

FY16 OJT/SS Program SOW Outline

1. PART 1: OJT/SS Program Design

- a. Analysis of a recent needs assessment identifying current barriers
- b. Purpose statement
- c. Program goals (must include number to be trained or number provided services to-such as supportive services. Account for separate programs, including CCD and Track and Rides)
- d. Results-oriented metrics-based objectives
- e. Scope of work
 - i. Narrative with schedule/timeline for activity/services
 - ii. Description of State DOT personnel and resources devoted to program
 - iii. Whether service provider will be used; description of service provider if known, include resumes, expertise, and experience
 - iv. Identify current and/or anticipated partnerships
- f. Request for Proposal (RFP) process and State DOT's anticipated timeframe to contract and provide services

2. PART 2: Budget Summary

- a. Describe program line-item budget and funding sources
- b. Provide description of in-kind contributions
- c. Ensure total amount of funds/budget allocated for each category does not exceed allocated funds
- d. Ensure if SOW contains more than one component, SOW and budgets are separated by program.

3. PART 3: Evaluation, Monitoring, and Oversight Plan

- a. Provide a narrative detailing how program will be monitored by State DOT
- b. Describes how State DOT will evaluate success of program
- c. Describe data collection procedures
- d. Describe frequency of data collection and service provider reporting
- e. Describe how the State DOT will provide ongoing interaction with service provider to ensure timely completion of program tasks and ensure accomplishments are achieved
- f. Describe how State DOT will identify and report issues and concerns throughout the program

4. PART 4: Reporting Requirements

- a. Describe how the State DOT will report accomplishments (i.e. number of individuals trained, trainees placed in Federal-aid highway construction jobs or apprenticeship programs upon graduation, etc.)
- b. Detail how State DOT will track employment status of or follow up with the trainees for at least six months (broken out by demographics)
- c. Describe how often State DOT will provide progress reports to the Division Office detailing developments of the program