

**SUPPORTING STATEMENT FOR
Standard Job Corps Contractor Information Gathering
OMB Control Number 1205-0219**

This Information Collection Request (ICR) seeks OMB approval for a revision to the currently approved ICR that expires in May 2025. It reflects the following changes:

- Migration from paper-based to electronic-based of the ETA 9219 Annual CTST form.
- The following instruments had a decrease in the number of respondents: ETA 6-131A and ETA 6-131 B Disciplinary Discharge and ETA 6-131C Right to Appeal
- The following instruments had an increase in the number of respondents: ETA 640 Student Profile and ETA 661 Student Separation.
- The retirement of two instruments: Annual Staff Training and ETA 9192 Annual Center Academic Programs Review.
- The addition of the four instruments in the health and wellness business unit: ETA 9214 Social Intake Form (SIF) form, ETA 9215 Physical Examination Form, ETA 9216 Health History Form, and ETA 9217 Laboratory Testing Information Sheet (Formerly HIV).

A. Justification

1. ***Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.***

Job Corps is the nation's largest and most comprehensive residential education and job training program for opportunity youth, ages 16 through 24. The Economic Opportunity Act of 1964 originally established Job Corps. The program was transferred from the Office of Economic Opportunity to the Department of Labor in 1969. Job Corps was later authorized as part of the Comprehensive Employment and Training Act (1978) under Title IV-B, and this authorization continued as part of the Job Training Partnership Act (JTPA) of 1982 and the Workforce Investment Act (WIA) of 1998. Now authorized by the Workforce Innovation and Opportunity Act (WIOA), Job Corps is administered federally through the Department of Labor, Employment and Training Administration, Office of Job Corps. The Job Corps program comprises 6 regional offices and 121 Job Corps centers nationwide.

The regulatory citations are detailed below:

- **686.945** Provides the procedures for the management of Job Corps student records. These can be found in the Department of Labor's (Department) Privacy Act System of Records Notice (SORN) DOL/GOVT-2 Job Corps Student records management of student records. The Secretary of Labor issues guidelines for a system for maintaining records for each student during enrollment and for disposition of such records after separation.

The Department has a direct role in the operation of Job Corps and does not serve as a pass-through agency for this program. The Department establishes Job Corps centers, and it is the responsibility of the Department to select operators for and provide funding to each center. Of the 121 current centers, 24 are managed and operated by the U.S. Department of

Agriculture - Forest Service (USDA) through an interagency agreement. Of the remaining centers, 97 are managed and operated by contractors selected by the Department. The 97 centers are operated by private organizations, including private for-profit companies, in most cases contracted through competitive procurements that are negotiated and conducted in accordance with WIOA, the Competition in Contracting Act, and the Federal Acquisition Regulations. Many of the current contractors operate more than one center.

- **686.565** Authorizes Job Corps to conduct experimental, research and demonstration projects related to the Job Corps program according to WIOA sec. 156(a), provided that such projects are developed, approved, and conducted in accordance with policies and procedures developed by the Secretary.

To manage the program, Job Corps must collect information from center operators and grantees regularly to exercise its federal oversight duties and ensure safe and smooth operation of the program. In accordance with 5 CFR 1320, the Department is seeking approval for forms connected with the operation of the Job Corps centers and oversight of projects under 686.565.

2. ***Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency had made of the information received from the current collection.***

Six (6) business units in Job Corps National Office administer 24 instruments in this ICR. The information collected by Job Corps operators, described below, stem directly from operational needs or are necessary to ensure compliance with Federal performance, safety, and reporting requirements and the terms of their contract. These instruments enable Job Corps federal and contract staff to collect information from students and enter them into the programs various data systems or modules. The information collected by the 24 different instruments cover a variety of specific aspects of the Job Corps operation, including student records on centers, facilities and asset management, financial reports, health and wellness forms and reports, career technical skills training, and grant data collection forms. Job Corps routinely collects these data, and the program generates reports from its automated data systems. Job Corps' federal staff use this data to oversee the operation and effectiveness of the program in a variety of ways.

