly used include the following:

**Liquefied Petroleum Gases (LPG):** Propane, propylene, normal butane, butylene, isobutane, and isobutylene produced at refineries or natural gas processing plants (includes plants that fractionate raw natural gas plant liquids).

**Compressed Natural Gas (CNG):** Natural gas compressed to a volume and density that is practical as a portable fuel supply. (Note: Even when compressed, natural gas is not a liquid.)

**Liquefied Natural Gas (LNG):** Natural gas that has been refrigerated to temperatures at which it exists in a liquid state.

**M85:** A fuel containing a mixture of 85 percent methanol and 15 percent gasoline.

**Ethanol** (otherwise known as ethyl alcohol, alcohol, or grain-spirit): A liquid used in the United States to enhance octane in gasoline and as a gasoline oxygenate (10 percent concentration). Ethanol can also be used in high concentration in vehicles optimized for its use.

**E85:** A fuel containing a mixture of 85 percent ethanol and 15 percent gasoline.

**Biodiesel:** Any liquid biofuel suitable as a diesel fuel substitute or diesel fuel additive or extender. A diesel substitute made from the conversion of oils of vegetables such as soybeans, rapeseed, or sunflowers (end-product known as methyl ester) or from animal tallow (end-product known as methyl tallowate). Biodiesel can also be made by the conversion of hydrocarbons produced by the Fisher-Tropsch process from agricultural by-products such as rice hulls.

**Electricity:** Energy arising from electric charge interaction. Electricity is usually provided by batteries, but can be provided by generators, fuel cells, or electrical conductors. Voltages range from 48 volts to 480 volts, both alternating current (AC) and direct current (DC).

For more information on alternative fuels and AFVs, visit the following websites:

- [http://www.epa.gov/otaq/consumer/fuels/altfuels/altfuels.htm](http://www.epa.gov/otaq/consumer/fuels/altfuels/altfuels.htm)
APPENDIX 507
REQUEST TO LEASE A GSA VEHICLE

1. Center Name: ____________________________
2. Point of Contact (POC) Name: ____________________________
3. Date: ____________________________
4. POC E-mail Address: ____________________________
5. Local GSA Representative E-mail: ____________________________
6. Is this a Vehicle Replacement or New Vehicle? ____________________________
7. Tag Number of the Vehicle Replaced: ____________________________
8. Vehicle Make/Model: ____________________________
9. Model Year: ____________________________
10. Vehicle Type: ____________________________
11. Lease Cost: ____________________________
12. Period of Lease: ____________________________
13. Purpose of the Vehicle: ____________________________
14. Justification for all new vehicles or non-AFVs (Submit a separate sheet if necessary):

This space is designated for authorized parties only.

<table>
<thead>
<tr>
<th>Regional Office Use</th>
<th>National Office Use</th>
<th>OASAM Use*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received:</td>
<td>Date Received:</td>
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* If requested, vehicle is a non-AFV.
Instructions for Requesting to Lease a GSA Vehicle

Please complete the “Request to Lease a GSA Vehicle” form to request permission to lease a vehicle from the General Services Administration (GSA).

Upon completion of this form, the form must be e-mailed to the center’s Project Manager. The Center Director must be copied on this e-mail.

1. Enter the name of the Job Corps center requesting the vehicle.
2. Enter the name of the point of contact (POC) for this request.
3. Enter the date of the request.
4. Enter the POC’s e-mail address.
5. Enter the local GSA representative’s e-mail address.
6. Indicate whether the request is for a vehicle replacement or a new vehicle.
7. Enter the vehicle tag number (if this is a replacement vehicle).
8. Enter the vehicle make/model (example: Ford Taurus).
9. Enter the model year.
10. Enter the vehicle type (examples: Sedan, SUV, Bus).
11. Enter the monthly lease cost.
12. Enter the period of the lease (example: May 1, 2005 – May 1, 2008).
13. Enter the purpose for the vehicle (examples: driver’s education, security).
14. Justify the need for a new vehicle or, in the instance of a non-AFV request, why an AFV will not suffice.

The POC, Center Director, Regional Director, and the local GSA representative will receive an e-mail from the Project Manager, stating the approval or denial of the request.

Please do not write below the dotted line. That area is for use by the authorizing parties only.
**APPENDIX 508**  
**GSA ANNUAL FLEET REQUIREMENTS SPREADSHEET**

**Center Name:** ____________________________________________________________

**Local GSA Representative’s E-mail Address:** __________________________________

Note: If this is not an alternative fuel vehicle (AFV), submit a narrative as to why this vehicle is needed. All non-AFV’s will require National Office and Office of the Assistant Secretary for Administration and Management (OASAM) approval.

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1General Services Administration (GSA)
APPENDIX 509
FINANCIAL MANAGEMENT FOR CCCs

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A. INTRODUCTION

1. Scope

Appendix 509 contains instructions and requirements for budgeting and reporting the costs of operating Job Corps centers that are administered by federal conservation agencies. This appendix is applicable only to federally-operated centers (contractor-operated centers should refer to Appendix 502). Federally administered Job Corps centers are referred to as “CCCs,” which stands for: Civilian Conservation Centers. The federal agencies that administer the CCCs are referred to as “CCC agencies.”

The requirements of this appendix address: (i) the reporting of the actual costs of operating the federally administered centers, and (ii) the procedures for revising the initial annual center budget that is approved at the outset of each Program Year. This appendix is not intended to supersede U.S. Department of Labor (DOL) guidance and instructions that are contained in the annual “budget formulation package” that is issued to the CCC agencies prior to the start of each Program Year. If any budget formulation instructions appear to be in conflict with the requirements of this appendix, the budget formulation instructions shall prevail.

2. Purpose

The procedures and requirements contained in this appendix are intended to serve as the basis of a financial management system that provides Job Corps Program Managers at several different levels with important information for managing resources and determining the efficient allocation of funds. The Job Corps center Financial Management System (FMS) provides for:

- Periodic, detailed review of actual expenses and a comparison between planned (budgeted) versus actual expenses
- The reliable identification of variances from budget that may require corrective action
- The ratification of appropriate adjustments in current year budgets
- The compilation of nationwide Job Corps cost data for inclusion in reports to the Congress and the public

B. SYSTEM OVERVIEW

1. Uniform Cost Categories

A major feature of the Job Corps center FMS is the use of uniform cost categories that allow for comparability between centers and for the compilation of national and regional totals for analytical and public reporting purposes. The cost categories have been defined in a way that will provide information that is immediately relevant to ongoing managerial and oversight functions.
2. **Initial Budget Formulation**

CCC budgets are formulated annually in a cycle that coincides with the July 1 through June 30, which is referred to as the Program Year. Several months prior to the start of a Program Year, the DOL-Office of Job Corps issues budget/planning instructions to the CCC agencies to initiate the budget formulation process. One of the main outcomes of this process is the development of a detailed line-item budget for each CCC that is approved at the outset of the Program Year. This approved budget, often referred to as the Program Operating Plan, provides the basis for fund transfers to the CCC agencies throughout the Program Year.

3. **Reporting of Actual Expenses**

CCCs are required to report expenses on a quarterly basis. The reports are prepared using Form 2110F CCC Financial Report and Form 2110HQ CCC National Roll-up Report. These two reports have been designed to display line-item data for expense in the current quarter along with cumulative expense incurred since the beginning of the current Program Year.

4. **Comparing Actual Versus Planned Expense**

With respect to Center Operations Expense, the financial reports for CCCs require a comparison of actual expenses versus planned expenses. The comparison of actual versus planned expense at CCCs is in the context of the line-item budget that is in place for center operating expenses during the current Program Year. CCC agencies may elect to make these comparisons through either one of two methods.

The first method is for the CCC agency to break out the budget for the entire current year into an internal quarter-by-quarter line-item budget that takes into account the seasonal variations that influence some line-items (e.g., fuel and utilities). This internal budget is then used to supply the amounts of the “planned” line-item expenses for the current year to date.

The second method is to compute the current year expenses that are “planned” through the end of the current quarter via a simple straight-line proration of the approved budget for the entire current year. The proration of planned expenses is on the basis of days rather than months. This second method, though not as precise as the first, is deemed to be adequate for Job Corps financial management purposes. The method of reporting Planned Expense cannot be changed during a contract year.

5. **Displays and Evaluation of Variances**

For center operating expense, the cost reports for CCCs will identify budgetary variances by individual cost category on a Program Year to date basis. A line-item
variance is simply the difference between planned program year to date cost and the actual program year to date cost.

For individual line-items, 1-29, an explanation is required if the variance is 5 percent or more (plus or minus) of the line-item amount budgeted for the entire Program Year. However, no explanation is required if the dollar amount of the variance for an individual line-item represents less than 0.1 percent of the total Center Operations Budget (Line 30) for the entire Program Year. To illustrate: if the program year budget for a particular line-item is $100,000, the first alternative variance threshold is $100,000 x 5.0 percent = $5,000. If the total Center Operations Budget for the Program Year is $8,000,000, the second alternative variance threshold is $8,000,000 x 0.1 percent = $8,000. Since $8,000 is the larger of the two dollar amounts, then $8,000 is used as the variance threshold for the budget line-item in question instead of $5,000.

An explanation is further required whenever the current program year to date total, Actual Expense for Center Operations, exceeds the Planned Total Expense by an amount equating to one percent of the total budget for the current Program Year.

Please note that the thresholds for explaining variances are determined as a percentage of the full year’s budget amount. This might appear contrary to intuition, which would say that the variances should be viewed in terms of planned expense to date. The purpose of the non-intuitive approach prescribed above is to lessen the narrative reporting burden relative to variances that occur in the early months of the Program Year. This permits CCC agencies an opportunity to resolve or reverse variance trends before being officially required to explain them to DOL.

Reported variances may occur for a number of reasons, including: (i) erroneous assumptions in the formulation of the budget, (ii) unforeseen events requiring greater or fewer financial resources than anticipated, (iii) poorly controlled spending, and/or (iv) reporting or computational errors. The identification and analysis of variances may lead to a wide range of corrective actions, including:

- Spending constraints to reduce or stabilize overruns
- Increased spending in areas where adequate resources have not been utilized to provide prescribed services
- Improvements to internal administrative control systems and the provision of training to appropriate staff
- Budget revision request to more reasonably distribute financial resources between cost categories
- Initiation of requests for an increase or decrease in the approved budget in order to adjust for unforeseen cost or program changes
6. Formal Budget Revisions

After the initial program year budget for a CCC has been approved by DOL, it is generally appropriate to accomplish a formal revision to the budget only when there is a net change in bottom line center operating costs or when a realignment of existing funds is clearly needed to resolve a gross misallocation of resources. However, frequent reshuffling of funds between line-items as a means to make reported variances go away is not generally considered a useful or legitimate practice.

Detailed procedures and requirements for developing, submitting, and approving formal budget revisions are addressed in a later section of this Appendix, 509. These procedures have been crafted to ensure consistency with the relevant provisions of the Interagency Agreements that are in place between DOL and the CCC agencies.

7. Related Financial Management Systems

The requirements and procedures of this appendix have been designed in a way that is intended to ensure or promote consistency of data across different aspects of CCC financial management: DOL/Job Corps allocation of funds for CCCs; detailed operational budgeting; quarterly cost reporting; and interagency fund transfers to cover CCC and CCC-related costs.

a. Job Corps Fund Allocation System (JFAS)

JFAS is a web-based in-house information technology (IT) application that is used by DOL/Job Corps to control the allocation of funds to all Job Corps program activities, including those conducted at CCCs. It is DOL policy to share various types of JFAS reports and documents with its center operators, including CCC agencies. The JFAS reports and data sheets that are available to contractors include: the Budget Worksheet, Program Operating Plan Detail Report, Financial Operating Plan (FOP) Allocations Report, and the Budget Authority Transfer Requirements Report. These reports will help CCC agencies to identify discrepancies and pending issues that require follow-up action.

Pending the development of an IT application that will provide CCC agencies with direct access to their respective JFAS reports and documents, the Office of Job Corps, or the center’s Regional Project Manager, may provide CCC agencies with copies of these reports (which are normally available in PDF format) on a routine scheduled basis or upon request of the CCC agency.

b. Job Corps Financial Management System (FMS)
CCC agencies fulfill most of their financial reporting and operational budgeting responsibilities using the Job Corps FMS, which is a web-based IT application administered by the Job Corps Data Center (JCDC). The FMS is used by CCC agencies to prepare and submit quarterly 2110F cost reports, 2110HQ cost reports, and 2110S monthly staff vacancy and separation reports. At some point in the future, the FMS will also be used to enter annual program operating plans/budgets. Data entry procedures can be found on the JCDC website and in training and orientation materials that have been published by JCDC. The FMS is a secure IT system, with access being controlled by user names and passwords.

c. **Interagency Fund Transfers**

DOL provides CCC agencies with Job Corps funds through interagency non-expenditure fund transfers that are processed through the Treasury Department. Such transfers are routinely accomplished on a quarterly basis, but special, ad-hoc interim transfers are made when circumstances so require. The amounts transferred by DOL are formulated using data that is aggregated from the JFAS system.

C. **COST CATEGORIES**

1. **Overall Structure of Categories**

The cost categories that are used on center cost reports and budgets are structured as follows:

a. **Center Operations Expenses**

This category includes staff salaries and benefits, supplies, materials, utilities, fuel, food and all other day-to-day operational expenses that are incurred at a Job Corps center. For CCC budgeting and reporting purposes, Center Operations Expenses are subdivided into Direct Expense and Program Direction Expense.

