



**On-the-Job Training
Supportive Services (OJT/SS)
Quarterly Report
June 30, 2021**

The VTTrans Office of Civil Rights & Labor Compliance is pleased to provide the third quarterly report for FY21. The major focus of this quarter was on the On-the-Job Training (OJT) program and Commercial Drivers License (CDL) training. We worked diligently with our contractor partners to recruit trainees and select the training programs that best suit the construction firm’s workforce needs and the training opportunities presented by each construction project. We also added 3,120 training hours to five projects for the 2022 season! Below you will find data and information that illustrate the strides we are making to reach our FY21 goals.

Goal Progress in Quarter 3:

Develop and deliver comprehensive non-traditional careers program.

On-the-Job Training

- Seven trainees started or advanced in their training during Quarter 3: Four women and three men. Three of them are racial/ethnic minorities. The following chart illustrates the training classifications of all seven trainees who have been active in 2021 season as of the end of Q3 – June 30, 2021. Additional trainees have been enrolled during July and August 2021.

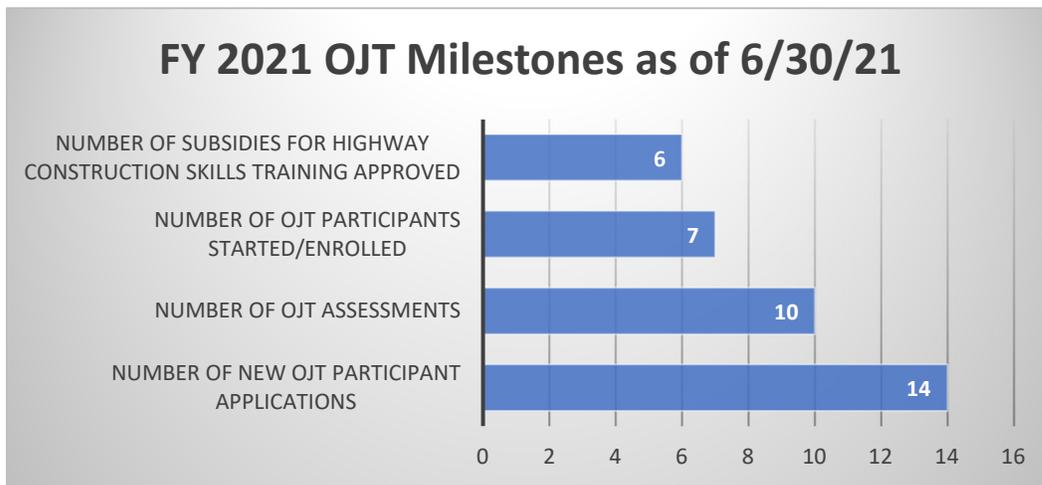


- Participated in twenty-three Shared Plan Reviews for upcoming construction projects and worked with VTrans construction program managers to add a total of 3,120 training hours on five projects (three paving, one rail bridge, and one rail culvert). So far in FY 21 we have participated in 76 shared reviews, adding a total of 9,360 training hours on eighteen projects.

Typical reasons for not adding training hours to contracts include the following:

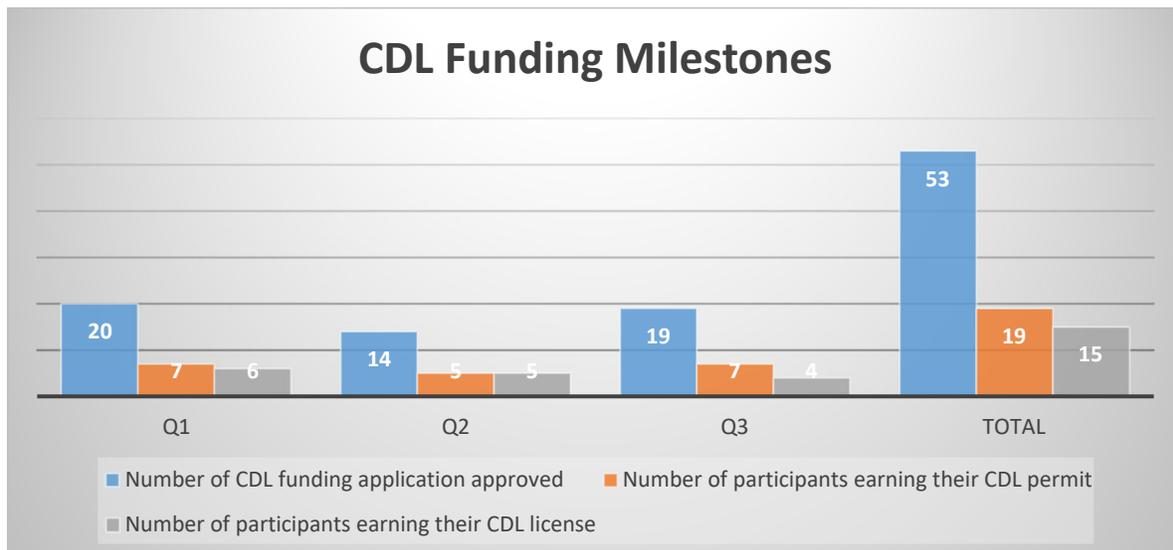
- The length of the project is too short to include a training
- The location of the project makes it difficult to accommodate a training (too rural, moves around too much, etc.)
- The type of construction activities on a project are too limited to provide comprehensive training.