Business Units

1. The **Career Technical Training (CTT)** business unit of the National Office oversees and manages Job Corps CTT programs, and provides policy, guidance, and funding to all aspects of the operation of the CTT programs nationwide. The CTT Unit manages the Career Technical Skills Training (CTST) plan, which is subject to review. Job Corps Center staff submit the CTST Plan to request permission to implement hands-on work-based learning activities for Job Corps students. The resulting CTST projects provide opportunities for students to learn and practice career technical skills and demonstrate employability skills through hands-on projects that result in improved facilities or finished products. Projects accomplished through the CTST program provide students

with quality training in a wide range of skills required for employment in their chosen career fields.

Business Unit	Purpose	Instruments
Career Technical Training (CTT)	The center’s annual CTST Plan outlines purpose, scope, estimated costs, and other elements for the CTST projects.	1. ETA 9219 Annual Career Technical Skills Training (CTST)

2. The **Center Operations** business unit oversee Job Corps Data Centers (JCDC) data systems and product as well as some of reports that center operators submit to the Job Corps regional offices and National Offices. The five instruments under this unit cover a variety of forms generated from JCDCs data systems and one report that the center operators submit to the regional offices.

Business Unit	Purpose	Instruments
Center Operations	Four individual forms in JCDC’s Center Information System (CIS) and one annual operational plan that centers submit to the regions.	1. ETA 6-131A and ETA 6-131 B Disciplinary Discharge 2. ETA 6-131C Right to Appeal 3. ETA 640 Student Profile 4. ETA 661 Student Separation 5. ETA 9218 CDSS (Center Operations Plan)

3. The **Facilities and Asset Management** business unit oversees and manages Job Corps’ facilities and assets at all the 121 centers.

Business Unit	Purpose	Instruments
Facilities and Asset Management	Seven major record-keeping and operational forms that pertain to facility matters	1. ETA 328 Property Inventory 2. ETA 6-36 Environmental Health Inspection 3. ETA 6-37 Inspection of Residential and Educational Facilities 4. ETA 6-38 Inspection of Water and Supply Facilities 5. ETA 6-39 Inspection of Wastewater Treatment Facilities 6. ETA 9221 Construction and Rehab Report (CRA) 7. ETA 9220 Center Preventive Maintenance Plan (PMP)

4. The **Finance** business unit manages Job Corps' fiscal resources for programs and activities for which funds are appropriated by providing budgetary, accounting, audit, and internal control management.

Business Unit	Purpose	Instruments
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Finance	Three reports used to oversee, manage, and control the budget and expenses of all the Job Corps centers.	<ol style="list-style-type: none"> 1. ETA 2110 Center Financial Report 2. ETA 2181 Center Operations Budget 3. ETA 2110 S Center Vacancy Separation Report
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The Health and Wellness business unit oversees and manages the health, wellness, mental health, and disability services to all Job Corps students, from pre-enrollment to the date of separation.

Job Corps provides students with healthcare to create a healthy and ready-for-work student population. Basic health services are provided to students through coordinated medical, oral health, mental health, and substance use prevention (Trainee Employee Assistance Program [TEAP]) services. Centers provide case management of chronic illness, treatment of acute illnesses, promotion of self-management of health care, and health education and prevention activities.

Business Unit	Purpose	Instruments
Health and Wellness	Seven health and wellness related forms and reports used to collect each individual student’s basic health data and manage their wellbeing during their Job Corps tenure.	<ol style="list-style-type: none"> 1. ETA 9212 Alcohol Testing Report 2. ETA 9213 Immunization Record 3. ETA 9222 Health and Wellness Center Annual Program Description 4. ETA 9214 Social Intake Form 5. ETA 9215 Physical Examination Form 6. ETA 9216 Health History Form 7. ETA 9217 Laboratory Testing Information Sheet

The following table details the use, involved personnel, and purpose of the data collection for each form included in this submission:

Form/Status	How is it used?	By whom used?	Purpose of information
ETA 9212 Alcohol Testing Report/Currently in use	Report results of suspicion alcohol tests administered	National Office Staff	<ul style="list-style-type: none"> • Analysis of these indicators provides an opportunity to assess the effectiveness of current Job Corps policies and practices and to identify opportunities for improving health and wellness services and student health outcomes.
ETA 9213 Immunization Record/Currently in use	Uniformly document students’ vaccinations	Center medical and nursing staff	<ul style="list-style-type: none"> • Ensure students have received required immunizations to prevent communicable diseases • Provide documentation of vaccinations in Student Health Record.
ETA 9222 Health and Wellness Center Annual Program Description/ Currently in use	Report health and wellness center operating data	National Office Staff	<ul style="list-style-type: none"> • Analysis of these indicators provides an opportunity to assess the effectiveness of current Job Corps policies and practices and to identify opportunities for improving health and wellness services and student health outcomes.
ETA 9214 Social Intake Form/Currently an	Collect mental health and substance use	Counseling and health and wellness staff	<ul style="list-style-type: none"> • Ensure a uniform intake career, social and mental health, and substance use assessment for all incoming students.

optional form per PRH 2.3 R4(b2) and PRH 2.1 R2(a), proposed to be a required form	information at intake		<ul style="list-style-type: none"> • Allow Job Corps health and wellness staff to customized healthcare based on students' past and current mental health and substance use. • Allow counseling staff to provide customized social, educational, and vocational support to students. • Identify and ensure prompt treatment and disposition for serious mental health and substance use issues, which ultimately results in a safer environment on Job Corps centers.
ETA 9215 Physical Examination Form/Currently required by PRH 2.3 R2(b), but not a PRH form	Document physical examination on entry	Center medical and nursing staff	<ul style="list-style-type: none"> • Ensure a uniform physical examination for all incoming students. • Provide sports and medical clearance for Job Corps. • Provide adequate documentation for medical services provided. • Address student safety based on healthcare needs.
ETA 9216 Health History Form/Currently required by PRH 2.3 R2(a), but not a PRH form	Collect incoming students' previous health information	Center health and wellness staff	<ul style="list-style-type: none"> • Ensure consistency in health information collected. • Allow Job Corps health and wellness staff to customized healthcare based on students' past and current medical, mental health, substance use, and oral health. • Identify and ensure prompt treatment and disposition for serious health issues, which ultimately results in a safer environment on Job Corps centers. • Provide documentation for mandated sports physical.
ETA 9217 Laboratory Testing Information Sheet/Replacing HIV Testing Information Sheet (PRH Form 2-02)	Provide documentation and uniform counseling to students on their laboratory testing results	Center medical and nursing staff	<ul style="list-style-type: none"> • Provide counseling to students before and after laboratory tests are administered. • Provide uniform counseling to students on laboratory test results.

5. The **Performance** business unit manages the outcomes and performance tracking and reporting for the Job Corps program.

Business Unit	Purpose	Instruments
Performance	These forms collect Job Corps' demonstration grant participants' information, ranging from their demographic data to training achievements during the participation and placement outcomes after separation.	1. ETA 9190 Grants Data Collection Forms (A, B, C)

3. ***Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology; e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.***

- Job Corps has implemented electronic information systems designed to gather the data necessary for program management and financial accountability to include: MyJobCorps,

the Center Information System (CIS), the Financial Management System (FMS), the Construction, Rehabilitation and Acquisition System (CRA) and the Job Corps Fund Allocation System (JFAS) and the Grant Data Collection Tool (GDC). MyJobCorps is Job Corps’ brand-new streamlined intake system for student enrollment “front-door” that both modernizes enrollment for the center, operator, and Job Corps federal staff and collects prospective students’ data. The CIS is an automated application that collects information for managing centers information (e.g., student enrollment, student accountability, student finances, student conduct, and student transportation). The CRA provides the mechanism for collecting Job Corps center construction, maintenance and repair activities. Job Corps has automated the following Employment and Training Administration (ETA) forms: 2110, 2181, 6-131A, 6-131B, 6-131C, 640, 661, and 328.

- The JFAS is used to control the allocation of funds to center operations contracts and other contract activities. The FMS is an automated application that collects information related to center operations budget and cost reports and the disposition of property.
- The GDC collects information similar to the CIS from grantees. It collects grantee data for the purposes of reporting performance results in compliance with the requirements in the Funding Opportunity Announcements (FOA) and WIOA. This system automates ETA forms 9190-A, 9190-B and 9190-C thereby reducing repetition and burden by streamlining data collection.
- The ETA 9219 CTST form and process is implemented in a SharePoint-based form that streamlines data entry and approval, including automated data entry fields and a configured approval workflow that supports timely submission and improved review and approval timeframes from Job Corps staff.