- **Direct Center Operations Expense**: These are expenses that are incurred directly at or on behalf of an individual CCC. Direct center operations expense is subdivided into 29 different line-items, two of which are reserved for possible later use. These line-items are separately displayed on Page 2 of the 2110F report. The types of expenses covered in the various line-items are defined and described in detail in a later section.

- **Program Direction**: This expense category refers to the general administrative and overhead costs of the CCC agency that are incurred to supervise and support its CCCs. Examples of Program Direction Expense might include financial management support,
personnel support, procurement support, and executive direction. These costs are normally incurred at district, regional, and/or national office levels within the CCC agency. In each program year’s budget, DOL provides funding to CCC agencies for these costs in an amount that equals six percent of the total of direct CCC costs approved by DOL for that Program Year, but excluding construction/rehab funds. CCC agencies report actual Program Direction Expense on a national roll-up basis only.

In the quarterly 2110F output reports that are generated by the Job Corps FMS (which are based on data supplied by a CCC agency), the total Program Direction Expense that is reported at the national level is prorated among the individual CCCs based on each CCC’s student slot level. This proration of Program Direction Expense to individual CCCs is done to ensure comparability of CCC cost data with the costs being reported at contractor-operated Job Corps centers.

*Transfer-of-Station Fund:* An allocation of program direction funds equivalent to 0.25 percent of all initial center operation (A) funding at the inception of each Program Year will be established for the agency to use in filling Center Director vacancies.

This allocation will be transferred to the agency headquarters and expensed on the headquarters quarterly 2110F. Transfer-of-Station (TOS) costs are not to be transferred to or expensed on individual center 2110Fs.

The 0.25 percent allocation of program direction funds will be for TOS only, and the agency is responsible for administering and managing this fund. Once these funds are expended, no additional funding may be used for TOS, unless a supplemental request for funding is received and approved by DOL. Using the third quarter 2110F as a guide, DOL and USDA will work together to determine if all TOS funding will be used by the end of the Program Year; and if excess funds remain, that amount of funding authority will be taken back/withheld in the final Program Year transfer.

b. **Center Capital Expenses**

This expense group consists of the following four major expense categories:

- Construction, Rehabilitation, and Acquisition (CRA)
- Capital equipment
- GSA Vehicle Rental
- Career Technical Skills Training (CTST) materials
These four categories are separately displayed on cost reports and in the program operating plans.

c. **Student Transportation Expense**

This cost category refers to Job Corps-paid expenses for inter-city transportation of new enrollees and students.

d. **Outreach and Admissions (OA) Expense**

This cost category applies only when a CCC’s program operating plan expressly includes funding for the provision of activities for the outreach and admission of new students. When a CCC’s program operating plan does contain Outreach/Admissions funding, supplementary cost reports and budgets must be prepared.

e. **Career Transition Services (CTS) Expense**

This cost category applies only when a CCC’s program operating plan expressly includes funding for the provision of career transition services to graduates and former enrollees. When a CCC’s program operating plan does contain Career Transition Services funding, supplementary cost reports and budgets must be prepared.

f. **Other Expense Categories Not Preprinted on the Forms**

Blank lines are provided in the reporting formats for writing in other non-standard categories that might be included in a program operating plan.

2. **Contract Expense**

The costs of contracts issued by CCC agencies are classified differently depending on the characteristics of the contract. For purposes of Job Corps cost classification, contracts fall into two different and mutually exclusive categories: Staffing Contract and Non-Staffing Contract. The following are definitions and criteria for determining the category that applies to a particular contract, along with the cost allocation policies that apply to that category.

a. **Staffing Contract**

This category applies to any contract or subcontract that provides one or more staff persons who are employed at the center on a full-time basis or any contract or subcontract that provides a number of part-time staff persons who are employed at the center and whose scheduled hours of work at the center collectively represent one or more full-time positions
The cost allocation policies that apply to contracts in this category are as follows:

**Contractor Personnel Expense:** The cost of compensation (salaries/wages and benefits), which the contractor pays to its staff who work at the center, shall be allocated to the appropriate functional or programmatic line-item as a personnel expense (e.g., Line 1-Academic Personnel, Line 3-Career Technical Training (CTT) Personnel, and so forth).

**Other Direct Contractor Expense:** The direct costs of the contractor that are for non-personnel items shall be reported in the appropriate functional or programmatic line-item as an “Other” cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).

**Contractor Indirect Expense (Overhead/G&A):** The contractor’s overhead and G&A expense shall be reported on Line 16-Other Administrative Expense.

**Contractor Fee:** Contractor fee shall be allocated to the appropriate functional or programmatic line-item as a non-personnel cost (e.g., Line 2-Other Academic Expense, Line 4-Other Career Technical Training Expense, and so forth).

In some cases, expenses might not be currently detailed on the contractor’s invoice because the service is being provided at a fixed price or fixed unit price (e.g., meals served, billable labor hours). In these cases, adequate detail can usually be obtained from the contractor’s proposal as a means to formulate the required break out of total expense into the line-items identified above. If detail is not provided in the proposal, then supplementary information should be obtained from the subcontractor.

b. **Non-Staffing Contract**

This category applies to any contract or subcontract that does not qualify as a Staffing Contract. In addition to subcontracts that are solely for the procurement of supplies, equipment, commodities, and so forth, the Non-Staffing category also typically applies to:

- Contracts for facility repairs or renovations
- Contracts for intermittent services such as trash collection and pest control
- Contracts with individual medical practitioners working less than full-time at the center

The costs of a Non-Staffing Contract will normally be allocated to a single budget line-item. For example, the entire costs of a trash collection contract would be assigned to Line 19-Other Facility Maintenance Expense.
3. **Personnel Expenses**

This term is used in this appendix to refer to all salaries, wages, and all associated personnel costs such as payment of earned leave upon termination, employer retirement contributions, Social Security taxes, life insurance, health insurance, worker’s compensation insurance, etc. All direct employees of the center as well as contractor and subcontractor employees who perform ongoing functions at the center, which might otherwise be performed by CCC agency staff, are to be included. However, the cost of contractor staff members who perform work at the center on a one-time or irregular or intermittent basis should be reported in the appropriate non-personnel expense line.

If an employee works in more than one area, such as part-time in academics and part time in career technical training, or a secretary is assigned to two departments, the cost must be allocated to the appropriate categories. The basis for the allocation must be documented in a **salary allocation plan**, explaining the rationale for the allocation. The allocation plan must be available for review by DOL auditors. If the employee’s assignment is changed, the allocation should be changed. All salary allocations should be reviewed annually to assure that the basis for allocation is still valid.

With regard to managerial positions (which may generally be defined as those that involve supervision of supervisors), those which oversee three or more different departments or programmatic functions should normally be treated as executive positions whose costs should be allocated to Line 15-Administrative Personnel. This guidance is not a hard and fast rule, however; and circumstances may exist that justify the formulation of a salary allocation plan for this type of position.

With regard to front-line supervisors who function as team leaders and who supervise or coach diverse groups of practitioners (such as academic instructors, career technical training instructors, counselors, and so forth), it is recommended that salary allocation plans be formulated which break out the personnel costs into as many line-items as are appropriate.

4. **Treatment of Money Received**

When money is received by a CCC, it is most often a reimbursement of cost. Such reimbursements are recorded as reductions (credits) in the appropriate expense accounts in order to reflect true CCC operating expenses. Examples are as follows:

- Food sales to staff and visitors are credited as a reduction to center food costs
- Reimbursements by GSA for vehicle maintenance and fuel are credited as a reduction to center vehicle operating costs
- Reimbursements of fuel costs from tenants are credited as a reduction of center fuel costs
• Reimbursement for Workforce Innovation and Opportunity Act (WIOA) or other buy-ins are credited as a reduction to center academic and/or career technical training costs
• Prompt payment discounts, cash rebates and refunds are credited as a savings to the account to which the product or service was originally charged

5. Cost Category Definitions

The following are definitions for the cost categories that are used in the 2110F CCC cost reports and in the line-item CCC budgets/program operating plans. The categories are discussed in the same order as they appear on the 2110F. Also note that the lists of example expense items that are provided for each cost category are not considered exhaustive or all-inclusive. For expense items that are not specifically identified in the lists of examples, agencies may use their own good judgment to determine which cost categories apply; or they may refer the question to the Office of Job Corps for guidance.

a. 2110F, Page 2: Note Regarding Personnel Expense: For purposes of reporting actual expense on a quarterly basis, the costs of federal personnel and non-federal personnel are combined together. In contrast, the annual CCC budget formulation process requires that each line-item of personnel expense (Lines 1, 3, 5, 9, 11, 13, 15, 18, and 20) be broken out for pricing purposes between personnel costs of federal staff versus personnel cost of contractor staff.

Line 1-Academic Personnel Expense: Includes the cost of all personnel whose primary duties are in academic programs, including positions such as those listed below:

Managers
Training Program Director
Academic Manager
Principal Teacher

Instructors
Academic Instructor
Reading Instructor
Math Instructor
HSE Instructor
Driver Education Instructor
ELL Instructor
Communications Instructor
Wellness/Safety Instructor
Instructor Substitutes

Support Staff
Testing Coordinator
Secretarial/Clerical assigned to the academic department

**Line 2-Other Academic Expenses:** This category consists of all non-personnel expenses that are immediately related to a center’s academic programs, including the types of expense listed below.

**Academic Materials and Supplies:** Includes the cost of materials and supplies (e.g., books, workbooks, testing materials) used in conducting academic programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapery, wall hangings, bulletin boards, computer software, and DVDs.

*Not included* are general-purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

**Academic Services:** Includes the cost of contractual services for student academics, including repair and maintenance of academic equipment.

**Academic Tuition:** Includes the cost of tuition for off-center academic instruction. If the tuition is prepaid, please see discussion concerning treatment of prepaid items in a later section on accrual reporting.

**Academic Rentals:** Includes the cost of facilities and equipment (but motor vehicles will not be charged here).

**Other:** Other expenses that should be assigned to the academic operating expense category but which do not match any of the above examples.

**Line 3-Career Technical Personnel Expense:** Includes the cost of all personnel whose primary duties are in the career technical training programs, including positions such as those listed below:

**Managers**
Training Program Director
Career Technical Program Manager
Works Program Officer

**Instructors**
Career Technical Instructors
Career Technical Instructor Substitutes
Career Exploration Instructor

Support Staff
CTST Coordinator
Work-Based Learning Coordinator
ACT/OTP Coordinator
Career Technical Testing Coordinator
Secretarial/Clerical assigned to Career Technical department

Line 4-Other Career Technical Expenses: This category consists of all non-personnel expenses that are immediately related to a center’s career technical training programs, including the types of expenses listed below.

Career Technical Materials and Supplies: Includes the cost of all materials and supplies (e.g., books, workbooks, testing materials) used in conducting career technical training programs for students. This will also include the cost of expendable items for exclusive use in the classrooms, such as drapery, wall hangings, bulletin boards, computer software, and DVDs.

Not included are general-purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

Career Technical Services: Includes the cost of contractual services acquired for student career technical training, including repair and maintenance of career technical equipment.

Career Technical Tuition: Includes the cost of tuition for off-center career technical training instruction. If the tuition is prepaid, please see discussion concerning treatment of prepaid items in a later section on accrual reporting.

Career Technical Rentals: Includes the cost of facilities and equipment (but not motor vehicles) rented for career technical training under the appropriate category.

Other: Includes other expenses that should be assigned to the career technical training operating expense category, but which do not match any of the above examples.

Line 5-Career Success Personnel Expense: Includes the cost of all personnel whose primary duties are in career success standards and related social skills training programs, including positions such as those listed below.
Managers
Director of Residential Living
Director of Counseling
Residential Living Managers/Counseling Manager
Recreation Manager

Counselors
Counselor (includes UA retrieval)
Counselor Aide
Center Standards Officer

Residential Advisors/Residential Counselors
Residential Advisors/Residential Counselors and Aides
Group Leaders and Aides

Coordinators
Diversity Coordinator
Student Government/Leader/SWF Advisor
Student Safety Advisor/Coordinator*

Recreation Staff
Recreation Specialist/Coordinator
Arts/Crafts Instructor/Coordinator

Support Staff
Secretarial/clerical assigned to above areas

*Refers to activities for instilling “safety consciousness/awareness” in students. Does not relate to security personnel costs, which are assigned instead to Line 20- Security Personnel Expense.

Line 6-Other Career Success Expense: This category consists of all non-personnel expenses that are immediately related to a center’s Career Success Program or related social skills training, including the types of expenses listed below.

Career Success Materials and Supplies: Includes the cost of supplies and materials used in the counseling program, the dormitory supervision program, and any other career success or social skills development program. Also includes the cost of student incentive programs, including any that focus on academic or career technical achievement.

Not included are general-purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense. Also not
included are driver education costs that are reported as an academic expense (Line 1 or 2).

Career Success Services: Includes the cost of contractual services acquired to implement social skills development programs and activities.

Career Success Rentals: Includes the cost of facilities and equipment rented to carry out social skills development activities. This will not include motor vehicle rental or GSA charges.

Morale-Recreation-Welfare Materials and Supplies: Includes the cost of supplies and materials used in the morale-recreation-welfare program.

Morale-Recreation-Welfare Services: Includes the cost of contractual services acquired to implement the morale-recreation-welfare program. Includes repair and maintenance of recreational equipment.

Morale-Recreation-Welfare Rentals: Includes the cost of facilities and equipment rented to carry out morale-recreation-welfare activities. This will not include motor vehicle rental or GSA charges.

