

*Transforming Lives...*

# One Opportunity at a Time



**On-the-Job Training Program**  
**OFFICE OF CIVIL RIGHTS**

# State OJT Program - Overview

- Applies to all state-let ARRA funded projects
- Special Provision 000--1592 included in all state-let ARRA funded projects

## SPECIAL PROVISION

000--1592

### State On-the-Job Training Program America Recovery and Reinvestment Act of 2009 (ARRA) Projects

1. **Description.** This project is expected to be funded from the America Recovery and Reinvestment Act of 2009 (ARRA). For these projects the primary objective of this Special Provision is the training and upgrading of minorities, women and economically disadvantaged persons toward journeyworker status. Accordingly, the Contractor shall make every effort to enroll minority, women and economically disadvantaged persons to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used to discriminate against any applicant for training, whether or not he/she is a member of a minority group.
2. **Trainee Assignment.** The Department has assigned project specific trainee graduate goals to this project as shown below. These goals are in addition to any goals assigned to specific contractors by the Department's Office of Civil Rights (OCR) to meet federal aid requirements.

For Amount of Original Contract		Trainee Graduate Goal
Above (\$)	To and Including (\$)	
0	1,000,000	0
1,000,000	25,000,000	1
25,000,000	50,000,000	2
50,000,000	75,000,000	3
75,000,000	100,000,000	4
100,000,000	Over 100,000,000	5

For these goal assignments, training may occur on this project or on other Contractor Department contracts. Graduations completed toward the goal must occur within the duration of this project or within a year from beginning of contract time charges, whichever is later. In accordance with program requirements, report all training and graduations to the Engineer and OCR.

3. **Program Requirements.** The Contractor is required to fulfill all of the requirements of the OJT program including the maintenance of records and submittal of periodic reports documenting program performance under this Special Provision. OJT program documents are available through the TxDOT Office of Civil Rights, Contract Compliance Section at 125 E. 11<sup>th</sup> Street, Austin, Texas 78701.  
All training and administration costs will be subsidiary. Trainees shall be paid at least the minimum prevailing wage outlined elsewhere in the contract.
4. **Compliance.** The Contractor will have fulfilled the contractual responsibilities under this Special Provision by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance with this Special Provision may be cause for corrective and appropriate measures pursuant to Article 8.6., Abandonment of Work or Default of Contract, Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges.

# State OJT Program - Overview

- Special Provision 000--1592 -  
Description
  - Primary objective is training and opportunities on ARRA funded projects for minorities, women and economically disadvantaged individuals

# State OJT Program - Overview

- Project Specific Trainee Assignment

For Amount of Original Contract		Trainee Graduate Goal
Above (\$)	To and Including (\$)	
0	1,000,000	0
1,000,000	25,000,000	1
25,000,000	50,000,000	2
50,000,000	75,000,000	3
75,000,000	100,000,000	4
100,000,000	Over 100,000,000	5

# State OJT Program - Overview

- Program Requirements
  - Training may occur on the ARRA project or other contractor Department contracts
  - Full prevailing wage rate (training classification)
  - Contractor required to maintain OJT records
  - No contractor reimbursement

# State OJT Program - Overview

- Compliance
  - Contractor is required to fulfill their assigned project-specific trainee goal
  - Noncompliance with special provision may be subject to appropriate action by the Department

# State OJT Program - Overview

- Goal Notification
  - OCR sends goal notification letter to contractor with following enclosures:
    - Enrollment Form 2309
    - Monthly Reporting Form 2310
  - A copy is sent to the District Director of Construction and the Area Engineer



**STATE ON-THE-JOB TRAINING PROGRAM  
ENROLLMENT FORM**  
American Recovery and Reinvestment Act

TRAINEE INFORMATION			
Last Name:	First Name:	MI:	SSN (last 4 digits)
Address:			
City:	State:	ZIP Code:	Phone:
Gender:	<input type="radio"/> Male	<input type="radio"/> Female	
Ethnicity:	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian or Pacific Islander	
	<input type="checkbox"/> Black (Not of Hispanic Origin)	<input type="checkbox"/> Other	
	<input type="checkbox"/> White (Not of Hispanic Origin)	If Other, please specify: _____	
	<input type="checkbox"/> American Indian or Alaskan Native	_____	
Is trainee a new hire? <input type="radio"/> Yes <input type="radio"/> No			
If No, what is current job classification?:			

PROJECT INFORMATION		
ARRA Project CSJ:	Area Engineer:	District:
Proposed trainee job classification:		Planned training start date:
CSJ where trainee will start:	Area Engineer:	District:

CONTRACTOR INFORMATION	
Contractor:	
Contact Person:	Phone:
Address:	City, State, ZIP:
E-mail Address:	

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Contractor Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

# State OJT Program - Overview

- Enrollment Form
  - Used to officially enroll the trainee into the program
  - Used to track the trainee to the original ARRA project CSJ
  - Comprised of the following sections:
    - Trainee information
    - Project information
    - Contractor information

# State OJT Program - Overview

- Enrollment Form
  - Contractor submits the form to the ARRA project Area Engineer, preferably at pre-construction meeting
  - Area Engineer sends copy to OCR

# State OJT Program - Overview

- Enrollment Confirmation Letter
  - OCR, upon receipt of enrollment form from Area Engineer, sends contractor an enrollment confirmation letter
  - A copy is sent to the District Director of Construction and the Area Engineer



# State OJT Program - Overview

- Monthly Reporting Form
  - Used to track trainee activity for the previous month
  - Always indicate the original ARRA project CSJ on the form
  - Comprised of the following sections:
    - Trainee information
    - Training information
    - Trainee status
    - TxDOT use only

# State OJT Program - Overview

- Monthly Reporting Form
  - Contractor submits the form to the Area Engineer where training occurred
  - Form must be submitted by the 10<sup>th</sup> of the month

# State OJT Program - Overview

- Monthly Reporting Form
  - Area Engineer reviews the form against certified payroll quarterly
  - Area Engineer scans form and e-mails to OCR by 15<sup>th</sup> of the month
  - OCR enters data into Access database to track trainee goal credit

# State OJT Program - Overview

- Trainee Graduation
  - Graduation must occur within the duration of the project the trainee enrolled or within a year from the start of the contract time charges - whichever is later

# State OJT Program - Overview

- Trainee Goal Credit
  - Credit is earned when the trainee has graduated from the program
- Good Faith Effort
  - Contractor enrolled a trainee who is working towards graduation
  - If trainee is terminated for cause or resigns, goal credit will be granted



- **Contact Information**

- Diana Miranda at (512) 416-4757

- OJT e-mail address: OCR\_TxDOT-OJT-Program@dot.state.tx.us

- **OJT Reporting Forms Online**

- [http://www.dot.state.tx.us/txdot\\_library/forms/business/business\\_with\\_txdot/doing\\_business.htm](http://www.dot.state.tx.us/txdot_library/forms/business/business_with_txdot/doing_business.htm)