EXHIBIT 16

DEVELOPER'S JOB TRAINING / SMALL BUSINESS MENTORING PROGRAM

ON-THE-JOB TRAINING PLAN

The Developer agrees to participate and comply with the Associated General Contractors (AGC) of Texas On-the-Job-Training (OJT) Program in accordance with the regulations of the U.S. Department of Transportation at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal–aid Construction Contracts (including Supportive Services).

Attached is the approved OJT Training Program Manual.

ON THE JOB TRAINING PROGRAM

AGC OF TEXAS
HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH

PREPARED BY

AGC OF TEXAS

HIGHWAY, HEAVY, UTILITIES AND INDUSTRIAL BRANCH
P.O. BOX 2185
AUSTIN, TX 78768

REVISED DECEMBER 2006

AN EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

U.S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT COMPLIANCE
WASHINGTON, D.C. 20210

July 29, 1968

MEMORANDUM

TO: Contract Compliance Officers

FROM: Ward McCreedy
Acting Director

SUBJECT: Acceptable Affirmative Action Program for Certain Federally-Involved Contract Construction Projects in Texas

The Texas Highway-Heavy Branch of the Associated General Contractors has committed itself and its 235 contractor members, beginning this month, to a positive program of recruitment, training, and up-grading of minority groups for the construction industry. The 235 members of the Branch now employ approximately 22,000 workmen of whom some 70% are of minority groups, about evenly divided among Negroes and Mexican-Americans. The 70% minority representation throughout the labor force also exists among the machine operator and other higher-paying skills.

The Affirmative Action program of the Branch is: (1) to seek, employ, and train as many minorities as may be available and to continue this program so long as the economic situation warrants, (2) to immediately recruit and hire 350 minorities evenly divided among Negroes and Mexican-Americans and place them in a training program consisting of 24 skilled trades, of which 85% of the trainees are to become machine operators.

This Office recommends that agencies find participation by a bidder in this program constitutes acceptable affirmative action with respect to the 24 skills covered in the Training Program. Therefore, a statement of such participation should be accepted in lieu of that portion of a required affirmative action plan which would otherwise be directed to these job categories. However, if the low bidder intends to use construction craftsmen in other categories usually described as the mechanical crafts (electrical, ironwork, plumbing, pipefitting, sheetmetal), the usual determination for affirmative action programs will apply, unless similar multi-employer programs have been accepted by this Office.

U.S. DEPARTMENT OF LABOR
OFFICE OF THE SOLICITOR
WASHINGTON 20210

JUL 23 1968

RECEIVED
JUL 25 1968
A. G. C.
AUSTIN, TEXAS

Mr. Robert W. Norris
Staff General Counsel
Texas Highway-Heavy Branch
Associated General Contractors
P. O. Box 1609
Austin, Texas 78767

Dear Mr. Norris:

This is with further reference to your June 6 letter and subsequent conversations with members of my staff regarding the approval of your On-the-Job Training Program, which we understand complies with the standards established by the Office of Federal Contract Compliance.

Our review for Davis-Bacon purposes indicates that the proposed training program conforms with the criteria outlined in our All-Agency Memorandum No. 74, dated August 28, 1967, and subsequent policy statements regarding bona fide youth, poverty and similar manpower training programs. Accordingly, the program is approved.

As indicated in our discussions, we will continue to follow our present policy of not incorporating trainee rates into any wage determinations issued by this office.

Yours sincerely,

Charles Donahue

Charles Donahue
Solicitor

U.S. DEPARTMENT OF LABOR
OFFICE OF THE REGIONAL DIRECTOR
7TH FLOOR — 1100 COMMERCE STREET

Dallas, Texas 75202

October 3, 1972

Mr. Tom Johnson
Texas Chapter
Associated General Contractors
P.O. Box 2185
Austin, Texas 78767

Dear Mr. Johnson:

This office is in receipt of a letter from the Assistant Secretary for Manpower, U. S. Department of Labor, allowing highway-heavy contractors to utilize the on-job training program which was approved by the Secretary of Transportation to satisfy their Order 72-2(2) on highway-heavy type construction.

It was pointed out that your on-job training program paralleled the objectives of 29 CFR 5a and therefore, participation in this program exempts participating contractors from the requirements of 29 CFR 5a on highway-heavy type construction. As you know, highway-heavy construction is defined as construction such as dams, streets, utilities, site grading, air fields and similar type construction.

Should any awarding agencies have any questions about the applicability of this training program, I hope they will not hesitate to contact this office.

Sincerely,

Truman Branscum
Truman Branscum
Regional Director

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Federal Contract Compliance
~~WASHINGTON, D.C. 20210~~
2320 La Branch - Room 261
Houston, Texas 77004

March 21, 1972

Mr. Thomas L. Johnson
Executive Secretary
AGC, Texas Highway-Heavy Branch
P. O. Box 2185
Austin, Texas

Dear Mr. Johnson:

On March 10, 1972, I met with Mr. Nathaniel Pearson, Assistant Director of the Office of Federal Contract Compliance, for the purpose of discussing the Manpower Development and Training Programs sponsored by AGC, Highway-Heavy Branches, in the southwestern states.

In our discussions, Mr. Pearson indicated that prior to these programs receiving approval from OFCC as an approved Department of Labor Affirmative Action Program, they had to be updated in the following manner:

1. The starting pay of a trainee must be increased to 70% of the prevailing wage rate of a journeyman in the particular trade for which the trainee is being trained.

2. A specific numerical goal for the number of minorities to be trained must be established on a yearly basis.

3. A formal monthly reporting system to the Regional Director must be established.

4. Minority community involvement must be continued, and minority group referral sources must be utilized.

I am in receipt of your letter of March 20, 1972, in which your Association agrees to these requirements. My office feels that the numerical

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Federal Contract Compliance
WASHINGTON, D.C. 20210

MAY 11 1972

RECEIVED
MAY 20 1972
A. G. C.
AUSTIN, TEXAS

In Reply Refer To: 4506-14

TO: *HEADS OF ALL AGENCIES*

FROM: *George L. Holland*
Director

SUBJECT: Approval of Texas Heavy-Highway Plan

The Office of Federal Contract Compliance has granted approval to the Texas Heavy-Highway Plan as an acceptable voluntary plan.

The following crafts are utilized by the Texas Heavy-Highway Industry:

Electricians
Painters
Carpenters
Operating Engineers
1. *Operators*
2. *Mechanics*

Pipefitters and Plumbers
Ironworkers
Cement Masons

A copy of the Plan will be forwarded to your Office.

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
Office of Federal Contract Compliance
WASHINGTON, D.C. 20210

APR 24 1972

RECEIVED
MAY 13 1972
A. G. C.
AUSTIN, TEXAS

In Reply Refer To: 4506-14

Mr. Thomas L. Johnson
Executive Secretary
Associated General Contractors
P. O. Box 2185
Austin, Texas 78767

Dear Mr. Johnson:

The Office of Federal Contract Compliance is granting approval to the Texas Heavy-Highway Plan as an acceptable voluntary plan.

The following crafts are utilized by the Texas Heavy-Highway Industry:

Electricians
Ironworkers
Cement Masons
Operating Engineers
1. *Operators*
2. *Mechanics*

Pipefitters and Plumbers
Painters
Carpenters

We look forward to a successful plan and continued progress in the area of equal employment opportunity.

Sincerely,

George L. Holland
Director

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ON THE JOB TRAINING PROGRAM
AGC OF TEXAS
HIGHWAY, HEAVY UTILITIES AND INDUSTRIAL BRANCH

A NOTE TO TRAINEES

Welcome to the AGC of Texas On the Job Training Program. This program was initiated to increase the participation of minorities, women and disadvantaged persons in the construction skilled trades on TxDOT Federal-aid construction projects. It gives eager, hardworking individuals a means to learn new skills and earn higher wages. The training time is cut just as short as possible, so each trainee must apply himself or herself to the fullest extent. While this may sound difficult, the rewards are great. After successful completion of your training, you will become a skilled employee and your wages will reflect your new expertise.