		MyJC	CIS	JFAS	CRA	FMS	GDC	Other Web-based	Excel/Word/PDF
Career Tech Train	ETA 9219							✓	✓
Center	ETA 6-131 A & B								✓
	ETA 6-131 C								✓
	ETA 640	✓	✓						
	ETA 661								
	ETA 9218								✓
Health & Wellness	ETA 9212	✓							
	ETA 9213	✓						✓	✓
	ETA 9222	✓						✓	✓
	ETA 9214	✓							
	ETA 9215	✓							
	ETA 9216	✓							
	ETA 9217	✓							
Facilities & Asset Mgmt	ETA 328				✓				✓
	ETA 6-36				✓				✓
	ETA 6-37				✓				✓
	ETA 6-38				✓				✓
	ETA 6-39				✓				✓
	ETA 9221				✓				✓
	ETA 9220				✓				✓
Finance	ETA 2110			✓		✓			
	ETA 2181			✓		✓			

	ETA 2110 S			✓		✓			
Performance	ETA 9190 (A, B, C)						✓		

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified to use for the purposes described in Item 2 above.

Due to the nature of the activity, duplication is minimal. Applicable information collected from the ETA 652 will be populated on the ETA 640 and Health and Wellness forms appropriately. Job Corps has developed the MyJobCorps, CIS, FMS, CRA and JFAS systems exclusively for the purpose of accountability, performance reporting and oversight of the Job Corps program. The Department provides statistical and financial reports directly from system generated data from these sources rather than requiring intermediate levels of reporting. This allows the National Office of Job Corps to develop national/regional totals on student characteristics and outcomes and cost and budget allocations. Additionally, the GDC synthesizes data across grantees into a simple format for calculating performance results as required under the Funding Opportunity Announcement (FOA) and WIOA.

5. If the collection of information affects small businesses or other small entities, describe any methods used to minimize burden.

This collection of information does not affect small businesses.

6. Describe the consequence to Federal programs or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing them.

Changes in the frequency of information collection would have serious operational consequences by reducing the Department’s ability to effectively administer and oversee the operation of the Job Corps program and comply with financial reporting requirements.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner that requires further explanation pursuant to regulations 5 CFR 1320.5.

The Department’s administration and oversight of the Job Corps program continues under the scrutiny of Congress, the U.S. Government Accountability Office, the U.S. Office of the Inspector General, and other Departmental entities. The most efficient means of overseeing the performance of the program has proven to be through the collection and review of a wide range of data, including the data collected in the various instruments described below. For example, the Department is able to ensure the financial health of the program and the provision of adequate services to the students through collection and analysis of two financial reports- the Center Financial Report (2110), the Center Operations Budget (2181) and the US DOL ETA Financial Report (9130) which is separately approved under OMB 1205-0461. Review of these reports, which are submitted on a quarterly basis or as necessary, would immediately show, for example, whether a center operator is providing adequate subsistence levels for students. Consequently,

these reports are required more frequently for this purpose.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and record keeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years—even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

In accordance with the Paperwork Reduction Act (PRA) of 1995, the public was given 60 days to review and comment on this information collection by way of a *Federal Register* notice published on 08-16-2024 (89 FR 66741). There were no applicable public comments. DOL maintains regular contact with the representatives of the program who must compile the records associated with this collection.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

Other than the remuneration of contractors or grantees, Job Corps does not provide any payment or gifts to respondents.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Keeping information private regarding student social security numbers and student records, including student medical records, is covered in WIOA regulations, the Job Corps PRH and the Department of Labor's Privacy Act SORN DOL/GOVT-2, Job Corps Student Records. The regulations implementing WIOA and the PRH require that all student records be maintained and disclosed in accordance with the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act (HIPAA). In addition, Privacy Act and HIPAA notices are given and explained to each student, stating explicitly how the information is to be used, who has access, and how it can be released and to whom. In addition, information provided is subject to the rules governing the disclosure of proprietary, business confidential, and procurement sensitive information.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered

private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

Job Corps is mandated per [20 CFR 686.530](#) to provide “[m]edical services, through provision or coordination of a wellness program which includes access to basic medical, dental and mental health services, as described in the Policy and Requirements Handbook, for all students from the date of enrollment until separation from the Job Corps program.” To provide medical services, Job Corps asks health-related questions of a sensitive nature, including questions regarding sexual health, mental health, and substance use. The information gathered through these forms is vital for the following reasons:

- Allow Job Corps health and wellness staff to customized healthcare based on students' past and current medical, mental health, substance use, and oral health.
- Identify and ensure prompt treatment and disposition for serious health issues, which ultimately results in a safer environment on Job Corps centers.
- Ensures Job Corps health and wellness staff meet nationally recommended health guidelines for the Job Corps student population age group.
- Provides students with an opportunity to request reproductive health services, including birth control.
- Allows students enhanced access to substance abuse prevention counseling.

Prior to enrollment, students receive and sign the ETA 6-53 Part 2: Job Corps Health Services and Authorization to Administer Healthcare. This standardized form explains required, recommended, and available healthcare services. By signing the form, students acknowledge that they understand Job Corps’ health services and requirements of enrollment and have had the opportunity to ask questions.

Additionally, all students sign Health Insurance Portability and Accountability Act (HIPAA) Notice of Privacy Practices and Job Corps HIPAA Authorization for obtaining sensitive health information. These forms explain privacy, need-to-know, and other aspects of sensitive health information as it relates to care provided on center. Students have the right revoke HIPAA authorization at any time as specified on the HIPAA forms.

Job Corps complies with HIPAA and keeps all health information confidential. All private health information is stored in a locked cabinet in the Health and Wellness Center. For all forms, other than the Social Intake Form, only health staff within the Health and Wellness Center may access the information.

Counseling staff collect information on the Social Intake Form in an interview format with each new student. Counseling staff have access to information disclosed on these forms to provide individualized career and personal counseling support but must keep information secure to comply with HIPAA. Health staff within the Health and Wellness Center may also access the information on the Social Intake Form in order to assist the student in mental health maintenance and must maintain confidentiality with the information.

Job Corps collects gender identity information for the purposes of providing appropriate services to students and shares this information only on a need-to-know basis or with the permission of the student. Instead, Job Corps uses this information to provide services and interact with the students in a way that best meets their needs. Job Corps ensures that Outreach and Admissions staff, as well as center staff are aware of gender identity to the extent necessary and taking into consideration the preferences of the student so that they can engage with each student in an appropriate and inclusive way.

12. Provide estimates of the hour burden of the collection of information.

Federal requirements regarding contractor information collection activities fall into a number of categories/Business Units. From a burden hour standpoint, burden has been minimized due to the implementation of automated systems (MyJobCorps, CIS, FMS, CRA, JFAS and GDC) which only require entry by users for data that is already collected. Some information collection activities relate to student enrollment, education, vocational, employment and payroll matters. Some modules within the centralized database produce reports on Portable Document Format (PDF) forms which report the data collected in the system.

Record keeping requirements are contained in the Job Corps PRH and are incorporated by reference into the contract for 97 contractor-operated centers. The remaining 24 centers are operated by the USDA and are required through an interagency agreement with the Department of Labor to report on the same information as the contractor operated centers. Record keeping requirements for grantees are contained within the grant documents.

Hourly rate can vary widely depending on many important factors, including education, certifications, additional skills, and the number of years a Job Corps staff member has spent in their profession. While precise costs cannot be identified, based on past experience, the annual and related costs for contractor and grantee staff are estimated to be \$6,341,240.40 which represents an average cost of \$47.00 per hour.

Summary Total Estimates of the Hour Burden by Business Units

Business Unit/Activity	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden
Career Technical Training (CTT)	121	1	121	5.5	666	\$28.00	\$18,634.00
Center	726	1,134	137,240	-	25,418	\$28.00	\$711,704.40
Facilities & Asset Management	651	33	3,209	-	3,935	\$28.00	\$110,180.00
Finance	363	28	3,388	-	5,082	\$28.00	\$142,296.00
Health & Wellness	847	1,560	179,105	-	89,458	-	\$5,068,346.00
Performance	84	3,700	310,800	.1	10,360	\$28.00	\$290,080.00
Unduplicated Total	2,792	6,456	426,663	-	134,919	-	\$6,341,240.40

(-) Varies for Number of Respondents (one person per center/grant), Number of Responses per Respondent, and Hourly Wage. For exact numbers, refer to below tables on the Detail Total

Estimates of the Hour Burden by Category/Business Units.

