

# On-the-Job Training Supportive Services (OJT/SS) FY 2024 Program Details

The Montana Department of Transportation (MDT) anticipates receiving On-the-Job Training Supportive Services (OJT/SS) funding from the Federal Highway Administration (FHWA).

*Funding is not guaranteed.*

MDT is soliciting applications from entities that wish to supplement their existing [highway construction training](#) programs. The intent is to increase training opportunities for the [target population](#) in the highway construction and transportation industries.

**Funding:** Multiple awards are anticipated. Individual application caps are: \$46,682

**Application must be received by:** September 8, 2024, at 11:59 pm

**Anticipated contract period:** October 1, 2024 – September 30, 2025.

## Purpose

OJT/SS funds support existing highway construction training programs that recruit, educate, and train individuals from MDT's identified [target population](#), resulting increased training opportunities for the target population and individuals who are job-ready with the ability to perform, at a minimum, entry-level work in the highway construction and transportation industries.

## Program Funds

The OJT/SS program is reimbursement-based. Expenses should be invoiced quarterly and must include supporting documentation of expenditures.

## Target Population

The target population are individuals from historically underrepresented populations in the highway construction and transportation industries. Underrepresented populations are minorities, women, and individuals from disadvantaged backgrounds.

*Note:* Accredited institutions may use PELL eligibility as a proxy for "disadvantaged."

## Highway Construction Training

Highway Construction Training includes one or more of the following: Carpentry for Highway Construction, Concrete for Highway Construction, Electrical for Highway Construction, Heavy Equipment Operation, Truck Driving / CDL, Traffic Control Supervisor, or Welding for Highway Construction.

## Eligible Applicants

Eligible applicants must be entities located in Montana that have an existing program(s) related to Highway Construction Training, which results in at least one credential recognized by the highway construction industry (e.g. CDL, NCCER, etc.), and job-ready individuals who can perform, at a minimum, entry-level highway construction jobs.

*Note:* Accredited institutions located in Montana should use PELL eligibility as a proxy for “disadvantaged.”

**Unique Entity Identifier (UEI) Number:** If your entity does not yet have a UEI it may use a DUNS number for the application. If your application is selected, your entity will be required to obtain a UEI before funding can be allocated.

## Eligible Programs

Eligible training program(s) must recruit, educate, and train individuals from the identified *target population*. These programs must be able to demonstrate partnerships within the community and highway construction industry which help them achieve the program goals.

## Deliverables

Successful completion of a training program(s) should result in individuals from the *target population* who have earned at a minimum one industry-recognized credential(s) and are ready to work in at least an entry-level highway construction job within one year of enrollment.

## Program Goals

MDT has established statewide goals for recruitment, enrollment, completion, credentials received, and employment of individuals from the *target population*. Those statewide goals are listed below. Be prepared to identify your entity’s anticipated measurable goal and its’ contribution to MDT’s statewide goals.

**MDT Goal 1:** Recruit and enroll at least 20 members of the *target population* to earn at least one industry-recognized credential and obtain documented experience in the highway construction and transportation industries.

**MDT Goal 2:** At least 16 of the 20 enrolled program participants from the *target population*, or 80%, will successfully complete their training and receive at least one industry-recognized credential within one year of enrollment.

**MDT Goal 3:** At least 13 of the 16 enrolled program participants from the *target population* who successfully complete the program, or 80%, will be employed in the highway construction and transportation industries within six (6) months of training completion.

## Reporting

Applicants selected to receive OJT/SS funding will be required to report on the program as outlined below.

- Provide comprehensive and detailed quarterly reporting on students enrolled in highway construction training program(s), beginning on the first day of coursework.
- Provide comprehensive and detailed reporting in quarterly and final reports of students completing highway construction training program(s) and credentials earned within one year of enrollment.
- Schedule one on-site assessment with the program manager while students are in your entity’s training program(s).

- Provide an analysis of actions taken to enroll students in highway construction training programs or career opportunities in on-site assessment and final report.
- Track graduates for a minimum of 90 calendar days following completion of the program(s) and report results during the on-site assessment and in the final report.

## Program Costs

Allowable direct and indirect program costs must be invoiced quarterly. Invoices are required to include supporting documentation of direct costs.

- **Direct Costs** include Personnel Salaries, Fringe Benefits, Contractual Services, Equipment, Travel for Trainers and Administrators, and Supplies.
- **Indirect Costs:** Personnel costs and fringe benefits can be Direct Costs charged for time dedicated to the project or they can be Indirect Costs. If charged as Indirect Costs, they must be in the *Indirect Cost Allocation Plan (iCAP)* (2 CFR §§ 200.413 & 414).

In addition to the procedures outlined in the appendices in paragraph (e) of this section, *any non-Federal entity that does not have a current negotiated (including provisional) rate*, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b., *may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC)*, which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate.

As described in §200.403, costs must be consistently charged as either indirect or direct costs but cannot be double charged or inconsistently charged as both. If chosen, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time via an approved iCAP (2 CFR § 414(f)).

**Note:** If using an indirect rate other than the de minimis and awarded funding, you will be required to provide a copy of your current Indirect Cost Allocation Plan (iCAP) or other negotiated indirect rate approved by the federal entity from which your entity receives the most funds.

## Questions

Please direct questions to both Chris Ferguson at [cferguson@mt.gov](mailto:cferguson@mt.gov) and Megan Handl at [mhandl@mt.gov](mailto:mhandl@mt.gov).