Your employer welcomes you into this training program and looks forward to making you more valuable to the operation of the business. With hard work and effort you will see your wages rise, which will in turn help raise the standard of living for you and your family.

The job classifications listed herein contain outlines of what you should expect from your training. Each of the training curricula serves as a general guideline. As contractors expect different things from their employees, it is the employer's decision how to handle your training and when to graduate you from the program. Keep in mind, however, that the hours listed are a maximum, and you shall not be kept in the training program for longer than the maximum number of hours.

We hope the AGC of Texas On-the-Job Training Program will be a fresh start in your career, and enable you to increase your knowledge, pay and value to your employer. With your best effort and your employer's best knowledge and help, let's begin.

CONTRACTORS'/SUPERVISORS' QUICK GUIDE TO PROGRAM PROCEDURES

The contractor shall begin assigning and scheduling OJT training by February 15 of each year. At least one trainee shall begin training by March 15.

Within seven days of intent to begin training, the contractor shall electronically submit to AGC an **AGC OJT Enrollment Request Form** AND mail a hard copy signed by the trainee and a contractor representative. AGC will review the request and send a letter to the contractor confirming or rejecting trainee enrollment. If approved, a copy of the letter will be forwarded to the affected area engineer(s). AGC will forward an electronic version of the enrollment request to TxDOT's Office of Civil Rights.

The contractor is required to furnish each trainee with a copy of the program schedule. AGC will provide these to the contractor for distribution.

Each week thereafter the contractor shall electronically submit a **Weekly Reporting Form** both to AGC and the affected area engineer(s), regardless of whether training occurred for that week.

If a trainee is transferred to another project, the contractor shall advise the new and previous area engineers in sufficient time to allow for TxDOT trainee interviews.

Upon completion or termination of training, the Contractor must notify the area engineer(s) and AGC within seven business days by noting it on the Weekly Reporting Form. AGC shall supply a copy of the final form to TxDOT's Office of Civil Rights (OCR). Graduation ceremonies are encouraged and AGC will furnish the contractor with a diploma and wallet card to be given to the trainee upon graduation.

As a peripheral measure, outreach and recruitment opportunities will be facilitated by AGC. Two joint meetings will be scheduled by AGC of Texas each year to review training and recruitment effort. Before a recruitment meeting, AGC will send letters to TxDOT, FHWA, and member contractors requesting ideas for recruitment events, invitee lists, and other related participation.

Annual Outreach Reporting Forms detailing recruitment meetings and outreach events shall be retained by AGC and shall list participants (to include organizations, and federal and state officials) and potential recruits from the outreach efforts. They will also document all assistance given from FHWA and TxDOT and requested by AGC and member contractors. The Reporting Forms will be available to FHWA and TxDOT by request.

AGC shall retain training records for a period of three years following completion of the contract work. Such records shall be made available at reasonable times and places for inspection by authorized representatives of TxDOT and the Federal Highway Administration.

Policy Statement

The Associated General Contractors (AGC) of Texas has reinstated its On-the-Job Training (OJT) Program in accordance with regulations of the U.S. Department of Transportation at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts (including Supportive Services). The program is designed to increase participation of minority groups, disadvantaged persons and women in all phases of the highway construction industry.

Nondiscrimination in Programs and Activities

Federal nondiscrimination programs require that Federal-aid recipients, sub recipients, and Contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs and activities are federally funded or not. The factors prohibited from serving as a basis for action or inaction which discriminates include race, color, national origin, sex, age or disability. The efforts to prevent discrimination must address, but not be limited to a program's impacts, access, benefits, participation, treatment, services, contracting opportunities, training opportunities, investigation of complaints, allocation of funds, prioritization of projects, and the functions of right-of-way, research, planning, and design.

Additionally, the Contractor is to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age, or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

Authorities for non-discrimination include but are not limited to: Title VI and Title VII of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Age Discrimination Act of 1967 and 1975, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title 23, United States Code, Section 324.

For Equal Employment Opportunity, also see the FHWA 1273 incorporated into each contract and subcontract to the lowest tier as required by 23 CFR Part 633.102.

Supportive Services

The primary purpose of the supportive services is to increase the effectiveness of approved on-the-job training programs, particularly their effectiveness in providing meaningful training opportunities for minorities, women, and the disadvantaged on Federal-aid highway projects.

Outreach and recruitment opportunities will be facilitated by AGC. Two joint meetings will be scheduled by AGC of Texas each year to review training and recruitment effort. Before a recruitment meeting, AGC will send letters to TxDOT, FHWA, and member contractors requesting ideas for recruitment events, invitee lists, and other related topics.

Under the Texas Business Opportunity and Workforce Development Center, opportunities are available to assist trainees, the workforce of Disadvantaged Business Enterprises, and Contractors. Assistance may vary, but may include the purchase of tools,

a stipend for the trainee, transportation assistance, recruiting, counseling, acquisition of special equipment, day care assistance, etc. Additional information may be obtained from the Texas Business Opportunity and Workforce Development Center at 512-486-5500.

Contractor Annual Goal Methodology

To determine the annual trainee goal, the Texas Department of Transportation (TxDOT) will consider the average of the Contractor's previous three fiscal year earnings on Federal-aid contracts.

The following table depicts the annual trainee goal methodology. TxDOT will notify Contractors by January 15th of each year by certified mail of their annual trainee goal.

ANNUAL ESTIMATE OF TRAINEES BASED UPON CONTRACT AMOUNT

	Average Annual Estimated (Range) Contract Amount			Trainees Required Annually
Over	$220,000,000.01			10
	$195,000,000.01	to	$220,000,000.00	9
	$170,000,000.01	to	$195,000,000.00	8
	$145,000,000.01	to	$170,000,000.00	7
	$120,000,000.01	to	$145,000,000.00	6
	$95,000,000.01	to	$120,000,000.00	5
	$70,000,000.01	to	$95,000,000.00	4
	$45,000,000.00	to	$70,000,000.00	3

Contractor Responsibilities

Within 30 days of TxDOT annual notification, the Contractor shall assign and schedule trainees to begin their training on a TxDOT Federal-aid highway construction project(s) or show good faith efforts as to why the goal cannot be achieved.

The Contractor may provide training to a trainee on any project that they are a prime contractor or subcontractor. The contractor may also provide training to a trainee through the use of a subcontractor that is currently working for the contractor.

The number of trainees shall be distributed among the work classifications on the basis of the Contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment.

The Contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

The Contractor will periodically review the training and promotion potential of minorities, women and disadvantaged employees and will encourage eligible employees to apply for such training and promotion.

Contractor Good Faith Efforts

Within 30 days of the annual notification, the Contractor must develop an action plan to fill the assigned training slots. Within 60 days of the annual notification, one or more of the trainees must begin their training on the project(s). Should the Contractor not have any individuals enrolled and undergoing training by that time, the following information must be provided in writing to AGC.

1. The Contractor's written action plan.
2. A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women and disadvantaged organizations, associations, newspapers, flyers etc.
3. A copy of the applicant log that shows name of the applicant, address, phone number, gender, race, date of application, and reason for non-hire as a trainee.
4. The Metropolitan Statistical Area(s) used for outreach and recruitment where each of the Contractor's projects is located.

AGC will forward the information to TxDOT's Office of Civil Rights Contract Compliance Section:

Contractor Reporting Requirements

The Contractor is required to notify AGC by electronically submitting a Contractor OJT Enrollment Request Form within seven (7) business days of intent to assign trainees to a project. In addition, a hard copy, signed by the trainee and a contractor representative, must be sent via mail to the AGC Chapter Office at 300 Barton Springs Road/Austin, TX 78704, Attn: OJT documents. AGC will provide a copy of the enrollment request to TxDOT's Office of Civil Rights (OCR).