Detail Total Estimates of the Hour Burden by Category/Business Units

1. Career Technical Training

ETA Number	Required Activity	Number of Respondents (one person per center/grant)	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden	Category
9219	Annual CTST	121	1	121	5.5	666	\$28.00	\$18,634.00	Plans & Reports
Total	-	121	1	121	-	666	-	\$18,634.00	-

2. Center

ETA Number	Required Activity	Number of Respondents	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden	Category
6 -131A	Disciplinary Discharge	121	101	12,202	0.20	2,440	\$28.00	\$68,320	Student Enrollment
6 -131B	Board Hearings	121	101	12,202	0.20	2,440	\$28.00	\$68,320	Student Enrollment
6 -131C	Right to Appeal	121	101	12,202	0.15	1,830	\$28.00	\$51,240	Student Enrollment
640	Student Profile	121	372	45,046	0.15	6,757	\$28.00	\$189,196	Student Enrollment
661	Student Separation	121	458	55,467	0.15	8,320	\$28.00	\$232,860	Student Enrollment
9218	CDSS (Center Operations Plan)	121	1	121	30	3,630	\$28.00	\$101,640	Plans & Reports
Total	-	726	1,134	137,240	-	25,418	-	\$711,705.40	-

3. Facilities and Asset Management

ETA Number	Required Activity	Number of Respondents (one person per center/grant)	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden	Category
ETA 6-36	Environmental Health Inspections	121	4	484	1	484	\$28.00	\$13,552.00	Facilities Info
6-37	Inspection of Residential and	121	4	484	1.25	605	\$28.00	\$16,940.00	Facilities Info

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Educationa l Facilities									
6-39	Inspection of Waste Treatment Facilities Cost	23	4	92	1	92	\$28.00	\$2,576.00	Facilities Info
6-38	Inspection of Water Supply Facilities	23	4	92	1	92	\$28.00	\$2,576.00	Facilities Info
9221	Constructi on and Rehab Report (CRA)	121	4	484	2	968	\$28.00	\$27,104.00	Plans & Reports
9220	Center Preventive Maintenan ce Plan (PMP)	121	1	121	2	242	\$28.00	\$6,776.00	Plans & Reports
328	Property Inventory	121	12	1,452	1	1,452	\$28.00	\$40,656.00	Plans & Reports
Total	-	651	-	3,209	-	3,935	-	\$110,180	-

4. Finance

ETA Number	Required Activity	Number of Respondents (one person per center/grant)	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden	Category
2110	Center Financial Report	121	12	1,452	2	2,904	\$28.00	\$81,312.00	Financial Info
2110 S	Center Vacancy Separation Report	121	12	1,452	0.5	726	\$28.00	\$20,328.00	Financial Info
2181	Center Operations Budget	121	4	484	3	1,452	\$28.00	\$40,656.00	Financial Info
Total	-	363	28	3,388	-	5,082	-	\$142,296	-

5. Health and Wellness

ETA Number	Required Activity	Number of Respondents (one person per center/grant)	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden	Category
9222	Health and Wellness Center Annual	121	1	121	1	121	\$41.00	\$4,961	Plans & Reports

	Program Description								
9212	Alcohol Testing Report	121	4	484	0.2	97	\$30.00	\$2,910	Plans & Reports
9213	Immunization Record	121	375	35,700	0.25	8,925	\$35.00	\$312,375	Plans & Reports
9214	Social Intake Form	121	295	35,700	1	35,700	\$36.75	\$1,311,975	Plans & Reports
9215	Physical Examination Form	121	295	35,700	0.5	17,850	\$87.50	\$1,561,875	Plans & Reports
9216	Health History Form	121	295	35,700	0.5	17,850	\$87.50	\$1,561,875	Plans & Reports
9217	Laboratory Testing Information Sheet	121	295	35,700	0.25	8,925	\$35.00	\$312,375	Plans & Reports
Total	-	847	1,560	179,105	-	89,458	-	\$5,068,346	-