Other: Includes other expenses that should be assigned to the social skills training operating expense category but which do not match any of the above examples.

Line 7-Food: Includes the cost of food purchased for the center’s dining hall and the cost of purchased meals that are served to students. This category includes:

Dining Hall Food: Includes the cost of food issued for the dining halls and related direct freight charges. This amount must include the cost of food provided or purchased in connection with subcontracted food service. Subcontracted labor and other non-food costs incurred are not charged to this account, but will be charged to Line 9-Support Services Personnel Expense, Line 10-Other Support Service Expense, or other appropriate line-items as defined in Section C.3 Personnel Expenses. Receipts from sale of meals to staff and visitors are credited as a reduction to expense.

Purchased Meals: Includes the cost of meals purchased for students while engaged in off-site activities such as academic, career technical, and recreational trips.
Line 8-Clothing: Includes the cost of clothing and cash clothing allowances furnished to students, including:

**Issue Clothing**: Issue of personnel clothing and ditty bags.

**Cash Clothing Allowance**: Cost of cash clothing allowances as discussed in Chapter 6, Section 6.5, R2, a-b.

**Career Technical Clothing**: Cost of student special clothing such as work clothes, career technical training uniforms, and protective clothing as discussed in Chapter 6, Section 6.5, R1, a-c.

**Recreation Clothing**: Cost of student recreational clothing.

Line 9-Support Services Personnel Expense: Includes the cost of all personnel whose primary duties are in the area of support services, including positions such as those listed below.

**Managers**
- Dining Hall Manager
- Laundry Manager
- Vehicle Fleet Manager

**Food Service Cooks**
- Dining Hall Workers

**Laundry Service**
- Laundry Operator

**Drivers**
- All Drivers employed at center

**Incidental Outreach and Admissions (OA), and Career Transition Services (CTS) Staff**
- Any part-time or intermittent OA/CTS staff when OA or CTS is not included as a specific, separate line-item in the CCC program operating plan.

**Other Support Staff**
- Secretarial/Clerical assigned to above areas

Line 10-Other Support Services Expense: Includes the non-personnel/non-food operating expenses associated with the provision of room and board to Job Corps students, including the types of expenses listed below.
Dormitory Linens and Supplies: Includes the costs of initial issue and replacement of all expendable items purchased for use in the dormitories, such as:

- Sheets, blankets, and bedspreads
- Pillows and pillow cases
- Mattresses and mattress covers
- Dormitory curtains and drapery
- Laundry supplies for students
- Bulletin boards
- Throw rugs
- Pictures and wall hangings
- Irons and ironing boards

Not included are cleaning supplies for dormitories. This expense will be charged to Line 19-Other Facilities Maintenance Expense-Materials and Supplies.

Commercial Laundry and Linen Service: Includes the cost of linens and uniforms supplied by a subcontractor as well as the cost of laundry service for center-owned linens and uniforms, including those used in the medical facility.

Kitchen and Dining Hall Supplies: Includes the cost of non-food supplies and materials required in the operation of the kitchen and dining halls, including chemical and cleaning agents used for maintaining the kitchen, the initial and replacement cost of linens, uniforms, dishes, and utensils.

Contracted Food Services: Includes the cost of all services other than the cost of food and personnel in a contracted operation.

Note: The cost of food in a contracted operation will be reported on Line 7-Food. The cost of personnel and fringe benefits in a subcontracted operation will be reported on Line 9-Support Services Personnel Expense.

Kitchen and Dining Hall Non-Food Services: Includes the cost of services rendered in connection with the operation of the kitchen and dining hall, such as equipment maintenance.

On-Center Laundry Supplies: Includes the cost of supplies and consumables needed to operate any on-center laundry facilities. Does not include laundry supplies furnished directly to students.

On-Center Laundry Facility Services: Includes the cost of
contractual services acquired for equipment maintenance and repairs.

**Student Local Transportation:** Includes the cost of local public transportation such as bus passes or tokens for students and for children attending child care between home and the center, and expense to and from academic and career technical training sites.

**Student Lodging Expense:** Includes the cost of student lodging expense while on center-sponsored trips, (i.e., academic, career technical, recreational) and the costs of temporary local lodging due to center dormitory problems that require temporary off-center housing. Staff lodging expense will be charged to Line 27-Staff Travel and Training.

**Incidental Outreach and Admissions (OA) and Career Transition Services (CTS) Expense:** Includes the cost of any incidental OA/CTS expense when OA or CTS is not included as a specific, separate line-item in the CCC program operating plan.

**Other:** Includes other expenses that should be assigned to the support service operating expense category but which do not match any of the above examples.

**Line 11-Medical/Dental Personnel Expense:** Includes the cost of personnel whose primary duties are in the area of health program services, including positions such as those listed below.

**Managers**  
Medical Service Director

**Medical Professionals**  
Doctors of Medicine  
Doctors of Osteopathy  
Optometrist

**Mental Health Professionals**  
Psychiatrist  
Psychologist  
Social Worker  
Substance Abuse Counselor

**Dental Professionals**  
Dentist  
Orthodontist  
Endodontist  
Periodontist
**Allied Medical Workers**
- Physician’s Assistant
- Nurse Practitioner
- Medical Assistant
- Registered Nurse
- Licensed Practical Nurse
- Licensed Career Technical Nurse
- Nurse Assistant
- Laboratory Technician
- Reproductive Health Coordinator*
- Trainee Employee Assistance Program (TEAP) Coordinator*

*If the Reproductive Health or TEAP Coordinator also serves as a counselor, the cost should be prorated Social Skills Training and medical salaries.

**Allied Dental Workers**
- Dental Hygienist
- Dental Assistant
- Dental Technician

**Support Staff**
- Secretarial/Clerical assigned to above areas

**Line 12-Other Medical/Dental Expense:** This category consists of all non-personnel expenses that are immediately related to a center’s health services programs, including the types of expenses listed below.

**Medical and Mental Health Fees:** Includes fees charged by non-salaried health providers including Physicians (Doctors of Medicine, Doctors of Osteopathy), Psychiatrists, Psychologists, Optometrists and Social Workers, and excluding Dentists, for “as needed” health services performed regardless of where the services were rendered. This includes x-rays and other laboratory services included in the providers’ bills. This also includes charges based on a “by procedure rate.”

**Note:** This will not include charges from subcontracted providers who bill at an hourly rate. The entire amount will be charged to Line 11-Medical/Dental Personnel Expense.

**Medical Support:** Includes cost of medical services rendered by other than the providers listed above, such as:
- Hospitals
- Medical laboratory and x-ray services when billed separately
• Ambulance and mortuary costs
• Environmental health inspections and services

Dentist Fees: Includes fees charged by non-salaried dentists (including Oral Surgeons, Orthodontists, Endodontists, and Periodontists) for “as needed” dental services performed regardless of where the services were rendered. This includes x-rays and other laboratory services provided by a dentist and included in the bill.

**Note:** This will not include charges from subcontracted providers, which will instead be charged to Line 11-Medical/Dental Personnel Expense.

Dental Support: Includes cost of dental services rendered by other than the providers listed above, such as:
• Clinics or other institutions
• Dental laboratory and x-ray services when billed separately

Supplies and Pharmaceuticals: Includes the cost of all medical and dental supplies and pharmaceuticals (e.g., bandages, dental material, disposable syringes, medicines, drugs, eyeglasses, etc.) regardless of source.

Other: Includes other expenses that should be assigned to the medical/dental operating expense category but which do not match any of the above examples.

**Line 13-Career Preparation (CP) and Career Transition Readiness (CTR) Personnel Expense:** Includes the cost of personnel whose primary duties are in the area of career preparation and career transition readiness, including positions such as those listed below.

- **Managers**
  - CP and/or CTR Director or Manager

- **Practitioners**
  - CP Instructor
  - CP Leader
  - CP Coordinator/Specialist
  - CTR Coordinator/ Specialist

- **Support Staff**
  - Secretarial/Clerical assigned to above areas

**Line 14-Other CP/CTR Expense:** This category consists of all non-personnel expenses that are immediately related to CP/CTR services that are available
for students, including the types of expenses listed below.

**CP/CTR Materials and Supplies:** Includes the cost of all materials and supplies (e.g., books, workbooks, testing materials) used in conducting CP/CTR programs for students. This will also include the cost of expendable items for exclusive use in the classrooms such as: drapery, wall hangings, bulletin boards, computer software, and DVDs.

*Not included* are general purpose items such as paper, pencils, paper clips, rubber bands, erasers, etc., which are reported on Line 16-Other Administration Expense.

**CP/CTR Services:** Includes the cost of contractual services acquired for student CP/CTR services including repair and maintenance of CP/CTR equipment.

**CP/CTR Tuition:** Includes the cost of tuition for off-center CP/CTR instruction. If the tuition is prepaid, please see discussion concerning treatment of prepaid items in a later section on accrual reporting.

**CP/CTR Rentals:** Includes the cost of facilities and equipment (but not motor vehicles) rented for CP/CTR services.

**Other:** Includes other expenses that should be assigned to the CP/CTR operating expense category but which do not match any of the above examples.

**Line 15-Administrative Personnel Expense:** Includes the cost of personnel whose primary duties are in the area of overall center management and administrative services and support, including positions such as those listed below.

**Executive Leadership**
Center Director
Deputy Director
Center Director Trainee

**Administration Operations**
Administration Manager or Director
Administration Assistant
Personnel Manager/Specialist
EEO Coordinator
Finance Manager/Staff
Procurement Manager/Staff
Student Accountability Officer
Student Records and Payroll Staff
Transportation Clerk
Legal Services Clerk
Scheduling Clerk
ADP Specialist/Programmer

Supply Operations
Property Manager
Property Specialist
Warehouse Staff
Supply Clerk
Clothing Clerk

Support Staff
Secretarial/Clerical assigned to assist above personnel
Secretarial/Clerical not classifiable in other categories
PBX Operator

**Line 16-Other Administrative Expense:** This category consists of all non-personnel expenses that are immediately related to administration support functions at the center, including the types of expenses listed below.

**Office Materials and Supplies:** Includes the cost of general office supplies used throughout the center such as paper, pencils, paper clips, rubber bands, and flash drives.

**Note:** Charge special items used in the academic and career technical training programs, such as drafting supplies, sketching pads, special forms, etc., to those activities in the appropriate accounts reported on Line 2-Other Academic Expense or Line 4-Other Career Technical Training Expense.

**Office Services:** Includes the cost of contractual services required for center administration, such as the cost of contracted duplicating and printing services.

**Office Equipment Rentals:** Includes the rental cost of photocopying and data processing equipment.

**Office Equipment Maintenance:** Includes cost for maintenance and repair of office equipment. Costs incurred under lease purchase agreements are considered rental costs.

**Legal Services:** Includes the cost of legal services acquired for the center. The cost of legal services on behalf of students will be paid
by the Job Corps Regional Offices if public defenders are not available, when proper documentation is supplied and approved by the Regional Director.

**Note:** Legal expenses relating to personnel matters or actions brought by employees against the CCC agency are considered indirect administrative expenses (i.e., Program Direction Expense).

**Accounting Services:** Includes the cost of contracted accounting services acquired for the CCC.

**Note:** The costs of financial audits of CCCs are considered to be Program Direction Expenses.

**Consultant Costs:** Includes the fees charged by outside consultants and their related travel and per diem expenses. A consultant is one who analyzes, gives advice, or helps determine how functions should be performed. The title “consultant” does not necessarily indicate that the cost of retaining such an expert should be reported on this line. For example, Mental Health Consultants are part of the medical function and are not chargeable here, but should be charged to either Line 11-Medical/Dental Personnel or Line 12-Other Medical/Dental Expense. Trainers are often called “consultants,” but they are the performers of the function and are rightfully chargeable to Line 27-Staff Travel and Training.

**Contract Overhead/G&A Expense:** This includes contractor overhead and G&A expense as discussed in a previous section.

**Other/Miscellaneous Administrative Expense:** Includes the cost of miscellaneous supplies and services required in the operation of the center, such as the following:

- Consumable supplies such as paper towels, toilet tissue, soap, etc.
- Packing, handling, and shipping cost to transfer excess property to or from a holding facility and shipment of separated student belongings
- Community relations expense
- Miscellaneous equipment repairs not chargeable elsewhere
- Any miscellaneous administrative expenses outside the definitions of office supplies and services

**Expenses not to be included are as follows:**
• **Incoming freight charges** should not be lumped indiscriminately into the administrative expense category. Where possible these charges should be prorated to the individual items received (inventory or capital). When it is not practical to charge this cost to the individual items covered by the freight charges, because of the late receipt of the invoice or the large number of items covered, the cost should be prorated and directly charged to the appropriate expense categories.

• **Phase-out or Closing costs** should not be lumped indiscriminately into the administrative expense category, but should be distributed to the appropriate cost categories. Severance pay and accrued vacation pay are to be charged to the categories of personnel costs where the affected individuals’ salaries were charged.

**Line 17-Reserved for Later Use:** This line had previously been used for program direction expense, which will now be reported at the agency level.

**Line 18-Facilities Maintenance Personnel Expense:** Includes the cost of personnel assigned to center maintenance functions, including positions such as those listed below.

- Managers
- Maintenance Manager/Supervisor

- Maintenance Workers
- Maintenance Worker
- Maintenance Mechanic
- Maintenance Helper
- Groundskeeper
- Janitorial/Cleaning Staff

- Support Staff
- Secretarial/Clerical assigned to the maintenance section

**Line 19-Other Facilities Maintenance Expense:** This category consists of all non-personnel expenses that are immediately related to maintenance of center facilities, including the types of expenses listed below.