Upon receipt of the Contractor OJT Enrollment Request Form, AGC will, within 5 business days, either approve or deny the request and notify the Contractor of the decision in writing. If the request is approved, AGC will notify the applicable TxDOT Area Engineer(s) and OCR confirming the trainee enrollment.

By Wednesday of each week the Contractor will report on the previous week's OJT activity by electronically submitting an OJT Weekly Reporting Form to AGC and to the applicable Area Engineer. If there are no hours worked during the week, the Contractor's weekly report will reflect no hours.

If a trainee is transferred to another project, the Contractor must notify both the Area Engineer on the previous project and the Area Engineer the trainee is being transferred to.

Upon completion or termination of training, the Contractor must notify the area engineer(s) and AGC within seven business days by noting it on the Weekly Reporting Form. AGC shall supply a copy of the final form to TxDOT's Office of Civil Rights (OCR). Graduation ceremonies are encouraged and AGC will furnish the contractor with a diploma and wallet card to be given to the trainee upon graduation.

Trainee Requirements

No employee will be employed as a trainee in any classification in which he/she has successfully completed a training course leading to journeyman status, or in which he/she has been employed as a journeyman.

Determination of Trainee Participation

Credit will be allowed toward the Contractor's annual goal for the year in which the trainee entered training. The Contractor's annual goal will only be credited once for each trainee and only for the year the trainee entered into training.

Credit will be allowed for each trainee employed on the contract and who is currently enrolled or becomes enrolled in an approved training program.

Credit will be allowed should the Contractor train, certify and advance the trainee to journeyman worker status upon successful demonstration of the required proficiency standards.

No credit will be allowed for any trainee involuntarily terminated by the Contractor unless the Contractor can clearly justify the action. When a trainee is terminated for any reason, the Contractor is required to make a good faith effort to replace the trainee within 30 days of the termination. The replacement trainee need not be in the same classification code as the terminated trainee.

No credit will be allowed when the Contractor fails to provide the required training or evidences a lack of good faith effort in meeting the requirements of this program.

Trainee Wage Rates

The trainee will be paid at minimum an established percentage of the prevailing wage of the area. The percentage varies by classification and by amount of time spent in training. The wage rates for each classification are listed in the classification descriptions, located in this booklet.

Contractor's Compliance

A Contractor will be determined to be in compliance upon demonstration that the requirements of the OJT Program have been met. A Contractor that has failed to meet the requirements of the OJT Program shall be in material breach of their contracts. In such an instance, the Department reserves the right to terminate the contract, assess liquidated damages, or other such remedy or remedies as the Department deems appropriate.

Monitoring

Pursuant to 23 CFR Part 230.113(f)(5), the Area Engineer's Office will receive on a weekly basis the OJT Weekly Reporting Form, which will contain sufficient statistical data and narrative content to enable evaluation of both progress and problems.

Area Office personnel will conduct labor interviews and wage rate monitoring utilizing the Construction Division's Labor Standards Review Form. The Department may conduct interviews of trainees on a quarterly or annual basis to verify their training status and/or progress toward completing their training programs.

To ensure that trainee goals of the Contractor's Federal-aid assisted contracts are complied with, the Department will monitor the Contractor's recruitment efforts, training and hiring. This will be accomplished by a review of the Contractor OJT Enrollment Request Form and the OJT Weekly Reporting Form.

The Department will continually monitor the Contractor's OJT progress through an OJT database developed and maintained by TxDOT. The OJT database will consist of information obtained from the Contractor's reporting forms.

Annual Report

On an annual basis, TxDOT will publish and forward to FHWA a report on the achievement of the Department's annual training goal. (OJT Annual Report Form, Appendix C)

In the event TxDOT does not achieve the annual training goal, TxDOT shall inform the FHWA in writing by January 31st the specific reasons the goal was not achieved and the steps TxDOT took in their methodology to adjust future goals.

Records

Pursuant to 23 CFR Part 230.113(f)(6), Contractors will keep track of trainees receiving training on Federal-aid highway construction projects. The Contractor will conduct a six month follow-up review of the employment status of each graduate who completes an on-the-job training program on a Federal-aid highway construction project subsequent to the effective date of the contract for supportive services.

Pursuant to 23 CFR Part 230.113(f)(9), Contractors and subcontractors will make available to the Department and FHWA access to all records upon request.

The Contractor shall retain the original training records for a period of three years following completion of the contract work and such records shall be available at reasonable times and places for inspection by authorized representatives of the Department and the Federal Highway Administration. AGC will retain trainee records for all Contractors using the AGC OJT Program.

The Contractor shall furnish each trainee with a copy of the training schedule that will be followed. The Contractor will provide each trainee with a certificate showing the type and length of training satisfactorily completed. These documents can be obtained from AGC upon request.

APPENDIX A

Special Provision

SPECIAL PROVISION

000---807

On-the-Job Training Program

1. **Description.** Texas Department of Transportation's (TxDOT's) program to meet the requirements of the Federal-aid Highway Act of 1970 and 23 CFR (Code of Federal Regulations) Part 230, Subpart A. The objective is to develop skill improvement programs to provide opportunities for unskilled workers, particularly minorities, women, and disadvantaged persons, to acquire training in the skilled construction trades.

2. **Trainee Assignment.** TxDOT's Office of Civil Rights will allocate training assignments to prequalified contractors based on the past contract volume of Federal-aid work performed with TxDOT. TxDOT will notify each contractor who has met the volume of work threshold at the beginning of each reporting year and advise them of the number of trainees they are expected to support.

3. **Program Requirements.** Contractors found to have reached the level(s), as identified in the TxDOT On-The-Job Training (OJT) program document, are required to fulfill all of the requirements of the OJT program at no additional cost to the department other than contractor requested reimbursement of $0.80 per hour for a trainee.

   The contractors are required to compensate the trainee at least 60% of the appropriate minimum journeyman's rate specified in the contract for the first half of the training period, 75% for the third quarter of the training period and 90% for the last quarter of the training period.

   Contractors will promptly notify pertinent project engineers of the trainee's work location in sufficient time to allow for observation or interviews.

   The program document is available through the TxDOT Office of Civil Rights Contract Compliance Section at 125 E. 11th Street, Austin, Texas 78701.

4. **Non-Compliance.** A contractor's failure to comply with the requirements of this Special Provision shall constitute a material breach of this contract. In such a case, the department reserves the right to terminate the contract, assess liquidated damages, or such other remedy or remedies as the department deems appropriate.

APPENDIX B

Overview of Training Programs

CLASSIFICATION INDEX

AGC Code	Classification
901	Carpenter, Rough
902	Concrete Finisher (Paving)
903	Concrete Finisher (Structures)
904	Form Builder (Structures)
905	Form Setter (Structures)
906	Piledriver
907	Pipelayer
908	Asphalt Paving Machine
909	Bulldozer, over 150 HP
910	Concrete Paving Finishing Machine
911	Backhoe
912	Crane or Excavator
913	Front End Loader (2 ½ CY and less)
914	Front End Loader (over 2 ½ CY)
915	Motor Grader Operator
916	Roller, Steel Wheel (Plant Mix Pavements)
917	Roller, Steel Wheel (Other-Flatwheel or Tamping)
918	Roller, Pneumatic (Self-Propelled)
919	Scrapers (over 17 CY)
920	Tractor Operator (80 HP and less)
921	Tractor Operator (Over 80 HP)
922	Trenching Machine, Heavy
923	Reinforcing Steel Setter (Structures)
924	Steel Worker (Structural)
925	Foundation Drill Operator, truck mounted
926	Mechanic
927	Welder
928	Crusher or Screening Plant Operator
929	Truck Driver
930	Asphalt Distributor
931	Asphalt Raker
932	Blaster
933	Spreaderbox Person
934	Sign Erector
935	Oiler
936	Utility Operator
937	Service Person
942	Electrician
943	Batching Plant Scaleperson
944	Wagon Drill, Boring Machine or Post Hole Driller Operator
945	Reinforcing Steel Setter (Paving)
946	Form Setter (Paving)
947	Self Propelled Sweeper Operator
948	Bulldozer, Under 150 HP
949	Scrapers (Under 17 CY)

CARPENTER, ROUGH – Code 901

Approximate training time: 26 weeks or 1040 hours.