6. Performance

ETA Number	Required Activity	Number of Respondents (one person per center/grant)	Number of Responses per Respondent	Total Responses	Average Burden (hours)	Total Burden (hours)	Hourly Wage Rate	Monetized Value of Burden	Category
9190-A	Grant Data Collection Form	28	1500	42,000	0.1	4,200	\$28.00	\$117,600.00	Student Enrollment
9190-B	Grant Data Collection Form	28	1100	30,800	0.1	3,080	\$28.00	\$86,240.00	Student Enrollment
9190-C	Grant Data Collection Form	28	1100	30,800	0.1	3,080	\$28.00	\$86,240.00	Student Enrollment
Total	-	84	3,700	103,600	-	10,360	-	\$290,080	-

Note: Job Corps' demonstration grants have all ended. The program asks to retain the Grant Data Collection system and its forms in the new ICR so as to retain the ability to apply this data system and its forms to future and similar grant programs.

13. Provide an estimate of the total annual cost burden to respondents or record keepers resulting from the collection of information.

There are no other costs.

14. Provide estimates of annualized cost to the Federal government. Also, provide a

description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies also may aggregate cost estimates from Items 12, 13, and 14 in a single table.

The maintenance costs associated with the system are estimated to be \$2.7 million a year for hardware and software. No collection costs are associated with the burden hours. Collection costs are compensated by contractual arrangement or Memorandum of Understanding with the center operators. Total burden estimates are based on staff experience and consultation with center contractors.

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

The previously approved total annual burden hours were 83,640 hours, and this request notes 134,919 hours. An increase of 51,279 hours, which is all attributed to:

- CTT:
 - Since the prior PRA review, the ETA 9219 Annual CTST form and process has changed from paper-based to electronic-based. Because of this update, the burden estimates have been adjusted from 2,904 to 665.5, a net decrease of 2,238.5 hours.
- Center:
 - Job Corps has retired the Annual Staff Training instrument from this ICR because its content is already contained in another part of Job Corps’ Policy and Requirement Handbook (PRH). Its retirement will decrease the total burden hours by 121 hours.
 - ETA 6-131A Disciplinary Discharge decreased by 9,297 hours and ETA 6-131 B Disciplinary Discharge decreased by 9,297 hours.
 - ETA 6-131C Right to Appeal decreased by 9,907 hours.
 - ETA 640 Student Profile increased by 422 hours.
 - ETA 661 Student Separation increased 1,986 hours.
- Health and Wellness:
 - The average hourly wages for healthcare professionals are calculated based on wages reported on the Job Corps Annual Program Description. The average wage for a counselor is based on the average wage for a Career Counselor as reported on Zip Recruiter. The following table details the hourly wage calculations for each form.

Form Name	Professional Responsible for Form Completion or Review	Average Salary	Approximate Time Spent on Form
ETA 9222 Health and Wellness Center Annual Program Description	Health and Wellness Director	\$41	1 hour
ETA 9212 Alcohol Testing Report	TEAP Specialist	\$30	.20 hours
ETA 9213 Immunization Record	Staff Nurse	\$35	.25 hours
ETA 9214 Social Intake Form (SIF)	Counselor	\$21	.5 hours
	TEAP Specialist	\$30	.25 hours
	CMHC	\$75	.25 hours
ETA 9215 Physical Examination	Center Physician or clinician	\$140	.25 hours

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Form	Nurse	\$35	.25 hours
ETA 9216 Health History Form	Center Physician or clinician	\$140	.25 hours
	Nurse	\$35	.25 hours
ETA 9217 Laboratory Testing Information Sheet	Nurse	\$30	.25 hours

- o The addition of the ETA 9214 Social Intake Form (SIF) form will increase the burden hours to 35,700 hours.
- o The addition of the ETA 9215 Physical Examination Form will increase the burden hours to 17,850 hours.
- o The addition of the ETA 9216 Health History Form will increase the burden hours to 17,850 hours.
- o The addition of the ETA 9217 Laboratory Testing Information Sheet (Formerly HIV) will increase the burden hours to 8,925 hours.
- Performance:
 - o Job Corps has retired the ETA 9192 Annual Center Academic Programs Review because the program no longer has a business need for it. Its retirement will decrease total burden hours by 242 hours.

