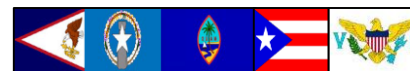




# On-the-Job Training Supportive Services



**Michael Caliendo**



# Center for Transportation Workforce Development Team

- **Virginia Tsu** - Director
- **Yolonda Jordan** - NSTI & OJT/Supportive Services Team Leader
- **Joyce Gottlieb** – National Summer Transportation Institute
- **Michael Caliendo** - OJT/Supportive Services
- **Clark Martin** - Regional Transportation Workforce Centers
- **Ewa Flom** - Dwight David Eisenhower Transportation Fellowship
- **Ewa Flom** - Garrett A. Morgan Transportation & Technology Education Program

# On-the-Job Training Supportive Services



- Background and Authority
- Purpose
- Funding Process & Deliverables
- OJT/SS Issues
- Challenges



# Learning Outcomes

At the end of this session, you will be able to:

- Explain the purpose of the OJT & OJT/SS Programs
  - Craft training programs vs. supportive services
- List the program requirements (SOW) & identify deliverables
- Understand challenges
- Point to best practices



# Background

Circa 1971, the FHWA began requiring State Transportation Agencies (STAs) to establish apprenticeship and training programs (OJT & OJT/SS) targeting under-represented segments of the U.S. workforce, including minorities, women, and disadvantaged individuals

# Law, Statute, Regulation

- Workforce Development
  - Public Law 109-59-Section 5204(e) & MAP-21 Section 1109
  - 23 USC 140(b)
  - 23 CFR § 230
    - 23 CFR § 230.113 Implementation of Supportive Services

## 23 U.S. Code § 140 -Nondiscrimination

(b) The Secretary, in cooperation with *any other department or agency of the Government, State agency, authority, association, institution, Indian tribal government, corporation (profit or nonprofit), or any other organization or person, is authorized to **develop, conduct, and administer surface transportation and technology training, including skill improvement programs, and to develop and fund summer transportation institutes.*** From administrative funds made available under section 104(a), the Secretary shall deduct such sums as necessary, *not to exceed \$10,000,000 per fiscal year, for the administration of this subsection.* Such sums so deducted shall remain available until expended. The provisions of section 6101(b) to (d) of title 41 shall not be applicable to contracts and agreements made under the authority herein granted to the Secretary. Notwithstanding any other provision of law, not to exceed ½ of 1 percent of funds apportioned to a State for the surface transportation program under section 104(b) may be available to carry out this subsection upon request of the State transportation department to the Secretary.





# Purpose

- Provide craft, skills training, and supportive services to minority, women, and the disadvantaged to move them up to full journey level workers on Federal-aid construction projects.





# Scenes from the HEO Training Program

Thanks to a Federal Highway Administration grant, ITD's Office of Civil Rights has been working in collaboration with Kootenai Technical Education Campus, The Association of General Contractors, and Idaho Native American tribes to create a Heavy Equipment Operator (HEO) Training program.

The ITD Heavy Equipment Operator Training Program began on June 8th and will run until July 2nd.

15 members of the Nez Perce, Shoshone-Bannock, and Shoshone-Paiute tribes will graduate with Associated



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## Building a skilled workforce

■ Grant provides heavy equipment training at KTEC

Story Commenting (7)

Tweet

Like 30

Share Print Font Size: - +

Posted: Saturday, June 27, 2015 12:00 am

BRIAN WALKER/bwalker@cdapress.com | 7 comments

RATHDRUM - A federal grant provided free heavy equipment training to 15 Native Americans throughout the state at the Kootenai Technical Education Campus (KTEC) in Rathdrum.

The \$120,000 grant was provided by the Federal Highway Administration, and supported a four-week program. Those students will graduate on Tuesday at KTEC.



U.S. Department of Transportation  
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# Primary Objective

- The primary objectives of OJT/SS:
  - (1) to increase the overall effectiveness of the State highway agencies' approved training programs; and
  - (2) to seek other ways to increase the training opportunities for women, minorities, and disadvantaged

# OJT/SS Funding Supports Three Programs

- OJT/SS-\$6.0 million
- NSTI-\$2.7 million
- STIPDG-\$1.3
- \$10 million



# Types of Services Allowed:

## 23 CFR 230.113

- (1) Services related to recruiting, counseling, transportation, physical examinations, remedial training, with special emphasis upon increasing training opportunities for members of minority groups and women;
- (2) Services in connection with the administration of on-the-job training programs being sponsored by individual or groups of contractors and/or minority groups and women's groups;
- (3) Services designed to develop the capabilities of prospective trainees for undertaking on-the-job training;
- (4) Services in connection with providing a continuation of training during periods of seasonal shutdown;
- (5) Follow-up services to ascertain outcome of training being provided.

## 23 CFR 230.117(b)(2)

Where a State highway agency does not obligate all its funds within the time specified in the particular's year allocation directive, the funds shall revert to the FHWA Headquarters Office to be made available for use by other STAs, taking into consideration each State's need for and ability to use such funds.