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90 % of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Safe Use of Tools of the Trade
   A. Power and hand tools ..... 20 hours
   B. Materials selection ..... 20 hours

II. Applied Techniques of Highway Construction Carpentry
   A. Safety procedures ..... 5 hours
   B. Pier, pile and cap formwork ..... 145 hours
   C. Decking formwork ..... 150 hours
   D. Parapet and hand railing formwork ..... 150 hours
   E. Endwall formwork ..... 150 hours
   F. Box culverts, inlets and headwall formwork ..... 150 hours

III. Blueprint or Construction Plans Reading and Application ..... 50 hours

IV. Basic Form Design Familiarity ..... 95 hours
   A. Safety procedures ..... 5 hours

V. Stripping and Salvage of Forms for Re-use ..... 95 hours
   A. Safety Procedures ..... 5 hours

Total ..... 1040 hours

CONCRETE FINISHER (Paving) – Code 902

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of use of straight edges and steel trowels.....25 hours
   C. Observation of forming a finishing of edges and joints.....25 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine cleaning work area and materials, holding materials, tools and handling canvas belting or burlap strips ..... 245 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Basic operation of tools .....200 hours
   C. Use of straight edges or steel trowels .....200 hours
   D. Forming and finishing edges, joints, curbs and gutters .....325 hours

   Total .....1040 hours

FORM BUILDER (Structures) – Code 904

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Safe Use of Tools of the Trade
   A. . Power and hand tools .....20 hours
   B. . Materials selection .....20 hours

a. Applied Techniques of Highway Construction Carpentry
   A. Safety procedures.....5 hours
   B. Pier, pile and cap formwork.....145 hours
   C. Decking formwork.....150 hours
   D. Parapet and hand railing formwork.....150 hours
   E. Endwall formwork.....150 hours
   F. Box culverts, inlets and headwall formwork.....150 hours

a. Blueprint or Construction Plans Reading and Application.....50 hours

b. Basic Form Design Familiarity.....95 hours
   A. Safety procedures.....5 hours

a. Stripping and Salvage of Forms for Re-use.....95 hours
   A. Safety Procedures.....5 hours

Total.....1040 hours

CONCRETE FINISHER (Structures) – Code 903

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of use of machine in operation.....50 hours
   C. Starting and manipulating levers for moving equipment and attachments..... 45 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....245 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Basic operation of machine..... 200 hours
   C. Use of trowels or floats.....100 hours
   D. Operation of trowels or floats or finishing machine.....380 hours

Total.....1040 hours

FORM SETTER (Structures) – Code 905

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 5 hours
   B. Observation of placing of forms ..... 20 hours
   C. Observation of form stripping and setting of precast concrete ..... 30 hours

a. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Help strip forms and clean work area ..... 25 hours

a. Actual Operation of Form Setting
   A. Safe operating procedures ..... 5 hours
   B. Hold and help align forms. Drive stakes for braces and help erect scaffolding ..... 250 hours
   C. Observe and assist in setting precast concrete ..... 50 hours
   D. Measure space between forms, fit together, line, plumb vertically, set to elevation ..... 300 hours
   E. Check forms while concrete is being poured ..... 350 hours

   Total ..... 1040 hours

PILE DRIVER – Code 906

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 5 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating levers for moving equipment and attachments ..... 45 hours

II. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Routine fueling, lubricating and servicing ..... 345 hours

a. Actual Operation of Equipment
   A. Safe operating procedures ..... 10 hours
   B. Basic operation of crane or pile driving rig in hoisting and moving ..... 200 hours
   C. Placement of pile in preparation for driving ..... 140 hours
   D. Seating of pile hammer on pile in preparation for driving ..... 140 hours
   E. Driving of pile ..... 100 hours

   Total ..... 1040 hours

PIPE LAYER - Code 907

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of spade operation and laying of pipe .....20 hours
   C. Study of various types of pipe and related materials .....5 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Ditch preparation, handle materials and tools.....20 hours

a. Actual Handling of Pipe and Spade
   A. Ditch grading with compressed air driven or hand spade.....50 hours
   B. Handle materials, assist in lowering pipe.....50 hours
   C. Work with pipe layer in laying all types of pipe and duct. Adjust pipe to elevation insert spigot end of pipe into bell end of last laid pipe.....365 hours

Total .....520 hours

ASPHALT PAVING MACHINE - Code 908

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures .....5 hours
   B. Observation of machine in operations .....35 hours
   C. Starting and manipulating levers for moving equipment and attachments .....30 hours

II. Care and Maintenance
   A. Safety procedures .....5 hours
   B. Routine fueling, lubricating and servicing .....150 hours

III. Actual Operation of Equipment
   A. Safety operating procedures .....5 hours
   B. Observation of machine in operations .....120 hours
   C. Operating of machine .....690 hours

Total .....1040 hours

BULLDOZER, OVER 150 H.P. - Code 909

Approximate training time: 18 weeks or 720 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 5 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting and manipulating levers for moving equipment and attachments ..... 30 hours

II. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Routine fueling, lubricating and servicing ..... 35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures ..... 5 hours
   B. Movement and stockpiling of material ..... 150 hours
   C. Pushing and rough grading ..... 125 hours
   D. Clearing and grubbing ..... 125 hours
   E. Finish grading ..... 175 hours
   F. Special applications ..... 30 hours

   Total ..... 720 hours

CONCRETE PAVING FINISHING MACHINE - Code 910

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....35 hours
   C. Starting and manipulating levers for moving equipment and attachments.....30 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....150 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Screed regulation indoctrination and operation.....120 hours
   C. Operation of machine.....690 hours

Total.....1040 hours

BACKHOE – Code 911

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....50 hours
   C. Starting and manipulating levers for moving equipment and attachments.....45 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....295 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Trenching operations (for Pipe laying, etc.)..... 300 hours
   C. Excavation (for structures, footings, etc.).....300 hours
   D. Special applications and functions.....35 hours

   Total.....1040 hours

CRANE OR EXCAVATOR – Code 912

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....10 hours
   B. Observation of machine in operation.....50 hours
   C. Starting and manipulating levers for moving equipment and attachments..... 40 hours

II. Care and Maintenance
   A. Safety procedures.....10 hours
   B. Routine fueling, lubricating and servicing.....340 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Excavation for footings and removal of unsuitable materials.....200 hours
   C. Loading and unloading materials.....130 hours
   D. Trenching for pipe, etc.....100 hours
   E. Hoisting materials.....100 hours
   F. Placement of beams, pipe, girders, piles, etc.....50 hours

   Total.....1040 hours

FRONT END LOADER (2½ C.Y. and less) – Code 913

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....20 hours
   C. Starting and manipulating levers for moving equipment and attachments.....15 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Loading materials.....250 hours
   C. Excavation.....150 hours
   D. Special applications..... 35 hours

   Total.....520 hours

FRONT END LOADER (over 2 1/2 C.Y.) – Code 914

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures..... .....5 hours
   B. Observation of machine in operation..... .....20 hours
   C. Starting and manipulating levers for moving equipment and attachments..... ..... 15 hours

II. Care and Maintenance
   A. Safety procedures..... .....5 hours
   B. Routine fueling, lubricating and servicing..... .....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures..... .....5 hours
   B. Loading materials.....200 hours
   C. Excavation..... .....150 hours
   D. Charge hoppers with materials on asphalt and concrete plants..... .....50 hours
   E. Special applications ....35 hours

