



U.S. Department
of Transportation
**Federal Highway
Administration**

Alaska Division

April 8, 2015

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In Reply Refer To:
CIVL 8

Mr. Dennis Good
Civil Rights Program Manager
Alaska Department of Transportation and Public Facilities
P.O. Box 196900
Anchorage, AK 99519-6900

Dear Mr. Good:

We received a copy of the DOT&PF's On-the-Job (OJT) 2015 projected Annual Training Goals dated April 7, 2015. The 2015 goals of 55 training positions at 26,476 hours are approved.

On March 3, 2014 this office approved the 2014 projected goals – 38 training positions at 18,071 hours. The actual achievement for 2014 was 42 positions at 20,500 hours. Please convey kudos to your staff for their investment in this program which resulted in exceeding the 2014 goals.

Should you have any questions regarding this document, please contact me at (907) 586-7188 or Elizabeth.hoffman@dot.gov.

Sincerely,

Elizabeth Hoffman
Civil Rights/Realty Programs Specialist

cc: Mary Siroky, Director, Administrative Services, DOT&PF
Norma M. Lucero, Statewide OJT Coordinator



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Transportation and
Public Facilities

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04/07/2015

Elizabeth Hoffman
Civil Rights/Realty Program Specialist
FHWA Alaska Division
P.O. Box 21648
Juneau, AK 99801

RE: Alaska Department of Transportation & Public Facilities (ADOT&PF) CY2015 On-The-Job Training (OJT) Program Goals/Projections and Methodology

Dear Ms. Hoffman,

The ADOT&PF Civil Rights Office (CRO) has finalized its OJT Program apprenticeship/trainee goals for CY2015. The CRO has established goals in accordance with 23 CFR 230.111, and as outlined in the attached methodology. The projected OJT positions and hours for CY2015 are as follows:

- **55 OJT Positions**
- **26,476 OJT Hours**

The preceding projections were derived utilizing the approved FHWA OJT formula which is detailed in the attached methodology, and are subject to change as a direct result of projects actually bidding. The CRO will closely monitor OJT positions awarded over the calendar year and provide regular reporting to FHWA.

Please address any questions regarding the projected OJT goals to the CRO Manager, Dennis Good.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Good".

Dennis Good
Civil Rights Office Manager

Cc: Mary Siroky, Division Director
Norma M. Lucero, Statewide OJT Coordinator

Attachments

"Keep Alaska Moving through service and infrastructure."

Alaska Department of Transportation & Public Facilities Civil Rights
Office

On-the-Job Training Goals

Calendar Year 2015

To project the number of On-The-Job Trainee (OJT) positions and hours to be awarded during calendar year 2015, the Alaska Department of Transportation & Public Facilities (ADOT&PF) Civil Rights Office (CRO) compiled data from multiple sources, analyzed the data, and calculated a projected number of OJT positions and hours to be awarded during CY2015.

Methodology

The first step in projecting the number of OJT positions and hours to be awarded during CY2015 is to determine the total dollars that have been awarded on FHWA assisted contracts calendar year-to-date. Contracts below 1.5 million dollars were excluded on the basis that while these projects are reviewed for OJT opportunities, they are not typically assigned OJT goals due to the dollar value and duration of the contract. A review of current files revealed that as of the date of this writing, there have been \$121,492,387 total dollars awarded on FHWA-assisted contracts during CY2015.

The next step in the process is to establish an estimate for the total remaining dollars to be awarded during the calendar year. To determine this figure the CRO reviewed data from the ADOT&PF All Region Tentative Advertising Schedule; a report that includes information on projects that ADOT&PF anticipates advertising for up to 12 months into the future. Because the OJT Program Provisions do not apply to all projects listed on the Tentative Advertising Schedule, the CRO took steps to refine the data to only reflect projects for which OJT Program Provisions are applicable. These refinements included the exclusion of FAA-, FTA-, and State-funded projects, and the exclusion of projects not expected to be advertised in CY2015. Additionally, projects for which the engineer's estimated range was below 1.5 million dollars were excluded for the reasons previously mentioned. Further, the Tentative Advertising Schedule does not provide an estimate of exact dollar cost by project, and instead lists the engineer's estimated range for projects. The CRO utilized the lower-bounds of the engineer's estimated ranges to arrive at a conservative estimate for the total dollars to be awarded during the remainder of CY2015. This process yielded an estimate of \$272,500,000 to be awarded on FHWA-assisted contracts during the remainder of CY2015.

To arrive at a projection of OJT positions based on estimated total dollars awarded, the CRO established an estimate for non-labor costs to use in its calculations. The CRO pulled a sample of projects that had already advertised during CY2015, and used this data to establish the average non-labor costs as a percentage of the engineer's estimates. This procedure was based on the premise that recently advertised projects would likely reflect a similar cost structure to projects that will be advertised in the near future. Through this process the CRO estimated that non-labor costs will comprise 72% of the total project costs on projects advertised in CY2015.

Based on the previous information, the CRO calculated the projected number of OJT positions to be awarded during CY2015 using the following formula, which is based off of the approved ADOT&PF OJT Project Goal Methodology.

Where the labor factor of costs excluding non-labor costs is 30%, the average cost per employee is \$100,000.00, the recommended ratio of trainees/apprentices to journey workers is 1:5, and:

- X = Lower bound of Engineer's Estimated Range for a project expected to be advertised in CY2015
- Y = Award amount for a project already awarded during CY2015
- Z = Labor Cost Value for projects advertised in CY2015

$$\frac{\{((\sum X_i) + (\sum Y_i)) \times Z \times 30\%\}}{\$100,000} = \text{Estimated Total Workforce}$$

$$\text{Projected OJT Positions} = \frac{\text{Estimated Total Workforce}}{6}$$

Then the projected number of OJT Positions to be awarded on projects that will advertise during CY2015 is:

$$\frac{\{((\$272,500,000) + (\$121,492,387) \times 28\%) \times 30\%\}}{\$100,000} = 331$$

$$\text{Projected OJT Positions} = \frac{331}{6} = 55$$

ADOT&PF also performed calculations to arrive at a projection for CY2015 OJT hours based on the approved ADOT&PF OJT Project Methodology. Where the labor factor of costs excluding non-labor costs is 30%, the average cost per worker hour is \$75.00, the recommended ratio of trainees/apprentices to journey workers is 1:5, and:

- X = Lower bound of Engineer's Estimated Range for a project expected to be advertised in CY2015
- Y = Award amount for a project already awarded during CY2015
- Z = Labor Cost Value for projects advertised in CY2015

$$\frac{\{((\sum X_i) + (\sum Y_i)) \times Z \times 30\%\}}{\$75.00} = \text{Estimated Total Worker Hours} = H$$

$$\frac{H}{5} = \text{Total Trainee and Apprentice Hours} = T$$

$$\text{Projected OJT Hours} = T * 30\%$$

Following this method, the CRO arrived at the following projection for OJT hours awarded during CY2015:

$$\frac{\{((\$272,500,000) + (\$121,492,387)) \times 28\% \} \times 30\%}{\$75.00} = 441,271$$

$$\frac{441,271}{5} = 88,254$$

$$\text{Projected OJT Hours} = 88,254 \times 30\% = 26,476$$