- **Materials and Supplies:** Includes the cost of materials and supplies required for routine maintenance and repair of center physical facilities, including sidewalks, fences, grounds, roads, and any equipment affixed to a structure as an integral component. Also includes the cost of general cleaning and janitorial supplies and any special work clothes or items of personal safety equipment (e.g.,
goggles) purchased for use by maintenance staff.

**Contracted Services:** Includes the cost of contracted services required for routine maintenance of center facilities (e.g., painting) and systems (e.g., servicing of fire alarm systems and fire extinguishers), but not including any contracts that are classifiable as construction and rehab projects. Also includes contracts for trash pick-up and pest control.

**Equipment Rental:** Includes the cost of equipment rented, or being acquired on a lease purchase agreement, in connection with maintenance and repair of center facilities, excluding motor vehicles.

**Equipment Operation, Maintenance, and Repair:** Includes the costs of operating, maintaining, and repairing motorized and mobile equipment (e.g., power mowers, tractors, portable generators, etc.), excluding motor vehicles. Include equipment owned by other agencies leased on a mileage or use basis.

**Note:** Report operation, maintenance, and repair cost of other motorized equipment chargeable to work projects on Line 35-Career Technical Skills Training.

**Other:** Includes other expenses that should be assigned to the maintenance operating expense category but which do not match any of the above examples.

**Line 20-Security Personnel Expense:** Includes the cost of all personnel assigned to the security function, including positions such as those listed below.

- **Managers**
  - Security Manager
  - Security Supervisor

- **Security Staff**
  - Security Officers
  - Guards

- **Support Staff**
  - Secretarial/Clerical assigned to security section

**Line 21-Other Security Expense:** This category consists of all non-personnel expenses that are immediately related to the provision of a guard force or security force at the center, including the types of expenses listed below.
Supplies and Services: The cost of supplies and services required for the performance of this function, such as the center-furnished uniforms and the laundering of these items.

Contracted Security Services: The cost of all subcontracted security costs other than those classifiable as personnel expense. An example would be augmentation of normal security forces in connection with a special event or emergency.

Equipment Rental: The cost of equipment rented, or being acquired on a lease purchase agreement, in connection with the security function.

Other: Includes other expenses that should be assigned to the security operating expense category but which do not match any of the above examples.

Line 22-Communications: Includes cost incurred by the CCC agency for communications services used by its CCCs, including the types of expense listed below.

Local Telephone Service: Includes the cost of local telephone service - basic monthly service, equipment lease costs, any message unit charges, access charges, and taxes.

Cell Phones and Pagers: Includes the cost of cell phone and pager service.

Long Distance Calls: The cost of long distance voice and data transmission service used by a CCC, along with incoming collect long distance calls.

Telephone Service Charges and Communications Equipment Rental Charges: Includes the cost of service for telephone equipment changes, repairs, and the installation of additional telephones and related equipment and the cost of fax and other communications equipment rental and maintenance.

In-Center Communications System: Includes the cost of operating and maintaining radio, closed-circuit television, and other in-center communication systems.

Postage: The cost of postage or expedited services such as Federal Express and postage meter rental and maintenance.

Other Communications Costs: Any communications costs that do
not match any of the above examples.

**Line 23-Utilities and Fuel:** Includes cost utilities and fuel consumed by the center, such as the types of expenses listed below.

- Natural Gas
- Electricity
- Coal
- Heating oil
- Propane
- Water
- Sewage
- Cable TV
- Other (as determined by the center)

**Note:** Fuel for vehicles is not reported here, but on Line 26-Motor Vehicle Operating Expense.

**Line 24-Facility Lease Expense:** Includes costs for leasing CCC facilities where the CCC agency is the lessee or where DOL is the lessee, but funds have been in a CCC’s program operating plan and payment is made by the CCC agency. Also record in this amount any separate property taxes and insurance premiums, payment of which is made to the lessor, by the terms of the facility lease.

**Note:** Equipment lease costs are not to be recorded in this account.

**Line 25-Insurance:** Includes the cost of authorized or required liability insurance that is carried by CCC agency, including:

- Automobile Insurance (liability and property damage)
- Employee Liability Insurance
- Other Required Insurance

**Note:** CCC agencies are generally self-insured. These types of costs should not be incurred unless expressly approved and funded by DOL in a CCC’s program operating plan.

**Line 26-Motor Vehicle Operating Expense:** Includes:

- Mileage-based costs (such as those shown on a GSA or other Detailed Billing Register)
- Fuel costs
- Commercial Vehicle Rental
- Operation, Maintenance, and Repair of CCC Owned Vehicles
**Note**: The following types of vehicle rentals are not reported here, but elsewhere as indicated:

- Operation, maintenance, and repair cost of construction equipment for CTST projects; these costs will be charged to Line 35CTST
- Rental of vehicles for staff while on travel assignments is charged to Line 27-Staff Travel and Training
- Monthly rental charges and charges for damage to rental vehicles will be reported on Page 3, Vehicles Rental/Amortization
- At CCCs, fixed ownership rate charges are also reported on Page 3, Vehicle Rental/Amortization
- Commercial rentals of driver education vehicles are charged to Line 2-Other Academic Expense

**Line 27-Staff Travel and Training**: Includes the cost of staff travel, per diem, and miscellaneous expenses in connection with work assignments that involve travel away from the center and the costs of providing technical or professional training to CCC staff. The types of expenses to be included are listed below.

**Training Related Travel**: Includes CCC staff transportation, per diem cost, and miscellaneous expenses for training purposes. This account is used whether training is provided by the CCC, the CCC agency, DOL, the Regional Office, or the Office of Job Corps. Cost includes travel in privately owned vehicles, commercial transportation, and leased vehicles; and meal, lodging, and incidental expenses. If training or technical assistance is provided by CCC staff to another CCC or to a contract center, all travel expenses will be charged to the CCC/center receiving the training or assistance and expensed to that CCC/center’s staff travel and training account.

**Non-Training Related Travel**: Includes the cost of CCC staff for transportation, per diem, and miscellaneous expenses for work assignments other than those related to staff training.

**Note**: All travel expense incurred by CCC staff for participation in CCC agency reviews of other CCCs will be charged as a Program Direction Expense since they are performing agency-level oversight functions. Costs incurred by CCC staff for providing technical assistance to other CCCs will be charged as discussed above.

**Transfer-of-Station Costs**: Associated with filling the Center Director position at one of the 28 Job Corps centers operated by
USDA’s Forest Service, including and limited to: one pre-arrival trip to new duty station for house-hunting in accordance with GSA regulations, movement of household goods, transportation of employee and family to new duty station, allowance for temporary quarters (per diem) in accordance with GSA regulations, and incidental expenses associated with a transfer-of-station.

Staff Training and Tuition: Includes the cost of tuition and fees for staff training that the CCC has determined is beneficial for the CCC and is job-related. Reimbursement to staff under an employer education policy will be charged as an employee benefit to the appropriate category of personnel expense. Also includes the cost of materials and services such as trainers, rental of facilities and equipment, supplies, printing and duplicating, and contractual support.

Line 28-Reserved: This line is reserved for later use and is presently left blank.

Line 29-FECA: This line is used to report cost of Federal Employees’ Compensation Act (FECA) charges that are paid by the CCC agency to DOL’s Employment and Standards Administration to reimburse benefits paid to current or former employees on the basis of injuries sustained while employed at the CCC. These charges are normally paid two years in arrears. Therefore, the exact amount of the payments due from a CCC agency in a given Program Year are known before that Program Year begins.

Line 30-Subtotal of Direct Expense: On the 2110F cost reports, Line 30 is used to display the total of direct center operating costs, Lines 1 through 29 above.

Line 31-Program Direction Expense (Allocated): This is the CCC’s share of the CCC agency’s program direction expense. Although CCC agencies report program direction expense on an agency totals basis, the Job Corps FMS automatically allocates this total amount among all of the agency’s CCCs. The amount shown for a CCC represents a pro rata allocation based on planned slot/Student Year (SY) levels.

Line 32-Total Center Operations Expense: On the 2110F cost reports, Line 32 is used to display the total of direct center operations expense plus program direction expense.

Note to Regions: Total center operating expense equates to cost code A-Center Operations in the internal DOL AAPP/FOP financial management system.
b. 2110F, Page 3:

**Line 1-Center Operations Expense:** The Page 2 amounts for direct expense, program direction expense and total center operations expense are carried forward to lines 1a, 1b, and 1c, respectively.

**Line 2-Equipment/Furniture:** Includes costs for purchase of NON-EXPENDABLE PERSONAL PROPERTY.

*Note to Regions:* This expense category equates to cost code B2-Eqpt in the internal DOL AAPP/FOP financial management system.

**Line 3-Vehicle Rental/Amortization:** Includes GSA or other monthly/daily charges and charges for damage to vehicles. Also at CCCs, includes fixed ownership rate charges for vehicles used by the center. This category does not include mileage charges, which instead should be assigned to center operating expense, Line 26, Vehicle Operating Expense.

*Note to Regions:* This expense category equates to B3-GSA Vehicle Rental in the internal DOL AAPP/FOP financial management system.

**Line 4-CTST Materials:** Includes the costs of building materials, consumable supplies, and allowable construction, and equipment installation contracts in connection with work training projects performed by Job Corps students that result in improvements separately for each identifiable CTST project. Only projects on the approved CTST plan may be performed with CTST funds.

*Note to Regions:* This expense category equates to B4-CTST Materials in the internal DOL AAPP/FOP financial management system.

**Line 5-Student Transportation/Meal Allowances:** Includes the costs of government-furnished inter-city travel, including prescribed meal allowances, such as travel associated with new enrollee arrival, government paid leaves, winter break, transfers to other centers, travel home upon separation, and so forth. This line-item does not refer to the costs of local student travel, which are considered to be a center operating expense.

*Note to Regions:* This expense category equates to D-Transportation in the internal DOL AAPP/FOP financial management system.

**Line 6-Outreach/Admissions (OA):** Includes costs incurred for outreach and admission of prospective new students. Expenses should be charged to
this category only if specifically funded in the CCC program operating plan.

**Note to Regions:** This expense category equates to C1-Outreach, Admissions in the internal DOL AAPP/FOP financial management system.

**Line 7-Career Transition Services (CTS):** Includes costs incurred for providing post-separation career transition services to graduates and former enrollees. Expenses should be charged to this cost category only if specifically funded in the CCC program operating plan.

**Note to Regions:** This expense category equates to C2-Career Transition Services in the internal DOL AAPP/FOP financial management system.

**Lines 8, 9-Non-Standard Expense Categories:** On Page 3, of the 2110F, two lines are left blank in order for the CCC agency to write in any other, additional categories of expense. Expenses should be charged to a “write-in” category only if specifically funded in the program operating plan. Please note that most pilot projects conducted at Job Corps centers are not reported in a “write-in” category. This is because the pilot efforts normally involve variations on or augmentations of normal service delivery programs – e.g., implementing newly developed academic curricula in order to test their effectiveness. The types of activities funded in Job Corps pilot efforts usually fit within the scope and purpose of established center operations cost categories. Therefore, expenditures for Job Corps pilot efforts must normally be budgeted and reported appropriately within the structure of preprinted cost categories.

**Line 10-Subtotal of Operating Funds:** This line is used to report the subtotal of the previous expense categories (Lines 1-9), which are those that are covered from the annual Job Corps appropriations for operating funds.

**Line 11-Facility Construction/Rehab/ Acquisition:** This line is limited to funds that are provided from the Job Corps CRA (Facility Construction, Rehabilitation and Acquisition) appropriation. Moreover, all CRA funds that are made available to a CCC or CCC agency must be reported in this expense category.

Includes expenses for constructing or making long-lasting physical improvements to structures, utilities (e.g., heating and plumbing), roads and grounds, as well as the purchase and installation of major pieces of equipment, during a rehabilitation or construction project, that are permanently attached to structures, such as air conditioners, walk-in freezers and refrigerators, ovens and stoves, cafeteria dishwashers, and wall-to-wall carpeting. Also included within the meaning of this term are the costs of
architectural and engineering services (design) that are required for such construction or improvements and have been approved as part of the project. Purchase or lease of equipment and the cost of special motor vehicles required for completion of projects will also be charged here.

At CCCs, construction and rehabilitation work is to be performed only on the basis of: (i) identified projects for which specific construction/rehab funding has been approved for the CCC’s program operating plan; or (ii) emergency repairs that are authorized per guidelines contained in PRH Chapter 5, Part 10. Separate records should be maintained on the individual construction/rehab projects that have been approved in the CCC program operating plan.

The construction and rehabilitation account does not refer to:

- Career Technical Skills Training Activities, funded as CTST projects, wherein Job Corps students receive hands-on training by participating in construction projects or other projects that result in physical improvements to center facilities
- Equipment other than the major items of the type described above
- Facility leases
- Architectural and engineering management support services, including procurement support, facilities surveys, site surveys, or facility utilization studies when performed under an Office of Job corps contract
- Management support services for the acquisition or leasing of facilities

Note to Regions: This expense category equates to B1-Cnst/Rehab in the internal DOL AAPP/FOP financial management system.

D. JOB CORPS CENTER FINANCIAL REPORTS FOR CCC’S

1. Purpose

The Job Corps Conservation Center Financial Report (2110F) is used by CCC agencies to report financial activity for individual CCC’s. This report tracks expense on a detailed line-item basis and provides for the comparison of actual versus planned expense in order to identify the existence of potential problem areas.