   Total... .....520 hours

MOTOR GRADER OPERATOR – Code 915

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....100 hours
   C. Starting and manipulating levers for moving equipment and attachments.....95 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Scraping and leveling dirt on roadway..... 180 hours
   C. Spreading and mixing materials on roadway.....170 hours
   D. Shaping and blading subgrades.....150 hours
   E. Balancing and rough shaping base course materials.....150 hours
   F. Fine grading and dressing of shoulders and slopes.....145 hours

   Total.....1040 hours

ROLLER, STEEL WHEEL (PLANT MIX PAVEMENTS)—CODE 916

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   a. Safety procedures.....5 hours
   b. Observation of machine in operation.....35 hours

II. Care and Maintenance
   c. Safety procedures.....5 hours
   d. Routine fueling , lubricating and servicing.....35 hours

III. Actual Operation of Equipment
   e. Safe operating procedures.....5 hours
   f. Roll base course to desired compaction.....455 hours
   g. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints.....500 hours

Total.....1040 hours

ROLLER, STEEL WHEEL (Other-Flatwheel or Tamping) – Code 917

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....35 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Roll base course to desired compaction.....455 hours
   C. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints.....500 hours

   Total.....1040 hours

ROLLER, PNEUMATIC (Self-Propelled) – Code 918

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....10 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....25 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Roll base course to desired compaction.....200 hours
   C. Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints.....270 hours

Total.....520 hours

SCRAPERS (over 17 C.Y.) – Code 919

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....20 hours
   C. Starting and manipulating levers for moving equipment and attachments.....15 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Loading.....150 hours
   C. Spreading material.....150 hours
   D. Rough roadway grading.....70 hours
   E. Compaction of embankment.....65 hours

   Total.....520 hours

TRACTOR OPERATOR (80 H.P. and less) – Code 920

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....30 hours
   C. Starting and manipulating levers for moving equipment and attachments.....25 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Pulling compaction implements.....150 hours
   C. Pull graders for dressing operations.....150 hours
   D. Ground clearing assistance.....115 hours

   Total.....520 hours

TRACTOR OPERATOR (Over 80 H.P.) – Code 921

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....30 hours
   C. Starting and manipulating levers for moving equipment and attachments.....25 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Pushing other equipment to aid in loading or unloading operations..... 150 hours
   C. Pulling compaction and mixing implements.....150 hours
   D. Ground clearing assistance .....115 hours

   Total .....520 hours

TRENCHING MACHINE, HEAVY – Code 922

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours; 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....10 hours
   B. Observation of machine in operation..... 50 hours
   C. Starting and manipulating levers for moving equipment and attachments.....40 hours

II. Care and Maintenance
   A. Safety procedures.....10 hours
   B. Routine fueling, lubricating and servicing.....340 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Excavation for footing and removal of unsuitable materials ..... 200 hours
   C. Trenching for pipe, etc.....380 hours

   Total.....1040 hours

REINFORCING STEEL SETTER (Structures) – Code 923

Approximate training time: 18 weeks or 720 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of steel being set and welding of rods.....15 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Steel bar placement..... 50 hours

a. Actual Steel Setting
   A. Rod fastening.....80 hours
   B. Rod cutting.....80 hours
   C. Rod welding.....80 hours
   D. Rod placement.....255 hours
   E. Fabrication of reinforcement assembly.....150 hours

   Total.....720 hours

STEEL WORKER (Structural) – Code 924

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of steel worker.....20 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Tool Review.....5 hours

a. Operating with Steel Workers
   A. Raise and place fabricated structural steel.....150 hours
   B. Emphasis on girders, plates and columns.....100 hours
   C. Fasten steel members together by welding or bolting.....405 hours
   D. Signal erection crane, rig equipment.....350 hours

FOUNDATION DRILL OPERATOR – Code 925

Approximate training time: 18 weeks or 720 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 9 weeks or 360 hours: 85% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Orientation and observation.....5 hours
   B. Observation of machine in operation.....35 hours
   C. Starting and manipulating levers for moving equipment and attachments.....30 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Small hole drilling..... 200 hours
   C. Large hole drilling.....200 hours
   D. Casing operation .....75 hours
   E. General operating.....130 hours

   Total .....720 hours

MECHANIC – Code 926

Approximate training time: 36 weeks or 1440 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 75% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 80% of prevailing wage in area

Minimum wage after 20 weeks or 800 hours: 85% of prevailing wage in area

Minimum wage after 30 weeks or 1200 hours: 90% of prevailing age in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures .....15 hours
   B. Cleaning, disassembling and inspection of engine parts ... .40 hours
   C. Installation and adjustment of minor parts.....50 hours

II. Care and Maintenance
   A. Safety procedures..... .....15 hours
   B. Engine reconditioning..... ..... 200 hours
   C. Clutch installation.... .....50 hours
   D. Transmission reconditioning..... .....100 hours

a. Actual Operation of Equipment
   A. Safe operating procedures..... .....20 hours
   B. Electrical systems..... ..... 200 hours
   C. Hydraulic systems..... .....200 hours
   D. Final drive and track assemblies..... .....150 hours
   E. Welding and fabrication..... .....100 hours
   F. General field maintenance .... 300 hours

   Total .....1440 hours

WELDER – Code 927

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Welding equipment.....20 hours
   C. Materials selection.....20 hours
   D. Observation of welder..... 20 hours

a. Applied Techniques of Welding
   A. Safety procedures.....5 hours
   B. Acetylene-cutting, brazing and welding..... 300 hours
   C. Electric-cutting and welding.....300 hours

a. Actual Welding Operations
   A. Safety procedures.....5 hours
   B. Cut, lay out, fit and weld sheet metal, cast iron and other metal parts..... 185 hours
   C. Fabricate and repair equipment.....180 hours

Total.....1040 hours

CRUSHER OR SCREENING PLANT OPERATOR - Code 928

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 5 hours
   B. Observation of machine in operation ..... 35 hours
   C. Starting of crusher operating conveyors ..... 30 hours

a. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Routine fueling, lubricating and servicing ..... 150 hours

a. Actual Operation of Equipment
   A. Safe operating procedures ..... 5 hours
   B. Operation of conveyors and crusher operations ..... 120 hours
   C. Operation of crusher ..... 690 hours

   Total ..... 1040 hours

TRUCK DRIVER – Code 929

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures .....10 hours
   A. Observation (as a passenger) of vehicle in operation .....50 hours
   B. Starting and manipulating vehicle .....40 hours

a. Care and Maintenance
   A. Safety procedures.....10 hours
   B. Routine fueling, lubricating and servicing.....340 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Loading and unloading materials and operation of vehicle.....580 hours

   Total .....1040 hours

ASPHALT DISTRIBUTOR – Code 930

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....10 hours
   B. Observation of vehicle in operation.....35 hours
   C. Starting and manipulating valves and levers to distribute material and move equipment.....30 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing.....hours
   C. Operation of equipment.....805 hours

   Total.....1040 hours

ASPHALT RAKER – Code 931

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of placement of materials.....5 hours
   C. Perform duties of asphalt shoveler.....35 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Adjustment of screed to regulate width and depth of material.....35 hours
   C. Distribution of material.....395 hours

   Total.....520 hours

BLASTER – Code 932

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of work of Powder man.....50 hours
   C. Assist Powder man by carrying explosives, placing in holes, connecting lead wires.....45 hours

II. Applied Techniques of Powder man
   A. Safety procedures.....15 hours
   B. Storage, transporting, placing and discharging of explosives.....335 hours

III. Actual Blasting Operations
   A. Safe operating procedures.....25 hours
   B. Use of detonators and explosives.....100 hours
   C. Storage, movement and placing of explosives.....300 hours
   D. Placing wires, detonators and explosives, tamping and discharging.....165 hours

   Total.....1040 hours

SPREADERBOX PERSON – Code 933

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 5 hours
   B. Observation of machine in operation ..... 25 hours
   C. Starting, stopping and manipulating levers for moving equipment and attachments ..... 20 hours

II. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Routine fueling, lubricating and servicing ..... 30 hours

a. Actual Operation of Equipment
   A. Selection and loading of materials ..... 40 hours
   B. Spreading of stone or other granular materials on spread way sub-base or base ..... 395 hours

Total ..... 520 hours

SIGN ERECTOR – Code 934

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Safe Use of Tools and Equipment
   A. Power and hand tools .....20 hours
   B. Special fittings and hardware.....10 hours
   C. Specifications or design for concrete mixer.....20 hours

a. Applied Techniques of Sign Erection
   A. Preparation of layout for signs.....30 hours
   B. Cuts, ties and sets reinforcing steel for footings.....25 hours
   C. Sets forms for, places concrete and sets anchor bolts.....300 hours
   D. Erects wood or metal structures.....250 hours
   E. Places clamps, brackets or other required hardware on structures.....250 hours

III. Blueprint or Construction Plans Reading .....50 hours

IV. Basic Design Familiarity
   A. Safety procedures.....5 hours

a. Stripping and Salvage of Forms for Re-use.....75 hours
   A. Safety procedures.....5 hours

Total.....1040 hours

OILER – Code 935

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Safe Use of Tools of the Trade
   A. Lubrication requirements of mechanical equipment.....20 hours
   B. Materials selection .....20 hours

a. Applied Techniques of the Oiler
   A. Safety procedures.....5 hours
   B. Equipment characteristics and lubrication points .....145 hours
   C. Oil changes, filter changes, grease guns, hard packing of grease, greasing bearings .....450 hours
   D. Minor adjustments to drive chains and clutches .....150 hours

a. Shop and Field Practices.....50 hours

i. Equipment Operation and Operation of Oil, Grease and Fuel Service Truck .....190 hours
   A. Safety procedures.....10 hours

Total .....1040 hours

UTILITY OPERATOR – Code 936

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures ..... 5 hours
   B. Observation of machine in operation ..... 50 hours
   C. Starting and manipulating levers for moving equipment and attachments ..... 45 hours

II. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Routine fueling, lubricating and servicing ..... 295 hours

a. Actual Operation of Equipment
   A. Safe operating procedures ..... 5 hours
   B. Operation of various equipment ..... 600 hours
   C. Special applications and functions ..... 35 hours

   Total ..... 1040 hours

SERVICE PERSON—CODE 937

Approximate training time: 13 weeks or 520 hours.

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours; 85% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

I. Orientation and Observation
   A. Safety procedures ..... 20 hours
   B. Observing fueling, greasing and cleaning filters ..... 40 hours
   C. Fuel and grease used for different types of equipment ..... 40 hours

II. Actual Operation
   A. Servicing all types of equipment ..... 80 hours
   B. Installation and adjustment of minor parts ..... 80 hours
   C. General field maintenance and operation of service truck ..... 260 hours

Total ..... 520 hours

ELECTRICIAN – Code 942

Approximate training time: 104 weeks or 4160 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 26 weeks or 1040 hours: 80% of prevailing wage in area.

Minimum wage after 52 weeks or 2080 hours: 85% of prevailing wage in area.

Minimum wage after 78 weeks or 3120 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation
   A. Safety procedures .....50 hours
   B. Basic rules of National Electrical Code .....100 hours
   C. Basic tools – their care and uses .....100 hours

II. Applied Techniques of Electrical Construction
   A. Wire ways – types, uses and methods of installation.....900 hours
   B. Circuit wiring .....800 hours
   C. Protective equipment – switches, panels, etc.....300 hours
   D. Feeders and services .....300 hours
   E. Lighting fixtures and wall outlets .....250 hours
   F. Control wiring.....150 hours
   G. Testing of completed work .....100 hours

III. Technical Studies and Review
   A. Advance study of National Electrical Code.....100 hours
   B. Construction blueprints, reading and application .....200 hours

a. Underground Construction and Outside Lighting
   A. Underground conduit and wire .....300 hours
   B. Installation of outside lighting, maintenance and repairs .....400 hours

V. Care and Maintenance of Trade Tools and Equipment .....110 hours

Total .....4160 hours

BATCHING PLANT SCALEPERSON—CODE 943

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety Procedures.....5 hours
   B. Observation of equipment in operation.....35 hours
   C. Adjustment of scales, operation of controls and weighing.....50 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine cleaning, lubrication and servicing.....75 hours

III. Actual Operation of Equipment
   A. Safe operating procedures.....10 hours
   B. Operating controls and scales for measurement and discharge of concrete or asphaltic materials into trucks, carriers or mixer.....340 hours

Total.....520 hours

WAGON DRILL, BORING MACHINE OR POST HOLE DRILLER OPERATOR – Code 944

Approximate training time: 18 weeks or 720 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Orientation and Observation .....5 hours
   B. . General drilling procedures and operation .....65 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Small hole drilling.... ..... 200 hours
   C. Large hole drilling..... ..... 200 hours
   D. Casing operation ....75 hours
   E. General operating..... .....130 hours

   Total... .....720 hours

REINFORCING STEEL SETTER (Paving) – Code 945

Approximate training time: 18 weeks or 720 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety Procedures ..... 5 hours
   B. Observation of steel being set ..... 15 hours

II. Care and Maintenance
   A. Safety procedures ..... 5 hours
   B. Steel bar placement ..... 50 hours

III. Actual Steel Setting
   A. Rod tying ..... 80 hours
   B. Rod cutting ..... 80 hours
   C. General rod placement ..... 485 hours

   Total ..... 720 hours

FORM SETTER (Paving) – Code 946

Approximate training time: 26 weeks or 1040 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 8 weeks or 320 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of setting grade line.....20 hours
   C. Observation of pulling, loading, hauling and placing forms.....30 hours

a. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine cleaning of forms and care of air and hand tools.....25 hours

a. Actual Operation of Form Setting
   A. Safe operating procedures.....5 hours
   B. Set grade line.....100 hours
   C. Pull, load, haul and place forms.....150 hours
   D. Set forms to finish grade.....300 hours
   E. Drive pins.....100 hours
   F. Check alignment.....150 hours
   G. Spray forms.....100 hours
   H. Check forms while pouring concrete.....50 hours

   Total.....1040 hours

SELF PROPELLED SWEEPER OPERATOR – Code 947

Approximate training time: 8 weeks or 320 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 6 weeks or 240 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....5 hours
   C. Starting and manipulating levers for moving equipment and attachments.....10 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....20 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
      Note: Point out necessity to wear eye protection while operating the sweeper
   B. Proper start-up, proper engagement and position of broom and proper sweeping technique..... 15 hours
   C. Removal and replacement of broom wafers .....10 hours
   D. Operation of sweeper in cleaning of pavements.....245 hours

   Total .....320 hours

BULLDOZER, UNDER 150 H.P. - Code 948

Approximate training time: 18 weeks or 720 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 9 weeks or 360 hours: 80% of prevailing wage in area.

Minimum wage after 13 weeks or 520 hours: 90% of prevailing wage in area.

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures .....5 hours
   B. Observation of machine in operation .....35 hours
   C. Starting and manipulating levers for moving equipment and attachments.....30 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Movement and stockpiling of material ..... 150 hours
   C. Pushing and rough grading .....125 hours
   D. Clearing and grubbing.....125 hours
   E. Finish grading .....175 hours
   F. Special applications .....30 hours

   Total .....720 hours

SCRAPERS (under 17 C.Y.) – Code 949

Approximate training time: 13 weeks or 520 hours

Minimum starting wage: 70% of prevailing wage in area.

Minimum wage after 7 weeks or 280 hours: 85% of prevailing wage in area

Wages after successful completion of training program: The prevailing wage in the area of the state where employed.