This Information Collection Request (ICR) seeks OMB approval for a revision to the currently approved ICR that expires in May 2025. Revisions include the following updates:

Career Technical Training (1)	Revision (Updates)
ETA 9219 CTST Annual Career Technical Skills Training	<ul style="list-style-type: none"> • Change from paper-based to electronic-based. • Decrease burden hours (electronic-based and calculated fields). • Leverage OJC Forms Standardization Guidelines/Template.

Center (5)	Revision (Updates)
ETA 6-131A and ETA 6-131 B Disciplinary Discharge	<ul style="list-style-type: none"> • Decrease burden hours due to the number of respondents. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 6-131C Right to Appeal	<ul style="list-style-type: none"> • Decrease burden hours due to the number of respondents. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 640 Student Profile	<ul style="list-style-type: none"> • Update to data fields. • Increase burden hours due to the number of respondents. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 661 Student Separation	<ul style="list-style-type: none"> • Increase burden hours due to the number of respondents. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9218 CDSS (Center Operations Plan)	<ul style="list-style-type: none"> • Update to data fields to include PRH Requirements • Leverage OJC Forms Standardization Guidelines/Template.

Facilities and Asset Management (7)	Revision (Updates)
ETA 328 Property Inventory	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 6-36 Environmental Health Inspection	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 6-37 Inspection of Residential and Educational Facilities	<ul style="list-style-type: none"> • Update to data fields. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 6-38 Inspection of Water and Supply Facilities	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 6-39 Inspection of Wastewater Treatment Facilities	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9221 CRA Construction and Rehab	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.

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ETA 9220 Center Preventive Maintenance Plan (PMP)	<ul style="list-style-type: none"> • Update to data fields to include PRH Requirements • Leverage OJC Forms Standardization Guidelines/Template.
Finance (3)	Revision (Updates)
ETA 2110 Center Financial Report	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 2181 Center Operations Budget	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 2110 S Center Vacancy Separation Report	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
Health and Wellness (7)	Revision (Updates)
ETA 9212 Alcohol Testing Report	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9213 Immunization Record	<ul style="list-style-type: none"> • Update to data fields based on PRH approval. • Updated hourly wage. • Update for ease of use and the ability to crosscheck information for improved accuracy. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9222 Health and Wellness Center Annual Program Description (APD)	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9214 Social Intake Form (SIF)—new form	<ul style="list-style-type: none"> • Update to data fields. • Updated hourly wage. • Update for ease of use and enhanced identification of mental health and substance use problems. • Increase overall burden hours due to new form. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9215 Physical Examination Form—new form	<ul style="list-style-type: none"> • Update to data fields. • Update to align with clinical standards. • Updated hourly wage. • Increase overall burden hours due to new form. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9216 Health History Form—new form	<ul style="list-style-type: none"> • Update to data fields. • Updated hourly wage. • Update for ease of use and identification of serious health problems. • Increase overall burden hours due to new form. • Leverage OJC Forms Standardization Guidelines/Template.
ETA 9217 Laboratory Testing Information Sheet—new form	<ul style="list-style-type: none"> • Update to data fields. • Updated hourly wage. • Update to ensure uniformity in laboratory test counseling and notification. • Increase overall burden hours due to new form. • Leverage OJC Forms Standardization Guidelines/Template.
Performance (1)	Revision (Updates)
ETA-9190 Grants Data Collection Forms (A, B, C)	<ul style="list-style-type: none"> • Leverage OJC Forms Standardization Guidelines/Template.

16. For collections of information whose results will be published, outline plans for tabulation, and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

Some of the data from these collections are aggregated into reports published on Job Corps' public website (listed below), DOL website, and for WIOA-required reports to congress.

- <https://www.jobcorps.gov/reports>
- <https://www.dol.gov/agencies/eta/jobcorps/publications>

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The Department will display the OMB-approved expiration date for the collection of this information. ETA will make notification of the new expiration date through a Job Corps directive, once approved.

18. Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

There are no exceptions.

B. Collections of Information Employing Statistical Methods

This information collection does not employ statistical methods.