A second type of report is also required (2110HQ). This format is designed to report expense in the program direction category as well as agency roll-ups of expense reported at individual CCCs. The 2110HQ also reports other key indicators of financial activity at the agency level, such as DOL fund transfers, amounts obligated, and amounts paid.
2. **Originators**

   These reports are prepared and submitted to DOL by the federal agencies (referred to as CCC agencies) that operate Job Corps centers.

3. **Time Frames**

   CCCs are required to report quarterly based on a cycle that coincides with the Job Corps Program Year. This is the same time frame that is used by DOL and the CCC agencies to budget for Job Corps expenses. The 2110F and 2110HQ provide for quarterly reporting of financial activity, primarily on a PYTD (Program Year to Date) basis. When a new Program Year begins on the following July 1st, the cycle starts anew. The quarterly reporting periods are as follows:

   - Quarter 1: July 1 - September 30 (3 months)
   - Quarter 2: July 1 - December 31 (6 months)
   - Quarter 3: July 1 - March 31 (9 months)
   - Quarter 4: July 1 - June 30 (12 months)

4. **Accrual Reporting**

   Costs reported on the “2110F” should be on an accrual basis, i.e., the cost of materials and services received, regardless of when the invoices are received or paid. Many costs, such as medical, mental health and dentist fees, hospital charges, vehicle charges, utility costs, contract costs, and communication bills, as a few examples, are not normally invoiced promptly. It is important that all such charges, including earned but unpaid salaries and payroll related costs, be accrued so that reported costs include all incurred expenses. However, please note the following:

   - CCCs are permitted to expense inventory when received.
   - **Earned but unpaid leave will not be accrued or reported as expense.** Earned leave that is paid when an employee terminates from the agency will be reported as salary expense when paid.
   - For items that are prepaid, such as tuition for students to attend off-center instruction, the costs reported at the end of each quarter should be a proration of the full pre-paid amount until the time period covered by the pre-payment has been completed.
   - All Job Corps expense incurred during the reporting period should be properly reflected in the 2110F and 2110HQ, including any expense that is being paid from an expired appropriation. It is expected that the great preponderance of reported expense will be paid from current appropriations. However, it is not unusual for an incidental amount of expense to be paid from funds that were duly obligated at an earlier time under an appropriation that has since transitioned into “expired” status and which is so designated in the current Program Year. The reporting of such expense will generally not be taken as a reason to modify the approved budget that is in place for the
current Program Year.

5. **Error Corrections**

With regard to reports submitted for Program Year quarters 1 - 3, a corrected report for a given quarter may be submitted, but only if the report for the following quarter has not yet been submitted. Otherwise, any adjustments made to correct erroneous information on past reports for quarters 1 - 3, will be reflected in the current quarter’s expenses.

With regard to reports that are submitted for the final quarter of a Program Year (the 4th quarter ending June 30th), CCC agencies may submit a revised 4th quarter report until the end of the succeeding Program Year.

6. **Preparing and Submitting the 2110F and 2110HQ Reports**

Each quarter, a separate 2110F report is needed for each CCC and an 2110HQ report is needed for each CCC agency. CCC agencies submit their 2110F and 2110HQ reports using DOL’s web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume data that must be entered each month and which ensures consistency and accuracy in all internal mathematical operations that are present in the report. CCC agency staff may obtain detailed guidance and training on FMS procedures for entering and submitting 2110F and 2110HQ reports from JCDC representatives.

The due dates for CCC agency submittal of the quarterly reports are as follows:

- Quarter 1: Submit on or before October 10
- Quarter 2: Submit on or before January 10
- Quarter 3: Submit on or before April 10
- Quarter 4: Submit on or before July 10

7. **Descriptions and Definitions of 2110F Data Items**

Detailed instructions and guidance for entering 2110F data into FMS are available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110F data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110F report when it is viewed in its printable output form.
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Appendix 509 (Page 34)

2110F, Page 1

A. Center Name: This is the name used to identify the CCC for which the report has been submitted. Center names are spelled out fully. Abbreviations are not used. The words “Job Corps Center” are not used as part of the center name. The center name appears at the top of each page of the 2110F report.

B. Agency Name: This is the name of the federal agency that operates the CCC. The agency name appears at the top of each succeeding page of the 2110F report.

C. Report Period Ending: This is the quarter for which the report is being prepared. The report period ending date appears at the top of each succeeding page of the 2110F report.

D. Status: This is the status of the report in terms of “Submitted” versus “Pending.”

E. Student Years (SY) Produced, Program Year to Date (PYTD):

1. Current Quarter Planned Average OBS: This is the planned average on-board strength (OBS) for the quarter being reported according to information stored in and imported from the JCDC-WSSR (JCDC-Weekly Student Strength Report) database.

2. Current Quarter Actual Average OBS: This is the average number of students on-board during the quarter according to information stored in and imported automatically from the JCDC-SSR database.

3. Capacity Percent Current Quarter: This is the current quarter actual OBS as a percent of planned average OBS. This is calculated as the value in E2 divided by the value in E1.

4. Planned SY, PYTD: This is the planned number of Student Years for the Program Year through the current reporting period (PYTD) according to information stored in and imported from the JCDC-WSSR database. This reflects the average planned slot capacity during the PYTD period, which is then adjusted (by number of days in PYTD/365 days) to yield Planned PYTD SYs.

5. Actual SY, PYTD: This is the actual Student Years
produced during the PYTD period according to information stored in and imported from the JCDC-WSSR database. This reflects the average actual on-board strength during the PYTD period, which is then adjusted (number of days in PYTD/365 days) to yield Actual PYTD SYs.

6. **Capacity Percent, PYTD:** This is the Program Year to Date actual student service years produced compared to plan. This is calculated as the value in E5 divided by the value in E4.

7. **Slot Capacity @ End of Quarter:** This is the planned slot capacity on the final day of the report period according to information contained in the JCDC-WSSR database.

**F. Student Year Cost:**

1. **Planned for PYTD:** This is the planned cost PYTD from 2110F, Page 2, Line 32, Column (c), divided by planned SY PYTD as displayed in item E4 above.

2. **Actual Cost/SY, PYTD:** This is the actual cost PYTD from 2110F, Page 2, Line 32, Column (d), divided by actual SY PYTD as displayed in item E5 above.

**G. Expected Underrun if OBS is Less Than 98.0 Percent:**

*Note: Data is shown in this block only if the value in item E6 is less than 98.0 percent.*

1. **Expected Savings per SY Not Delivered:** Item F1 (Planned Cost per SY) x 15 percent.

2. **SY Shortfall, Program Year to Date:** Item E4 (Planned SY, PYTD) minus Item E5 (Actual SY, PYTD).

3. **Minimum Underrun Expected:** Item G1 x Item G2.

4. **Reported Variance:** This is the PYTD center operations cost variance reported on Page 2, Line 30, Column (e). An underrun will be positive. An overrun will be negative.

5. **Underrun Deficit:** If item G3 is less than item G4, this data cell is left blank. Otherwise, this data cell displays the value of item G3 minus item G4. The amount in item E5 is that portion of the expected underrun that has not been obtained. This will require the CCC agency to supply an explanation.
in the Variance Exceptions and Concerns section on Page 4, of the 2110F.

H. **Signature of Authorized Agency Representative:**

   1. This block shows the signature of the authorized CCC agency representative who is submitting the 2110F to DOL via the FMS. The signature line is reserved for use when the necessary e-signature technology can be applied. The date block shows the date when the report was formally submitted into FMS.

   2. Name and Title: This block shows the name and title of the authorized CCC agency representative.

b. **2110F, Page 2**

A. **Center Name:** Same as Page 1.

B. **Agency Name:** Same as Page 1.

C. **Period Ending (Date):** Same as Page 1.

D. **Status:** Same as Page 1.

E. **Basis for Planned Expense, PYTD (Prorated versus Custom Detail Budget):** This indicates whether the CCC agency has elected to report Planned Expense-CYTD in Column (c) as either (i) straight line pro-rations of the program operating plan amounts for the full Program Year; or (ii) in amounts that are taken from a quarter-by-quarter Custom Detail budget which considers seasonal cost fluctuations in certain line-items.

F. **Net Center Operations Expense:** Following are descriptions and definitions for entries in Columns (a) through (e).

   **Cost Categories Column:** See the Cost Category Section of this appendix for definitions.

   **Current Quarter Actual (a):** This column displays the actual expenses for the current quarter for each expense category.

   **Full Program Year Budget (b):** This column displays the budgeted amount for the entire Program Year for each expense category as shown on the latest approved program operating plan.
Planned Expense PYTD (c): This column displays the amount of expense for each expense category which has been planned (budgeted) to accumulate from the start of the current Program Year through the end of the reporting period. The CCC agency has an option whether to: (i) have the system report planned expense-PYTD automatically via straight line pro-ration of the program operating plan; or (ii) have a custom detail budget as discussed in section E above. The option may not be changed during a Program Year.

- Prorated from Program Operating Plan: The amount reported will be the current year’s straight-line budget through the end of the reported quarter. These amounts are prorated by a factor that is calculated as follows: “Days from Start of Program Year through End of Report Period” divided by “Days in Full Program Year.”
- Custom Detail Budget: The amount will be the current year’s cumulative quarterly budget through the end of the current quarter as per the custom detail amounts entered earlier in the FMS by the CCC agency.

Actual Expense PYTD (d): This column displays actual expense that has accumulated since the beginning of the current Program Year.

Variance (e): This is the difference between PYTD planned expenses versus PYTD actual expense, computed as Column (c) less Column (d). If the actual expense exceeds the budget (an overrun) the variance will be in brackets (negative variance).

Variance Threshold (f): This column displays the variance thresholds that, if exceeded (plus or minus), require the CCC agency to enter narrative explanations and corrective action plans that will appear starting on Page 4, of the 2110F report. The variance threshold amounts are calculated in accordance with the formulas discussed in the earlier section on Display and Evaluation of Variances.

Subtotal of Direct Expense, Lines 1-29 (Line 30): Line 30 displays the sum of the values in Lines 1 through 29. This represents the totals for direct center-level expense at the CCC in the Center Operations cost category.

Program Direction Expense - Allocated (Line 31): This is the CCC’s share of the CCC agency’s program direction expense. Although CCC agencies report program direction expense on an agency totals
basis, the Job Corps FMS automatically allocates this total amount among of the agency’s CCCs. The amount shown for a CCC represents a pro-rata allocation based on planned slot/SY levels.

**Total Center Operations Expense - Lines 30+31 (Line 32):** Line 32 shows the total of amounts in Lines 30 and 31. Within the Center Operations cost category, this represents the total of both direct and indirect (i.e., Program Direction) costs that are allocable to the CCC.

c. **2110F, Page 3**

A. **Center Name:** Same as Page 1.

B. **Agency Name:** Same as Page 1.

C. **Period End Date:** Same as Page 1.

D. **Status:** Same as Page 1.

**Separate Display for Operating Funds Versus CRA Funds:** The differences between Operating (non-CRA) funds and CRA (Construction/Rehab/Acquisition) funds are such that it is useful to provide separate arrays of finance-related management information for each of these two broad categories. The main difference is that Operating funds are available for obligation only during the current Program Year while CRA funds are available for obligation over the course of three program years. It is also the case that the key tracking indicator for Operating funds is EXPENSE while the key tracking indicator for CRA funds is OBLIGATION. Operating funds are applied to support the day-to-day costs for staffing, consumables, utilities and other ongoing expense. In contrast, CRA funds are applied to contracts and purchases that are needed for major repairs and upgrades to CCC buildings and grounds.

E. **Status of Operating (Non-CRA) Funds:**

The following are descriptions and definitions for amounts appearing in Columns (a) through (f) in Section E:

- **Categories of Expense:** See the Cost Category Section of this appendix for definitions.

- **Budget for Program Year (a):** This column displays the budgeted amount for the entire Program Year for each expense category as shown on the latest approved program operating plan for the current Program Year.
Current Quarter Expense (b): This column displays the actual net expense in the current quarter for each expense category.

Program Year to Date Expense (Columns c-f): These three columns display CCC expense that is incurred in the current Program Year. The data displayed in each column is as follows:

Expense Paid (or Being Paid) from Current Funds (d): This column displays actual net expense that has accumulated since the beginning of the current Program Year and which has been paid or will be paid from current/active (non-expired) funds.

Expense Paid (or Being Paid) from Expired Funds (e): This column displays actual net expense that has accumulated since the beginning of the current Program Year which has been paid or will be paid from expired funds. It is expected that the great preponderance of reported expense will be paid from current appropriations. However, it is not unusual for an incidental amount of expense to be paid from funds that were duly obligated at an earlier time under an appropriation that has since transitioned into “expired” status and is so designated in the current Program Year.

Total PYTD Expense (e): This column displays the sum of amounts in Columns (c) and (d).

Total PYTD Expense as percentage of PY Budget (f): This column expresses the Total PYTD expense in Column (e) as a percentage of the Program Year Budget amount in Column (a).

F. Status of CRA Funds:

The following are descriptions and definitions for amounts appearing in Columns (a) through (d) in Section F:

Status Indicators: This column contains row headings (labels) for the indicators of financial status that are being reported in this section. The row headings refer to the following:

1. Transfers Budgeted by DOL: This heading refers to CRA funds that DOL has included in its current
budget/program operating plan. Amounts are displayed only for current/active appropriations and not for open but expired appropriations.