* * *

I. Orientation and Observation
   A. Safety procedures.....5 hours
   B. Observation of machine in operation.....20 hours
   C. Starting and manipulating levers for moving equipment and attachments.....15 hours

II. Care and Maintenance
   A. Safety procedures.....5 hours
   B. Routine fueling, lubricating and servicing.....35 hours

a. Actual Operation of Equipment
   A. Safe operating procedures.....5 hours
   B. Loading.....150 hours
   C. Spreading material.....150 hours
   D. Rough roadway grading.....70 hours
   E. Compaction of embankment.....65 hours

Total.....520 hours

APPENDIX C

Reporting Forms

CONTRACTOR OJT ENROLLMENT REQUEST FORM

Name: _____ SSN (minimum last 4 digits): _____

Address: _____

City, State: _____ Zip Code: _____ Phone: _____

☐ **Upgrade** ☐ **New Hire** ☐ **Replacement**

Previous Classification: _____

☐ Male ☐ Female

☐ White (Not of Hispanic Origin) ☐ Asian or Pacific Islander

☐ Black (Not of Hispanic Origin) ☐ American Indian or Alaskan Native

☐ Hispanic ☐ Other (Please Specify): _____

Contractor: _____

Contact Person: _____ Phone: _____

Address: _____ City, State, ZIP: _____

Email: _____

Job Classification _____ Planned training start date: _____

Contract CSJ and County: _____

_____ _____

Trainee Signature Contractor Representative Signature

_____ _____

Print or Type Name Print or Type Name

The Contractor shall electronically submit this form within 7 days to the Texas Department of Transportation's (TxDOT) Office of Civil Rights at TxDOT-OJT-Program. Upon receipt of this application and if appropriate, TxDOT will furnish an enrollment confirmation letter to the Contractor and the applicable Area Engineer(s).

OJT WEEKLY REPORTING FORM

Name of Trainee: _____ SSN (minimum last 4 digits): _____

Job Classification: **Form Setter (Structures)** Contractor/Employer: _____

Begin Date of Workweek: _____ End Date of Workweek: _____

Contract CSJ: _____ County: _____ Hours Worked: _____

Contract CSJ: _____ County: _____ Hours Worked: _____

Contract CSJ: _____ County: _____ Hours Worked: _____

Cumulative Hrs to Date: _____ Percentage of Full Wage (beginning of period): _____

Hourly Wage Rate: _____ Percentage of Training completed: _____

Classification: **Form Setter (Structures)** Code: **905**

Date Proficiency Achieved:

I. Orientation and observation
   a. Safety Procedures _____
   b. Observation of placing of forms _____
   c. Observation of form stripping and setting of precast concrete _____

II. Care and maintenance
   a. Safety procedures _____
   b. Help strip forms and clean work area _____

III. Actual operation of form setting _____
   a. Safe operating procedures _____
   b. Hold and help align forms. Drive stakes for braces and help erect scaffolding _____
   c. Observe and assist in setting precast concrete _____
   d. Measure space between forms, fit together, line, plumb vertically, set to elevation _____
   e. Check forms while concrete is being poured _____

Special Instructions:

Graduate this Trainee as of: _____

☐ *Check box if reimbursement is requested. Reimbursement is $0.80 per training hour upon graduation. Reimbursement will be made under one active Federal-aid Contract only identified here.*

*County*_____ *CSJ*____-____-_____

Terminate this Trainee as of: _____

Reason for Termination (Give Details): _____

Narrative Description of Progress or Problems: _____

_____

_____ Trainee (Please Print)

_____ Contractor Representative

LABOR STANDARDS REVIEW (TxDOT Form)

Project CSJ: _____ County: _____ Date: _____

Employer: _____

Employee Interview

Employee Name: _____

Job Classification: _____ Wage Rate: _____

Describe your work duties and tools used: _____

_____

_____

Work being performed (observed): _____

*Do you work over 40 Hours per week? _____ Overtime Wage Rate: _____ How Paid? (cash or check) _____

* Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes? If so, explain:

_____

_____

Has employee seen posting of minimum wage rates? _____ Are you paid weekly? _____ If not, how often? _____

Are you currently enrolled in an apprenticeship or training program? _____

If so, has copy of training program been provided? _____

On-the-Job Training (if applicable)

When did you begin working for this company? Approximate Month/Year: _____

Job classification at hire: _____

List previous job classification/craft with this company or other companies: _____

_____

_____

In which classification/craft training are you enrolled? _____

What is the name and title of your trainer? _____

Please explain the training you are receiving: _____

_____

_____

Have you received a copy of the *Contractor OJT Program Enrollment Request Form* that you signed?
☐ Yes ☐ No

Have you received a copy of the *OJT Program* curriculum?
☐ Yes ☐ No

Payroll Review

Payroll Period: _____ Classification: _____

Minimum hourly rate: _____ Rate Paid: _____

*OJT Current Training Period (if applicable):
☐ First Half @ min. 60% ☐ Third Quarter @ min. 75% ☐ Last Quarter @ min. 90%
* Trainee's current training quarter. Minimum percentage of prevailing wage rate to be paid for the corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:
_____
_____

Supplemental Payrolls submitted? _____

_____ _____
Reviewer (Signature and Title) Date

OJT ANNUAL REPORT FORM

Reporting Period: ____
Number of contractors selected for OJT: ____
Actual number of contractors providing OJT:____
OJT trainee goal for the year: ____
Actual number of OJT participants:____

Enrollments			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

Active			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

Graduations			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

Terminations			
Race/Ethnicity	Male	Female	Total
White			
Black			
Hispanic			
Asian or Pacific Islander			
American Indian			
Other			
Totals:			

APPENDIX D

Federal Regulation 23CFR Part 230

§ 230.111 Implementation of special requirements for the provision of on-the-job training.

(a) The State highway agency shall determine which Federal-aid highway construction contracts shall include the "Training Special Provisions" (appendix B) and the minimum number of trainees to be specified therein after giving appropriate consideration to the guidelines set forth in § 230.111(c). The "Training Special Provisions" shall supersede section 7(b) of the Special Provisions (appendix A) entitled "Specific Equal Employment Opportunity Responsibilities." Minor wording revisions will be required to the "Training Special Provisions" in areas having "Hometown" or "Imposed Plan" requirements.

(b) The Washington Headquarters shall establish and publish annually suggested minimum training goals. These goals will be based on the Federal-aid apportioned amounts and the minority population. A State will have achieved its goal if the total number of training slots on selected federally aided highway construction contracts which have been awarded during each 12-month period equals or exceeds the State's suggested minimum annual goal. In the event a State highway agency does not attain its goal during a calendar year, the State highway agency at the end of the calendar year shall inform the Administrator of the reasons for its inability to meet the suggested minimum number of training slots and the steps to be taken to achieve the goal during the next calendar year. The information is to be submitted not later than 30 days from the end of the calendar year and should be factual, and should not only indicate the situations occurring during the year but show the project conditions at least through the coming year. The final determination will be made on what training goals are considered to be realistic based on the information submitted by a State.

(c) The following guidelines shall be utilized by the State highway agency in selecting projects and determining the number of trainees to be provided training therein:

(1) Availability of minorities, women, and disadvantaged for training.

(2) The potential for effective training.

(3) Duration of the contract.

(4) Dollar value of the contract.

(5) Total normal work force that the average bidder could be expected to use.

(6) Geographic location.

(7) Type of work.

(8) The need for additional journeymen in the area.

(9) Recognition of the suggested minimum goal for the State.

(10) A satisfactory ratio of trainees to journeymen expected to be on the contractor's work force during normal operations (considered to fall between 1:10 and 1:4).

(d) Training programs which are established shall be approved only if they meet the standards set forth in appendix B with regard to:

(1) The primary objectives of training and upgrading minority group workers, women and disadvantaged persons.

(2) The development of full journeymen.

(3) The minimum length and type of training.

(4) The minimum wages of trainees.

(5) Trainees certifications.

(6) Keeping records and furnishing reports.

(e)(1) Training programs considered by a State highway agency to meet the standards under this directive shall be submitted to the FHWA division Administrator with a recommendation for approval.