- The following chart illustrates some of the OJT milestones in the first three quarters of FY21:

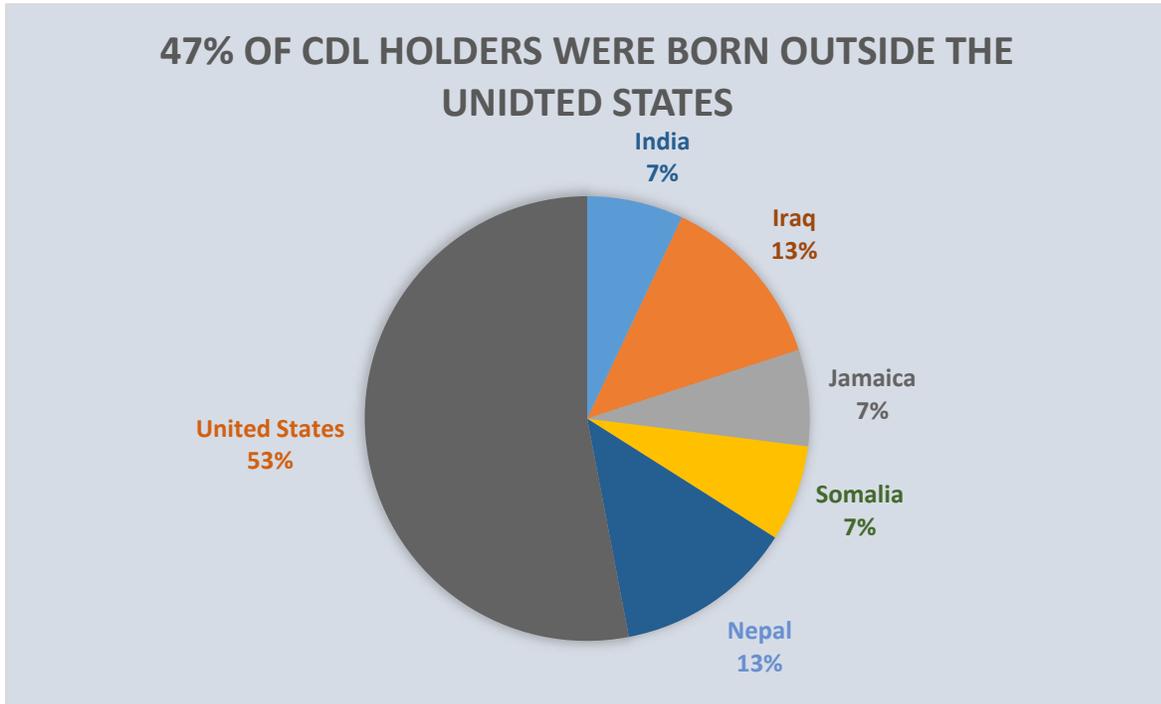


CDL Funding

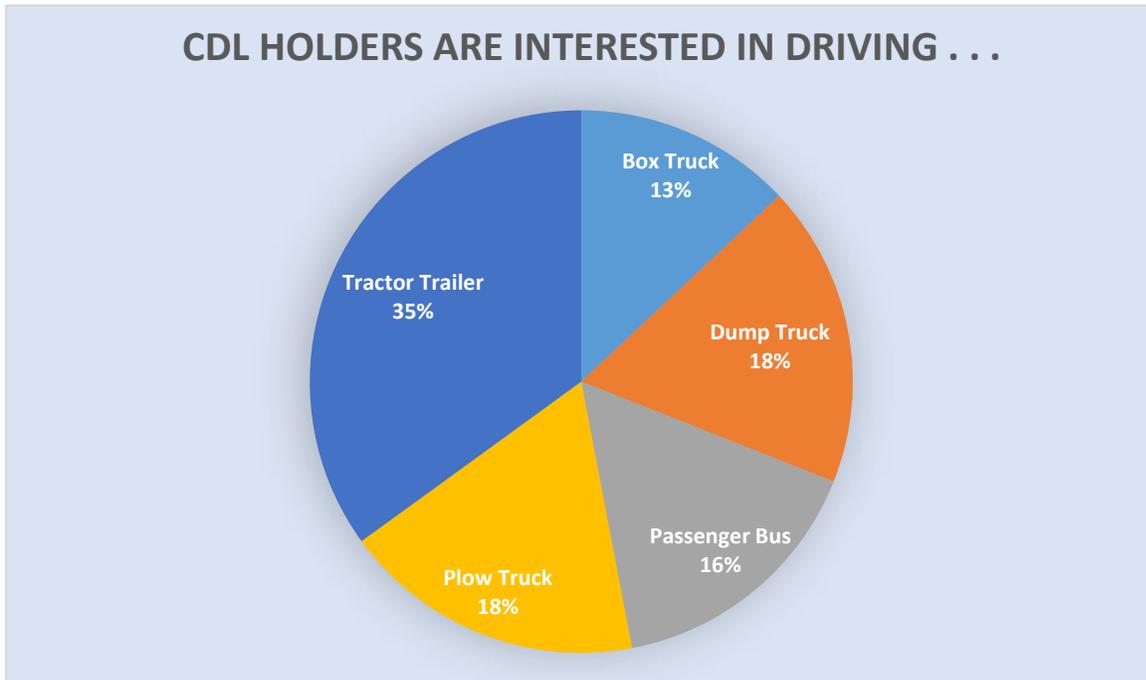
We approved nineteen applications for funding and eleven trainees earned their permit or license this quarter. Please see the chart below for a summary of this fiscal year’s milestones.



Almost half of the EDHC participants who earned their CDLs this fiscal year to date were born outside of the United States. Please see the chart below that illustrates their country of origin.



Most of the trainees who earned their CDL this fiscal year are interested in driving a dump truck, a plow truck, and a tractor trailer. Please see the chart below that illustrates how they responded to the question, “What vehicle(s) are you interested in driving?”



Highway Construction Training Subsidies

Approved two subsidy applications for the following courses offered through Associated General Contractors of Vermont (AGC/VT):

- [Flagger Training](#)
- [OSHA 10](#)

Program Linkages and Targeted Outreach and Recruitment

When speaking with partners like the Abenaki Nation of Missisquoi, Association of Africans Living in Vermont, the U.S. Committee on Refugees and Immigrants, Vermont Works for Women, and other community based organizations, we deliberately weave the [Employment Diversity in Highway Construction](#) (EDHC) programs together and present them as a whole menu of interconnected options for their constituencies to access.