2. **Actual Transfers EOP:** This heading refers to CRA funds that have actually been transferred to and received by the CCC agency.

3. **Balance of Transfers Due (Line 1-2):** This heading refers to the amount of funds that DOL will transfer at a later time during the current Program Year.

4. **Cumulative Obligations EOP:** This heading refers to the total amount of obligations that have been made as of the end of the reporting period.

5. **Cumulative Obligations through Prior Program Year:** This heading refers to the total amount of obligations that had been made as of the end of the preceding Program Year.

6. **Budgeted for Obligation this PY (Lines 1-5):** This heading refers to the amount of DOL-approved funding that is or will be available for the CCC Agency to obligate in the current Program Year.

7. **Net Obligations this PY (Lines 4-5):** This heading refers to the portion of total obligations that have occurred during the current Program Year.

8. **Unobligated Balance EOP (Lines 6-7):** This heading refers to the amount that is or will be available for additional obligations during the current Program Year.

9. **Net Obligations this Quarter:** This heading refers to the amount of funds obligated during the quarter being reported. This amount is determined by taking the cumulative obligations reported at the end of the current quarter and netting out the cumulative obligations that were reported at the end of the preceding quarter.

**Accounts Expiring this Program Year (Column a):** This column is used to report the status of CRA funds that will expire at the end of the current Program Year. This is the
category of funds that has the greatest risk of lapsing. Efforts should be taken to ensure that these funds are fully and properly obligated for approved CRA projects before the end of the current Program Year. As a general rule that is intended to minimize the risk of lapsing CRA resources, accounts that expire earlier should be utilized ahead of accounts that expire later.

Accounts Expiring Next Program Year (Column b): This column is used to report the status of CRA funds that will expire at the end of the Program Year that follows the current Program Year.

Accounts Expiring in a Later Program Year (Column c): This column is used to report the status of CRA funds that will not expire until sometime after the next Program Year. Funds that are reported under this column are usually available for obligation for one additional year beyond the next Program Year. However, instances have occurred in which CRA funds in particular accounts have been granted extended availability per language in appropriations legislation.

Total of Current Accounts (a+b+c): This column is used to display the totals of amounts in columns a through c.

d. 2110F, Page 4

A. Center Name: Same as Page 1.
B. Agency Name: Same as Page 1.
C. Period End Date: Same as Page 1.
D. Status: Same as Page 1.
E. Variance Reasons/Solutions:

This section automatically identifies each line-item, on Page 2, where actual expense differs from planned expense by a significant margin (referred to as the variance threshold). Other reportable anomalies from Pages 1 and 2 are also automatically identified. For each Page 2, Line-Item Variance or other anomaly that is listed, there is a block that shows the dollar amount of the variance/anomaly, along with blocks in which preparers of the 2110F report are required to supply both reasons for and the resolutions of these
variances and anomalies. The following guidance and advice is provided to those who formulate the reason and resolution statements:

Reasons: The Reason Block is used to explain the cause of the variance or anomaly and its present and future impact on CCC costs and program performance. It is often the case that the reasons for variances cannot be determined solely by the finance department of the CCC. Input should normally be sought from appropriate Program Managers. The discussion of the reasons for a variance or anomaly should be brief, but clearly stated so that they can be understood by a reviewer not aware of specific conditions at the center.

Resolutions: The Resolutions Block is used to briefly explain the action that has been taken or is planned to be taken to correct or resolve the variance or anomaly. Preparers are advised that simple repetition of resolution statements from month to month to month suggest that the planned actions are either ineffective, inappropriate or not being implemented. If no action is possible, it should be so noted and explained.

8. Descriptions and Definitions of 2110HQ Data Items

Detailed instructions and guidance for entering 2110HQ data into FMS is available from JCDC sources. The following discussion is not intended to supply instructions for entry of 2110HQ data, but is intended to provide detailed definitions and descriptions of the information that appears on a submitted 2110HQ report when it is viewed in its printable output form.

a. 2110HQ, Page 1

A. **Agency Name:** This is the name of the federal agency name that has been registered in the FMS. The agency name appears at the top of each succeeding page of the 2110HQ report.

B. **Quarter End Date:** This is end date of the quarter for which the report is being prepared. The report period ending date appears at the top of both pages of the 2110HQ report.

C. **Quarter Number:** This is number of the quarter (1, 2, 3, or 4) for which the report is being prepared. The quarter number appears at the top of both pages of the 2110HQ report.

D. **Status:** This is the status of the report in terms of “Submitted”
versus “Pending”.

E. Expense in All Categories:

Section E in the 2110HQ is patterned exactly after Section E, on Page 3, of the 2110F report. The information in this section of the 2110HQ report consists of agency-wide roll-ups of the expense data reported for agency’s CCCs.

Categories of Expense: See the Cost Category Section of this appendix for definitions.

Budget for Program Year (a): On an agency-wide basis, this column displays the budgeted amount for the entire program year for each expense category as shown on the latest approved program operating plan for the current Program Year.

Current Quarter Expense (b): On an agency-wide basis, this column displays the actual net expense in the current quarter for each expense category.

Program Year to Date Expense (Columns c – f): These three columns display agency-wide expense that is incurred in the current Program Year. The data displayed in each column is as follows:

Expense Paid (or Being Paid) from Current Funds (d): This column displays actual net expense that has accumulated since the beginning of the current Program Year which has been or will be paid from current/active (non-expired) funds.

Expense Paid (or Being Paid) from Expired Funds (e): This column displays actual net expense that has accumulated since the beginning of the current Program Year which has been or will be paid from expired funds. It is expected that the great preponderance of reported expense will be paid from current appropriations. However, it is not unusual for a small portion of expense to be paid from funds that were duly obligated at an earlier time under an appropriation that is designated as “expired” in the current Program Year.

Total PYTD Expense (e): This column displays the sum of amounts in Columns (c) and (d).

Total PYTD Expense as % of PY Budget (f): This column expresses the Total PYTD expense in Column (e) as a percentage of the Program Year Budget amount in Column (a).
F. Net Obligation of Current/Active Funds in Current PY (PYTD):

Section F in the 2110HQ is used to report obligations of current/active funds on an agency-wide basis. The term “current/active funds” refers to funds from Job Corps appropriations that are available to obligate during the current Program Year.

Categories of Expense: See the Cost Category Section of this appendix for basic definitions. Please note that Facility Construction/Rehab/ Acquisition (CRA) funds need to be broken out in terms of:

a. Funds that will expire at the end of the current Program Year
b. Funds that will expire at the end of the next Program Year
c. Funds that will expire in a later Program Year

Please note that the DOL-approved budget/program operating plan that is issued to a CCC agency reports the cumulative amounts that have been approved for transfer to the CCC agency using the same break-out described above. However, in the 2110HQ report, the amounts shown in the PY Budget Column (a) consist of the cumulatives approved for transfer less the amounts actually obligated prior to the start of the current Program Year. This is to ensure that the current PY budget column accurately reflects the amounts available for obligation during the current Program Year.

This same feature is not needed for the non-CRA accounts due to the fact that current non-CRA funds are not made available for obligation prior to the start of the current Program Year.

Budget for Program Year (a): The amounts in this column are the same as those that appear in Section E. The only difference is the break-out of CRA funds described in the preceding discussion of expense categories.

PYTD Obligations (b): On an agency-wide basis, this column displays the CCC agency’s net obligations that have occurred from the start of the current PY through the end date of the quarter being reported.

PYTD Obligations as percentage of PY Budget (c): This column expresses the Total PYTD obligations in Column (b) as a percentage of the Program Year Budget amount in Column (a).

G. Net Outlays in Current PY (PYTD):
Section G in the 2110HQ is used to report net outlays of Job Corps funds that have occurred during the current Program Year.

**Categories of Expense**: See the Cost Category Section of this appendix for basic definitions.

**From Current/Active Funds (d)**: This column reports net outlays from current/active accounts that have occurred during the current Program Year.

**From Expired Funds (e)**: This column reports net outlays from expired accounts that have occurred during the current Program Year.

**Total (f)**: This column reports the total of amounts in Columns (d) and (e).

b. **2110HQ, Page 2**

A. **Agency Name**: Same as Page 1.

B. **Quarter End Date**: Same as Page 1.

C. **Quarter Number**: Same as Page 1.

D. **Status**: Same as Page 1.

E. **Status of Job Corps Operations Funds Received by Agency - Cumulative**:

F. **Status of Job Corps Construction/Rehab Funds Received by Agency - Cumulative**:

These sections summarize the status of all Job Corps funds that have been transferred to the CCC Agency and which are still considered to be “open” accounts. These open accounts include both “current” accounts and “expired” accounts. After an account has been “closed”, which normally occurs after an account/appropriation has been in “expired” status for five full years, there is no need for the CCC agency to provide DOL with any further information about that account. If the required information proves difficult to obtain from internal CCC agency financial systems, it is the case that most of the required information in Sections F and G can be abstracted from quarterly SF 133s that CCC financial staff prepare and submit to the Office of Management and Budget (OMB).
Section F is used to provide information on Job Corps Operating funds. Section G is used to show the status of Job Corps CRA funds. Each of these two sections provide for subtotals to be displayed for “current” accounts/appropriations versus “expired” accounts/appropriations.

The following are descriptions/definitions for amounts appearing in Columns (a) through (g) Treasury Appropriation Fund Symbol/TAFS (a). This column displays the TAFS that has been assigned to each account/appropriation, including the numerals that designate the period of availability for obligation.

Appropriation Expiration Date (b): For each TAFS that is listed, the expiration date of the appropriation must be provided. For Job Corps accounts/appropriations, this date will normally fall on June 30th.

Amount Transferred (c): This column is used to display the cumulative amount of funds in each account/appropriation that has been transferred to the CCC agency. This amount might not be available to abstract from the SF 133 for the quarter being reported, but should be readily available from CCC agency financial records. Contact DOL Job Corps financial staff if assistance is needed to locate this information.

Amount Obligated (d): This column is used to display the cumulative amount of obligations charged to each account/appropriation. One possible way to develop this number is to take the cumulative amount transferred per column (c) and then net out the current unobligated balance being reported in the SF 133 for that quarter. In other words, the amount in this column may be regarded as the Column (c) amount less then Column (f) amount.

Obligations As percentage of Transfers (e): This is simply the amount in Column (d) divided by the amount in Column (c).

Unobligated Balance/End of Period (f): This is the unobligated remainder from the total amount that has been transferred per Column (c). This unobligated remainder may normally be abstracted from the SF 133 that is prepared for the current quarter.

Unpaid Obligations/End of Period (g): This is the subtotal of the obligated amount reflected in column (d) that has not yet been paid out as of the end date of the quarter being reported. This number may normally be abstracted from the SF 133 that is prepared for the current quarter.
E. **DOL FUND TRANSFERS**

It is the policy of DOL to ensure that CCC agencies have adequate Job Corps funds available to cover all immediate obligation and outlay requirements of their CCC’s and their supporting program direction activities. In implementing this policy, DOL must be mindful of the parameters that are inherent in the patterns followed by Congress in appropriating Job Corps funds and in the scheduling for apportionments by OMB.

Within these parameters, DOL will strive to observe the following schedule for making fund transfers to each CCC agency in the framework of the agency’s aggregated program operating plan:

1. **Incremental Transfers**

   Funds in the expense categories listed below will be transferred in quarterly increments. The amounts of each quarterly transfer will be intended to bring the cumulative transfer amount up to the percentages of the full PY program operating plan as indicated. Except as noted for the 4th quarter transfer, DOL will process the transfers to occur as early as possible in the quarter. Provided that adequate funds have been apportioned to DOL by OMB, the quarterly cumulative target levels are as follows: (i) 1st quarter - 35 percent; (ii) 2nd quarter - 60 percent; (iii) 3rd quarter - 90 percent; (iv) 4th quarter - 100 percent.

   The initial fourth quarter transfer will only provide 95 percent of funds to the CCC’s until Low OBS take-back is calculated (for a discussion of Low OBS take-back, see page X). Once the take-back is determined, the remaining 5 percent of funds will be transferred to the agencies, less the take-back amount.

   - Center Operations Expense (Including Program Direction)
   - Outreach and Admissions
   - Career Transition Services

2. **Full Transfers**

   Funds in the expense categories listed below will be transferred in full as soon as possible after being approved and incorporated into the program operating plan. This will normally be done on a monthly update basis.

   - Equipment and Furniture
   - Vehicle Rental/Amortization
   - Career Technical Skills Training Materials
   - Student Transportation
   - Support Activities
   - Facility Construction/Rehab/Acquisition (CRA).

   DOL will strive to make CRA transfers exclusively from “Advance”
appropriations in order to minimize CCC agency accounting and financial reporting burdens. DOL will also strive to use the most recent CRA advance appropriation that is available at the time of the transfer in order to provide the CCC agency with adequate lead times to obligate the funds to construction and related contracts.

F. CCC PROGRAM OPERATING PLANS

1. Purpose/Definitions

The term “Program Operating Plan” refers to the budget that has been agreed to by DOL and the CCC agency to support the Job Corps facilities and operations that will be administered by the CCC agency during a Program Year. A center-level program operating plan is formulated for each CCC as well as for the CCC-agency’s general and administrative functions (referred to as “program direction” activities).

For individual CCCs, program operating plans include annual budgeted amounts for the major expense categories. Center operations expense is further broken out into the line-items described in a previous section. In those line-items that relate to personnel costs, a further break out is provided in terms of federal personnel versus non-federal personnel. Outreach and Admissions, and Career Transition Services funds, if present, are broken out into personnel (federal versus non-federal) and other costs.