(2) Employment pursuant to training programs approved by the FHWA division Administrator will be exempt from the minimum wage rate provisions of section 113 of title 23 U.S.C. Approval, however, shall not be given to training programs which provide for employment of trainees at wages less than those required by the Special Training Provisions. (Appendix B.)

(f)(1) Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a Federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the FHWA division Administrator. Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered

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SMALL BUSINESS MENTOR PROTÉGÉ PROGRAM

A Mentor Program for Small Businesses

1. INTRODUCTION

Small businesses are essential to economic competitiveness in the transportation industry. Therefore, the Developer has created a Small Business Mentor Protégé Program to provide opportunities for small businesses to participate in public-private partnerships in the areas of design, construction, operation and maintenance of SH 130 Segments 5 and 6.

2. DEFINITION OF TERMS

Disadvantaged Business Enterprises (DBEs) – Any business so certified in Accordance with 49 CFR Part 26.

Historically Underutilized Businesses (HUBs) – Any business so certified by the Texas Buildings and Procurement Commission (TB&PC) (formerly the General Services Commission).

Small Business Enterprises (SBEs) – Any business certified as a DBE and/or HUB or otherwise so certified by TxDOT.

Developer Mentor (Mentor) – Employees from the Developer.

Developer Protégé (Mentor Protégé)– DBEs/HUBs/SBEs that sign an agreement with the Developer to participate in the Developer-Small Business Mentor Protégé program.

Session – A series of meetings for the Developer-Small Business Mentor Protégés.

3. PROGRAM GOALS

The Developer's Small Business Mentor Protégé Program provides an opportunity to selected Small Business Mentor Protégés to learn about the Developer's business opportunities and its business practices. Mentor Proteges will receive information to assist them in bidding and performing on the Developer's contracts by working directly with the Developer and appropriate subcontractors gaining valuable on-the-job training during a one (1) year mentoring period.

The Small Business Mentor Protégé Program will offer participants the opportunity to enhance their business skills by focusing on fundamental construction business tenets:

1. Schedule and scheduling
    a. Short-term and long-term scheduling
    b. How to schedule
    c. Progressing a schedule
    d. Keeping on schedule
    e. Identifying and applying appropriate resources

   f. Schedule recovery
2. Creating a cost budget and measuring costs
   a. Establishing a budget with appropriate cost codes
   b. Monitoring the budget by conducting weekly review of cost reports
   c. Anticipating necessary changes to the budget
   d. Adjusting the budget
   e. Identifying changed conditions
3. Measuring cash flow and profitability
   a. Cash in vs. Cash out
   b. Relationship of cash flow to profitability
4. Understanding the role of bonds and insurance
5. Clarifications to the contract documents, when requested by the Mentor Protégé
6. Human resources
7. Project safety

The Developer will introduce the Mentor Protégés to key Developer staff and to TxDOT's project staff and provide networking opportunities with those individuals. Developer Mentors, in collaboration with the Developer's staff, subcontractors, bonding agents, and other applicable parties, will meet with the Mentor Protégés during regularly scheduled meetings and will work individually with the Mentor Protégés as needed to achieve program goals. The Developer will publish Developer Bulletins that identify the firms participating in the Mentor Protégé program in order to improve awareness of the program and to achieve program goals.

4. ELIGIBILITY

To be eligible for the program, the small business must have been certified by the State of Texas as a DBE, HUB, or SBE for at least one consecutive year and must perform a category of work or supply a type of material that adds value to the project (e.g., design services, concrete supplier, rebar tier). Firms interested in participating in the program must submit a Small Business Mentor Protégé application to the Developer. The Developer will offer participation in the program to each DBE, HUB, or SBE that has an active role in the project, and will endeavor to maintain a minimum of five (5) active participants at any one time during the design and construction phase of the project. A total of two (2) active participants will be mentored during the operation and maintenance period after Service Commencement. The actual number of protégés participating in the program will depend on the total number of candidate firms working on the project that express interest in the program.

Once selected by the Developer, the Mentor Protégé must sign a Mentor Protégé agreement (to be developed by Developer) to commit the necessary time and efforts needed for the successful training. This is a voluntary program and either party may withdraw at any time by providing notice outlining the reason for withdrawal from the program (a courtesy copy will be provided to TxDOT). Upon completion of the one year (1) program, the Developer will provide each Mentor Protégé with a Certificate of Completion.

5. PUBLIC OUTREACH

The Developer has identified the following list of available resources to locate and solicit DBEs, HUBs, and SBEs:

i. Owner provided subcontractor listings

ii. Texas Unified Certification Program (TUCP) directory

iii. Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA);

iv. The Developer's Internal Vendor Database – created from letters of introduction, pre-qualification documents, and personal interviews with small, small disadvantaged, women-owned, HUB Zone, and service disabled veteran enterprise representatives;

v. ***The Blue Book of Building and Construction,*** regional directories of building and construction vendors;

vi. ***MBE Contractor Directory*** – compiled and maintained by the Associated General Contractors of America;

vii. Office of Small and Disadvantaged Business Utilization Specialist;

viii. National Directories
- National Directory of Women-Owned Businesses
- National Directory of Minority-Owned Business Firms
- Smoke Signals
- The Business Women's Network Directory
- National Center of American Indian-Owned Businesses

ix. Databases
- Minority Business Development Agency (MBDA)
- GSA's Office of Enterprise Development Vendor Profile Database
- Databases Established by Various Government Agencies

x. Publications
- Small Business Resource Guide
- Federal Acquisition Report
- Washington Business Journal's Book of Lists
- Minorities in Business Daily
- Local Newspaper and Trade Publications

xi. Trade and Professional Associations

- National Foundation for Women Business Owners (INFWBO)
- National Minority Supplier Development Council, Inc.
- National Association of Minority Contractors
- National Center for American Indian Enterprise Development
- National Business League
- Latin American Management Association
- The National Black Business Council, Inc.
- Hispanic Business Professional Women Association

6. PROGRAM APPROACH AND TOPICS

The Developer Small Business Mentor Protégé program aims to provide effective mentoring to DBEs/HUBs/SBEs that have already been selected as subcontractors for the project. The Developer will make best efforts to mentor the Protégés while the Protégés are working on the project, attending project meetings, and participating in project discussions, allowing Protégés to gain an understanding of the conduct of project operations and receive one-on-one training opportunities. The intent of this approach is to provide actual project experience.

Each Mentor Protégé will be invited to participate in project meetings through which the Mentor Protégé will gain practical experience related to project operations. Meeting topics may include planning strategies, schedule reviews, budgeting and cost tracking, subcontractor interface coordination, insurance, bonding, safety (including safety task assessments), celebratory events, and quality reviews. The various meetings are held either at the project office or at the particular field site, as applicable.

This approach will provide the Mentor Protégé with practical, hands-on project operations experience, which has been shown to provide the most successful method of providing training—actual, real-time experience.

7. PARTICIPANT RESPONSIBILITIES AND REPORTING

A. Mentor Protégé

The Mentor Protégé is responsible for complying with the Mentor Protégé Agreement, as described below:

- Attend and be on-time for all meetings related to the Program.
- Perform assignments given by the Mentor.
- Hold the Developer, including its employees, or agents harmless from any claim, suit, action, or demand of Mentor Protégé or Mentor Protégé's creditors, or any other person arising out of the Mentor Protégé Agreement.

B. Mentor

A Developer Mentor is assigned to each Mentor Protégé and will perform the mentoring activities described in this Program plan. The Mentor is responsible to ensure the Mentor Protégé receives and understands the information presented during the meetings. The Mentor will have regular contact with each Mentor Protégé to respond to any questions that the Mentor Protégés may have regarding the Program.

The Mentor will complete a monthly report for each Protégé that outlines topics covered, progress towards completion, and recommended future training. The Mentor will submit each monthly report to the Developer's DBE Liaison Manager and TxDOT by the 10th working day of the following month.