During the third quarter, we identified 46 EDHC participants who have applied for our CDL funding subsidy over the past year and indicated on their applications that they would be interested in knowing more about employment options as an OJT and/or at VTrans. We developed and sent out an email message to each of them with the tag line “Ready to Build Back Better? We’ve Got Jobs!”. Our email included program details and links to applications and more information. We also sent a similar email to 70 of our program partners and referral resources, including case managers at the Vermont Department of Labor, Creative Workforce Solutions, Vermont Tech Centers, High Schools, and institutions of higher education, Vermont Student Assistance Corporation, Spectrum Youth Services, the Howard Center, the Abenaki Nation of Missisquoi, Association of Africans Living in Vermont, the U.S. Committee on Refugees and Immigrants, Vermont Works for Women, and other community based organizations. We received a strong response and several applications as a result of this targeted outreach.

Ensure participant readiness by expanding the OJT assessment process

The OJT Program Manager used the OJT assessment forms with ten OJT applicants this quarter. We made a few adjustments to the forms and are contemplating ways we can make the assessment process more efficient and flexible. We are finding that program applicants who are working full time do not always have time for a full assessment, so we are discovering ways to shorten the process and still achieve our goals. One way is to have multiple conversations with applicants instead of one, long meeting. We are also offering the option of virtual meetings on MS Teams and phone meetings, to accommodate applicant’s availability and promote COVID safety protocols.