Program operating plans are intended to provide the CCC agency with a reliable framework in which to allocate and manage resources for provision of staffing, supplies, and services that are needed for the effective operation of a Job Corps CCC.

2. DOL’s IT Infrastructure

Program operating plans for CCCs are maintained in DOL’s Job Corps Fund Allocation System (JFAS) and are thus integrated into the DOL database containing the Job Corps Advance Annual Procurement/Financial Operating Plan. JFAS is used not only to maintain the approved CCC program operating plans, it is also used to provide IT support for the development of initial program operating plans prior to the start of each Program Year.

3. Formulation of Initial Program Operating Plans

a. Annual Budget Call

The development of the initial program operating plans that are in place at the start of a Program Year is launched many weeks before the Program Year begins. This process is initiated by DOL through issuance of a Budget Call Memo/Package to each CCC agency. The memo contains a discussion of overall fiscal considerations and policies for the upcoming Program Year,
such as allowance levels for scheduled federal pay raises and allowances for to accommodate the effects of anticipated cost inflation in the nation’s economy.

The budget call normally contains overall dollar targets in each major expense category for each CCC agency. Also included in the Budget Call Package are a number of technical exhibits that provide guidance and specifications for the CCC agencies to follow in the preparation of their proposed program operating plans and its required back-up information (e.g., staffing tables, pricing data for supplies and materials, etc.).

b. Schedule for Program Operating Plan Development

The normal schedule for the development of the initial program operating plans is as follows:

- 20 weeks before PY start (on or around February 15): DOL issues budget call memo/package to CCC agencies (copies furnished to DOL regional offices)
- 13 weeks before PY start (on or around April 1): CCC agencies submit proposed program operating plans and back-up materials to Office of Job Corps, and appropriate Regional Office
- 11 weeks before PY start (on or around April 15): DOL Regional Offices provide any comments to Office of Job Corps
- 6 weeks before PY start (on or around May 15): Discussion/ negotiations are completed and approved initial program operating plans are issued by DOL
- Start of new PY (July 1 or first available date apportionment becomes available): DOL initiates 1st quarter fund transfers to the CCC agencies

4. Requesting Mid-Year Funding/Budget Adjustments/Movement of Funds

First note that this section applies to operating (non-CRA) funds only. During the course of a Program Year, the program operating plan of a CCC might require adjustment or revision for a variety of reasons, such as funding for special programmatic initiatives, replacement of fire-damaged supplies and materials, and so forth. In some cases, these adjustments are initiated by DOL (e.g., funding for special initiatives). In most cases, however, proposals for mid-year funding adjustments originate within CCC agencies.

CCC agencies are discouraged from submitting Requests for Funding/Budget Adjustments except in the most urgent and compelling cases. The DOL expectation is that CCC agencies should maintain staffing and deliver services in a satisfactory manner within the resource levels provided in the initial program operating plans that are put in place at the start of each program year. It is also the case that DOL’s
contingency reserves are rarely abundant.

This section describes the basic steps and requirements that a CCC agency should follow when preparing and submitting a request for a mid-year adjustment in its program operating plan. Please note that this section is concerned only with funding of operating expenses. The term Operating Expense can be defined as all categories of Job Corps expense other than Construction/Rehab - which has its own congressional appropriation. The major expense categories that are considered Operating Expense include: A-Center Operations; B2-Equipment; B3-GSA Vehicle Rental; B4-CTST Materials; C1-Outreach and Admissions; C2-Career Transition Services; D-Student Transportation; and S-Support. With respect to Construction/Rehab funding requests, basic procedures and requirements are found in PRH Chapter 5, Section 5.10 (Facility Improvements), Requirement 4 (Emergency Repairs and Requirements).

a. **When Is a Request for a Mid-Year Funding/Budget Adjustment Needed?**

A request should be prepared and submitted when a CCC agency believes that a funding/budget adjustment is required in order to maintain the effectiveness of a CCC AND that such an adjustment cannot be accomplished via unilateral internal budget realignments that are within the parameters described in the DOL/CCC Interagency Agreement.

b. **Format**

The only requirement for a Budget Adjustment or Movement of Funds request is the use of the Movement of Funds Spreadsheet (Attachment x). This spreadsheet was developed by DOL, at the request of the USDA, to formalize the process for Movement of Funds as described in the current Interagency Agreement. The Bureau of Reclamation is not required to use the attachment, but is encouraged to do so. It is recommended that the request be accompanied by brief explanatory statement along with whatever additional exhibits or tables are appropriate. Electronic “soft-copy” is required.

c. **Content**

There are no rigid requirements or specifications concerning the content of a Request for Funding/Budget Adjustment. The level of detail depends on the complexity of the situation. Elaborate presentations are not required, but a briefly stated justification for the change in funding, along with appropriate back-up in the form of pricing data and computations. The request should also indicate which major categories of operating expense would be affected. In cases where the increase is of an ongoing nature, it is imperative that the request specify the effective date of the change, the net
change amount in the current Program Year and the change amount that will be needed in the next Program Year.

d. Submitting a Request

CCC agencies should, via email, submit Requests for Funding/Budget Adjustment to the Office of Job Corps (to the attention of the budget team), with a courtesy copy being sent to the DOL Job Corps Regional Office that is responsible for monitoring the CCC which is the subject of the request. These types of requests may be submitted at any time. As a general rule, CCC agencies should strive to submit these types of requests as soon as possible after the need for a funding adjustment becomes evident.

e. Turn-Around Time

The Office of Job Corps will strive to provide the CCC agency with a substantive response to its request within two weeks of submittal, depending on the complexity and/or policy implications of the issues that need to be addressed.

5. Underruns Due to Low On-Board Strength (OBS)

CCC agencies are expected to control expenditures for items that are sensitive to on-board student strength to ensure that expenditures for such items are commensurate with average student OBS. Expense items that are considered OBS-sensitive include food, clothing, and other consumables that normally comprise about 15 percent of a CCC’s center operations budget.

In any program year when the CCC operates at less than 98 percent of planned capacity, the CCC agency will be expected to generate an appropriate cost under-run as a result of reduced spending for OBS-sensitive items. The amount of the expected under-run is computed as follows: numerical shortfall in student service years during the program year x the budgeted cost per SY (i.e., annual center operations budget/planned SY) x 15 percent = anticipated under-run. Anticipated low-OBS under-run data appears automatically on each quarter’s 2110F cost report if capacity utilization is running less than 98.0 percent on a program year-to-date (PYTD) basis.

Based on a CCC’s cost report for the quarter ending March 31st, DOL will make an appropriate reduction in the program operating plan of any CCC which has a PYTD capacity utilization of less than 98.0 percent. This reduction will be based on the under-production of student years (SY’s) that has occurred during the first nine months of the program year. The amount of the reduction will be the same as the “Minimum Expected Low OBS Under-Run” that is reported in the March 31st quarterly cost report.
6. **Program Year-End Return Transfers**

If, during the final quarter of a program year, a CCC agency determines that it will not be able to obligate some portion of the Job Corps funds that have been transferred from DOL, the CCC agency should make arrangements to transfer the funds back to DOL so that funds arrive back to DOL on or before June 1. This will allow DOL to obligate the funds for allowable purposes prior to the end of the Program Year.

If the funds in question were originally provided for equipment/furniture acquisition, the purchase of CTST materials, facility construction/rehab projects, or similar items that are not of an ongoing, operational nature, DOL will strive to restore these funds to the CCC agency through appropriate compensating budget increases in the CCC agency’s program operating plan for the following program year. In order to assure the restoration of these funds, the return fund transfer to DOL must be accomplished by no later than June 1st in the expiring Program Year.

7. **Formats and Content**

Detailed instructions and specific formats will be provided in each year’s budget call package that is issued to CCC Agencies by DOL. If DOL intends to introduce material changes in the requirements or formats that have been used in the past, it will, if practicable, share the proposed changes with the CCC Agencies for review and comment beforehand.
# APPENDIX 510

## MONTHLY STAFFING REPORTS

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A. CENTER STAFF VACANCY AND SEPARATION REPORT

1. Purpose

The Job Corps Monthly Center Staff Vacancy and Separation Report, ETA 2110S, is used by operators of Job Corps centers (contractors and CCC agencies) to report staff vacancy and separation data. This data is used by U.S. Department of Labor (DOL) to create management information that is used to monitor trends in staff vacancies and staff turnover that require attention and possible corrective action.

2. Originators

Job Corps center operators complete this report for each center for which they are currently responsible. Where there is more than one operator at a particular Job Corps center, each with specific center responsibilities and a separate contract or funding agreement with Job Corps, each operator will complete this report for center staff on their payroll. Also, a separate set of reports may be required for major program components falling under one contract or funding agreement (e.g., satellite center versus main center) if requested by the DOL-Job Corps Regional or National Office.

3. Time Frames

Reports will display information for the entire reported calendar month. The reports are due from center operators by the 20th day of the following month. For example, the report for June is due on July 20th.

4. Submittal Procedures

Contractors and CCC agencies submit the 2110S using DOL’s web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2110S and which ensures consistency and accuracy in all internal mathematical operations that are present in the 2110S output reports. Contractors and CCC agencies may obtain detailed guidance concerning FMS procedures for entering and submitting the 2110S by referring to the FMS Technical Guide that is available from the FMS website.

5. FMS Output Reports

Contractors, CCC agencies, and DOL staff are able to generate useful 2110S-based output reports from FMS, including a 12-month roll-up report that tracks a center’s vacancies and turnover rates for the prior twelve month period, and which compares the center’s data alongside national averages.
6. **2110S Data Descriptions and Definitions**

Detailed instructions and guidance for entering 2110S data into FMS is available from the FMS Technical Guide. The following discussion provides definitions and descriptions of the information that appears on a submitted 2110S report when it is viewed in its basic printable output form.

**Center Name:** This is the name used to identify the Job Corps center being reported. If the report applies to a major component rather than an entire center, the component name will appear after the center name, e.g., "Pine Top-Utopia Satellite."

**Current Center Operator:** This is the name of the operator organization (contractor or CCC agency) as registered in the FMS.

**Report for Month Ending:** This is the last day of the calendar month for which the report has been prepared.

**Total Center Slot Capacity:** This is the official planned slot capacity of the center as of the last day of the month reported, according to information stored in the JCDC-WSSR (JCDC-Weekly Student Strength Report [WSSR]). This is further broken out in terms of:

- Residential Slots vs. Non-residential slots;
- Off-Center Training Slots vs. On-Center Slots (in FTSE-full time student equivalents)

**Columns:**

**Position Categories:** To determine which positions/job titles are to be reported in which personnel categories, please refer to the appropriate financial management appendix (502 for contract center operators and 509 for CCC agencies) and refer to the sections that describe center operations expense categories.

**Notes:**

- Staff funded in expense categories other than Center Operations, (e.g., OA or CTS) are not to be included in the “center” version of this report.

- Career Technical Training instructors furnished via NTCs (National Training Contractors) are reported separately on the line so labeled.
FTE Positions Authorized: This column displays the current number of funded full-time equivalents (FTE) authorized in each category. This will include all direct center employees of the center, National Training Contract (NTC) staff, and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions at the center, which might otherwise be performed by direct employees of the center operator.

Notes:

• The term FTE refers to full-time equivalent (e.g., 1 full-time position or 2 half-time positions). Part-time staff will be reported as a portion of an FTE, e.g., 0.5 FTE for a staff member who works half the hours required of a full-time position.

• Substitute positions are not included in the count of Authorized Staff.

• If an employee works in more than one area such as part-time in academics and part-time in career technical training, or a secretary is assigned to two departments, the FTE will be allocated to the appropriate category as explained in the sections contained in the financial management appendices concerning "Allocation of Split Duties."

On Board (End of Month): This is the number of FTE staff on board in each category at the end of the current month. This will include all direct center employees of the center, National Training Contract staff, and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions at the center, which might otherwise be performed by direct employees of the center operator. Overtime will not be considered when calculating on-board FTE. **The maximum FTE for any single staff person will be 1.0.**

Vacancies (End of Month): This is the number of vacancies at the end of the month for each category and center total. It is calculated by subtracting “On Board” from “FTE Positions Authorized.”

Separations This Month: This is the number of FTE represented by staff persons who were separated from employment at the center for any reason (transfer to another center, resignation, retirement, fired for cause, etc.) during the month being reported. Staff members who transfer from one job to another at the center are not
counted. If it has been discovered that a staff member was separated in the prior month but not counted on that month’s report, that separation will be counted on the current month’s report.

B. OA/CTS STAFF VACANCY AND SEPARATION REPORT

1. Purpose

The Job Corps Monthly Outreach and Admissions (OA)/Career Transition Services (CTS) Staff Vacancy and Separation Report, “ETA 2110S-OA/CTS,” is used by DOL-funded providers of OA and/or CTS services (contractors or CCC agencies) to report staff vacancy and separation data. This data is used by DOL to create management information that is used to monitor trends in staff vacancies and staff turnover that require attention and possible corrective action.

2. Originators

DOL-funded providers of OA and/or CTS services complete this report for each of their DOL contracts or funding agreements that are currently in place. If the provider is a CCC agency, separate reports are required for each CCC that is being funded for these services. This report must also be submitted by center contractors whose contracts are expressly funded for the provision of OA and/or CTS services.

3. Time Frames

Reports will display information for the entire reported calendar month. The reports are due from OA/CTS contractors by the 20th day of the following month. For example, the report for June is due on July 20th.