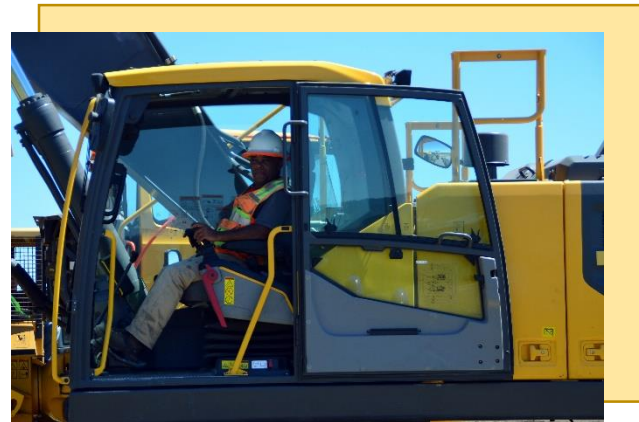
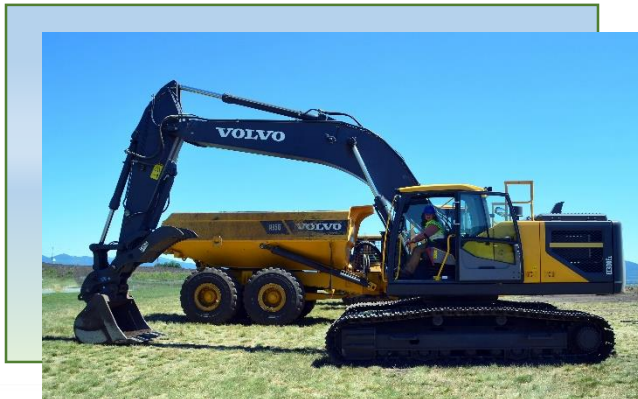
# §230.117 Reimbursement Procedures (Federal-aid highway construction projects only)

(b) *Supportive services.* (1) The State highway agency **must keep a separate account of supportive services funds since they cannot be interchanged with regular Federal-aid funds.** In addition, these funds may not be expended in a manner that would provide for duplicate payment of Federal or Federal-aid funds for the same service.



# OJT-Training Special Provisions

- Appendix B to Subpart A of Part 230-TSP
  - As part of a Contractor's EEO Affirmative Action program, training shall be provided
  - Provide training aimed at developing full journey level workers in the type of trade or job classification involved



# Contents of Statement of Work

- Project Title
- Contact Person(s)
- Purpose Statement
- Statement of Problem
- Amount Requested
- Needs Assessment
- Program Goals & Objectives
- Scope of Work w/timetable/milestones



# Needs Assessment



- Needs Assessment-Workforce planning involves:
  1. Developing and analyzing data to show needs and problems, including:
    - Data showing future gaps and surpluses in the workforce
    - Diversity statistics, population demographics,
    - Turnover rates and causes, and
    - Contractor and employee opinion survey results.
    - Sometimes even the organization's mission, values, strategic goals and business objectives as should federal and state laws and regulations.
      - <https://idcis.intocareers.org/OccInfo.aspx?SourceState=ID&OccID=110200&TopicID=2>
      - <https://www.iowaworkforcedevelopment.gov/iowa-workforce-needs-assessment>
  2. Develop responses to the identified needs.



# Contents of Statement of Work

- Budget Proposal & Financial Requirements
- Geographic Location, Target Groups, & Emphasis Area
- Strategic Partnerships (DOL, Schools, Contractors org., Unions, Minority Groups)
- Project Management
- Project Personnel, Resources, & In-Kind Contributions
- Performance period
- Evaluation, Monitoring Plans, and Final Deliverables



FY18 On-the-Job Training Supportive Services Program Budget					
State:	TBD				
Fiscal Year:	2018				
Program Total Cost:		\$0	Total Federal Funds Requested	\$0	
		State Funds (not in-kind & not 504 Funds)		\$0	
		Private Funds		\$0	

Categories	Total Federal Funds Requested	State Funds (not in-kind & not 504e)	Private Funds	State Funds (504e)	State Funds In-Kind (not 504e)
Personnel	\$0	\$0	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0	\$0	\$0
Miscellaneous/Other	\$0	\$0	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Stipends	\$0	\$0	\$0	\$0	\$0
Direct Cost	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Miscellaneous/Other	\$0	\$0	\$0	\$0	\$0
Any 504(e) Provided Funds?	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Provide a short account for each category listed above, including a cost breakdown for each item and the purpose. Indirect cost not to exceed 10% unless STA has a Federally approved Indirect Cost Allocation Plan.

[illegible]

# Program Issues & Best Practices

- Poor SOWs
  - Poor needs assessments (i.e., no supporting data)
  - Bad Budgets, lack of detail, and paying for equipment (Computers, Printers, food, STIPENDS, etc....)
  - No goals or poor goals, bad budgets (must add up)
- Consultant only programs (relatives, friends)
- Timely obligation of funds
- States request more than allocated with no justification
- Colorado I-70



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# Questions???



Microsoft Word  
Document



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# Thank You!

## Federal Highway Administration

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