4. Submittal Procedures

OA/CTS providers submit the 2110S-OA/CTS using DOL’s web-based Job Corps Financial Management System (FMS) that is administered by the Job Corps Data Center (JCDC). The FMS has been designed in a way that minimizes the volume of data that must be entered for the 2110S and which ensures consistency and accuracy in all internal mathematical operations that are present in the 2110S-OA/CTS output report. Contractors may obtain detailed guidance concerning FMS procedures for entering and submitting the 2110S-OA/CTS by referring to the FMS Technical Guide that is available from the FMS website.

5. FMS Output Reports
OA/CTS providers and DOL staff are able to generate useful output reports from FMS, including a 12-month roll-up report that tracks a provider’s vacancies and turnover rates for the prior twelve-month period, and which compares the provider’s data alongside national averages.

6. **2110S-OA/CTS Data Descriptions and Definitions**

Detailed instructions and guidance for entering 2110S-OA/CTS data into FMS is available from the FMS Technical Guide. The following discussion provides definitions and descriptions of the information that appears on a submitted 2110S report when it is viewed in its basic printable output form.

**Contract Name and Scope:** This identifies the services being provided (OA and/or CTS) and the geographic coverage of the contract or funding agreement.

**Contractor:** This is the name of the OA/CTS provider organization as registered in the FMS.

**Report for Month-Ending:** This is the last day of the calendar month for which the report has been prepared.

**Columns:**

Position Categories: To determine which positions/job titles are to be reported in which personnel categories, please refer to the appropriate financial management appendix (503 for contract center operators and 509 for CCC agencies) and refer to the sections that describe and define the OA and CTS expense categories. Staff funded in expense categories other than OA or CTS (e.g., staff funded under a center operations budget) are not to be reflected in these reports.

FTE Positions Authorized: This column displays the current number of funded FTE authorized in each category. This will include all direct employees of the provider as well as subcontractor employees (or contractor employees at CCC’s) who perform ongoing functions which might otherwise be performed by direct employees of the provider.

**Notes:**

- The term FTE refers to “full-time equivalent” (e.g., 1 full-time position or 2 half-time positions). Part-time staff will be reported as a portion of an FTE, e.g., 0.5 FTE for a staff member who works half the hours required of a full-time position.
• If an employee works in more than one area, such as part-time in OA and part-time in CTS, the FTE will be allocated to the appropriate category as explained in the sections contained in the financial management appendices concerning "Allocation of Split Duties."

**On-Board (End of Month):** This is the number of FTE staff on board in each category at the end of the current month. This will include all direct provider employees and subcontractor employees (or contractor employees at CCC's) who perform ongoing functions which might otherwise be performed by direct employees of the provider. Overtime will not be considered when calculating on-board FTE. **The maximum FTE for any single staff person will be 1.0.**

**Vacancies (End of Month):** This is the number of vacancies at the end of the month for each category and center total. It is calculated by subtracting “On Board” from “FTE Positions Authorized.”

**Separations This Month:** This is the number of FTE represented by staff persons who were separated from employment under the OA/CTS contract or funding agreement for any reason (transfer to another contract, resignation, retirement, fired for cause, etc.) during the month being reported. Staff members who transfer from one job to another that is funded under the same contract or funding agreement are not counted. If it has been discovered that a staff member was separated in the prior month but not counted on that month’s report, that separation will be counted on the current month’s report.
APPENDIX 511
CENTER SUSTAINABILITY MEASURES UPDATE

Center Name: __________________________ Reporting Period: __________________________ Date: __________________________
(January - June, or July - December)

<table>
<thead>
<tr>
<th>Sustainability Measure</th>
<th>Relevant Supporting Documents and Notes*</th>
<th>Estimated % Complete</th>
<th>Documentation Provided</th>
<th>Verification By (Name &amp; Title)</th>
<th>Facility Related Problems of Issues**</th>
<th>Progress During Reporting Period; Compliance Status Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Conservation</td>
<td>Implementation of energy conservation measures, including those identified in energy/water audits, and any new or modified procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Conservation</td>
<td>Implementation of measures in the Water Conservation Program Plan, and any new or modified procedures. Include identification of ways to reduce or eliminate potable water use for irrigation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Reduction and Diversion</td>
<td>Implementation of measures in the Solid Waste Management Policy, and any new or modified procedures.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greenhouse Gas Emissions Reduction</td>
<td>Steps taken to reduce both direct emissions (energy generation and purchase) and indirect emissions (business travel, commuting travel, student transportation, and from the increased use of renewable energy).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated Operations and Maintenance</td>
<td>Identification of modifications to operational procedures; printouts of computerized maintenance management systems with occupant feedback capabilities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Purchasing</td>
<td>Environmentally preferred purchasing policy for ongoing consumables and durable goods that will protect the environment and public health, conserve natural resources, and minimize waste.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outdoor Water Irrigation</td>
<td>Identification of ways to reduce or eliminate potable water use for irrigation. (May be addressed by Water Conservation Program Plan.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Management</td>
<td>Stormwater runoff mitigation strategy and stormwater pollution plan. (May be addressed by Water Conservation Program Plan or Spill Prevention Control and Countermeasure plan.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustainability Measure</td>
<td>Relevant Supporting Documents and Notes*</td>
<td>Estimated % Complete</td>
<td>Documentation Provided</td>
<td>Verification By (Name &amp; Title)</td>
<td>Facility Related Problems of Issues**</td>
<td>Progress During Reporting Period; Compliance Status Notes</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------</td>
<td>----------------------</td>
<td>------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Integrated Pest Management</td>
<td>Integrated pest management techniques utilized at center to minimize pesticide use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ozone Depleting Compounds</td>
<td>Documentation of the elimination of ozone-depleting compounds and the alternative environmentally preferable products used.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco Smoke Control</td>
<td>Documentation of controls to prevent smoking within 25 feet of building entrances, operable windows, and building ventilation intakes, or documented smoking policy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moisture Control</td>
<td>Moisture control policy.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Submit supporting documents and notes to the checklist. If sustainability measures are not feasible due to cost or other considerations, submit documentation explaining why.

** Problems or issues that occurred during the reporting period that significantly impacted the centers ability to demonstrate acceptable conservation and sustainability.
APPENDIX 512A
USDOL/ETA JOB CORPS DEMOLITION PACKAGE
PART 1: HISTORIC AND REAL ESTATE CHECKLIST

(NOTE: Part 1 and 2 of the Demolition Package must be submitted together in order to begin processing the demolition request.)
The purpose of this checklist is to ensure that Federal or state environmental regulations are not violated when government-owned buildings are demolished. When completed properly, this checklist will expedite your request. This form must be submitted with Part 2 of the Demolition Package, Environmental Checklist, in order for the demolition request to be processed.

The completed checklist must be signed by the Regional Director and Center Director or their representatives and accompany the center’s request for demolition.

Please provide answers to each question in the spaces provided. Questions should be directed to the attention of Craig Powell, Director, Real Estate Services, McKissack & McKissack at (703) 516-2263.

JOB CORPS CENTER: ________________________________________________________________

REQUEST TO DEMOLISH OR DONATE GOVERNMENT-OWNED REAL PROPERTY, AND RELATED PERSONAL PROPERTY, LOCATED ON GOVERNMENT-OWNED LAND. (In accordance with FPMR 101-47.5)

CENTER

Description of Property (include photos, site plans, and any other information required to completely identify the property):

Building Name: ________________________________________________________________

Building Number: _____________________________________________________________

Other Descriptive Information: _________________________________________________

Findings: (Check the applicable responses and include any appropriate documentation.)

☐ A.1. Property has no commercial value; or

☐ A.2. Estimated cost of continued care and handling would exceed the estimated proceeds from its sale.

AND

☐ B. Donation is not feasible (Note: Donation must be accomplished if it should become feasible at any
time prior to actual demolition.)

I have reviewed the above statements and believe they are accurate, and therefore, recommend that the specified property be removed through demolition/donation.

Title: __________________________________________

REGION

I have reviewed the above information and find it true and accurate to the best of my knowledge and belief, and therefore, recommend that this request be approved by the National Office of Job Corps.

Title: __________________________________________

DIVISION OF PROPERTY AND ENGINEERING MANAGEMENT

Findings: (Check the applicable responses and include any appropriate documentation.)

☐ A. Land or related personal property had an original cost (estimate if not known) of more than $50,000; or

☐ B. Building(s) is of permanent type Construction; or

☐ C. Retention would enhance the value of the underlying land.

In the event that any of the above is checked, General Services Administration (GSA) concurrence will be needed before demolition can take place.
Additional Findings: (Check the applicable responses and include any appropriate documentation.)

☐ A. Property had an original cost (estimate if not known) of not more than $1,000; or

☐ B. Its value is so low or cost of its care and handling so great, that its retention in order to post public notice is clearly not feasible; or

☐ C. Immediate destruction is required in consideration of health, safety, or security; or

☐ D. A delay might jeopardize the assigned mission of the program.

In the event that any of the above is not true, public notice must be given. Said notice shall be given in the following manner:

1. It must be given in the area in which the property lies, containing a general description of the property, and it must include an offering of the property for sale.

☐ Completed (attach documentation)

2. A copy of the notice shall be sent to the Regional Office of GSA.

☐ Completed (attach a copy of letter to GSA)

I have reviewed the above information and find it is true and accurate to the best of my knowledge and belief, and therefore, approve the request for demolition/donation of the specified real property.

Title: Chief, National Program Support

This approval is contingent on compliance with Environmental Regulations concerning asbestos and polychlorinated biphenyls, PCBs.

(End of Form)
APPENDIX 512B
USDOL/ETA JOB CORPS DEMOLITION PACKAGE
PART 2:
ENVIRONMENTAL CHECKLIST FOR DEMOLISHING BUILDINGS

(NOTE: Part 1 and 2 of the Demolition Package must be submitted together in order to begin processing the demolition request.)
ENVIRONMENTAL CHECKLIST FOR DEMOLISHING BUILDINGS

The purpose of this checklist is to ensure that Federal or state environmental regulations are not violated when government-owned buildings are demolished. It is also a reminder that environmental issues must be addressed before demolition can occur. When completed properly, this checklist will expedite your request. This form must be submitted with Part 1 of the Demolition Package, the Historic and Real Estate Information Checklist, in order for the demolition request to be processed.

The completed checklist must be signed by the Regional Director and Center Director or their representatives, and accompany the center’s request for demolition.

Please provide answers to each question in the spaces provided. Questions should be directed to the attention of Craig Powell, Director, Real Estate Services, McKissack & McKissack at (703) 516-2263.

DESCRIPTION

1. Center Name: ____________________________________________________________

2. Numbers/Names of buildings to be demolished: ____________________________
   (Attach list if more space is required.)

GENERAL

1. Has this action been coordinated with the Engineering Support Contractor (ESC) Project Manager?
   □ Yes □ No

2. Are there any construction or improvement projects planned or programmed at the Center, Region or National levels affecting any of these buildings?
   □ Yes □ No

   If yes, list the project. Include description, year programmed, and dollar amounts for each project. ________________________________
   ________________________________
   ________________________________

   ________________________________
   ________________________________
   ________________________________
ASBESTOS

1. Has all asbestos been removed from buildings proposed for demolition? Was the asbestos disposed of by a state-authorized contractor? Was the disposal facility licensed by the Environmental Protection Agency? (If the answer is “no” to any of these questions, please explain.)

☐ Yes (attach a copy of the disposal facility receipt documents)
☐ No

2. Is there any asbestos remaining in any of the buildings to be demolished?

☐ Yes — Please list the buildings: ______________________________
☐ No

3. Assuming there is asbestos remaining, have you checked with your local Environmental Protection Agency, state and local environmental officials to determine the correct procedures for removing and disposing of the asbestos before proceeding with demolition?

☐ Yes — Please explain: ______________________________

☐ No

POLYCHLORINATED BIPHENYL (PCBs)

1. Do any of the buildings contain electrical equipment containing PCBs (e.g., transformers, switch gear, insulators)?

☐ Yes — Please explain: ______________________________

☐ No
2. Is there any PCB equipment in the immediate vicinity of the buildings that would interfere with the demolition project?

☐ Yes — Please explain: ________________________________________________

______________________________________________________________

______________________________________________________________

☐ No

UNDERGROUND/ABOVE GROUND STORAGE TANKS

1. Are there any storage tanks containing fuel or chemicals that might interfere or conflict with the demolition project?

☐ Yes — Please explain: ________________________________________________

______________________________________________________________

______________________________________________________________

☐ No

OTHER

1. Are there chemicals identified or unidentified in the buildings which must be removed or disposed of prior to demolition?

☐ Yes — Please explain: ________________________________________________

______________________________________________________________

______________________________________________________________

☐ No

DO YOU KNOW OF ANY OTHER POTENTIAL ENVIRONMENTAL ISSUES OR PROBLEMS ASSOCIATED WITH THIS PROJECT?

☐ Yes — Please explain: ________________________________________________

______________________________________________________________

______________________________________________________________

☐ No
STATEMENT OF VERIFICATION/CERTIFICATION

I CERTIFY THAT I HAVE PERSONAL KNOWLEDGE OF THE PROPOSED DEMOLITION PROJECT AS REFLECTED IN THIS CHECKLIST. THERE ARE NO ADVERSE ENVIRONMENTAL IMPLICATIONS ASSOCIATED WITH THIS DEMOLITION PROJECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

__________________________________________  _________________________________________
Center Director                                Regional Director

Date: ________________________________       Date: ________________________________

(End of Form)