



# Workforce Investment Opportunity Act (WIOA) On-the-Job Training (OJT) Contract Evaluation Checklist

Contractor's Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_

- | YES | NO  |  |
|-----|-----|--|
| ___ | ___ | 1. Job will result in trainee having a marketable skill.   |
| ___ | ___ | 2. Skill is transferable to another job.   |
| ___ | ___ | 3. Job will provide adequate income for the trainee.   |
| ___ | ___ | 4. Trainees are assured of the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc., as regular non-OJT employees.  |
| ___ | ___ | 5. The occupation is a demand occupation.  |
| ___ | ___ | 6. Wages to be paid to OJT participants are at least equal to:   |
|     |     | (a) the federal minimum wage (Fair Labor Standards Act)  |
|     |     | (b) the state or local minimum wage for the most nearly comparable employment  |
|     |     | (c) the prevailing rate of pay for persons employed in similar occupations by the same contractor  |
|     |     | (d) the minimum entrance rate for inexperienced workers in the same occupation   |
| ___ | ___ | 7. The contractor has an adequate accounting system to document revenues and expenditures including state and federal tax withholding.   |
| ___ | ___ | 8. The contractor has given assurances that he/she will pay time and one-half rate for overtime hours  |
| ___ | ___ | 9. The wage rates and periodic increases, if any, provided OJT participants are reasonable considering such factors as industry, geographical region and trainee proficiency.  |
| ___ | ___ | 10. The employer must offer full-time, year-round employment, which is considered to be a minimum of 30 hours per week and no more than eight weeks of planned or "normal" lay-off each year.  |
| ___ | ___ | 11. Training times can vary from four to 26 weeks, in accordance with a training plan. The contract is limited to the period of time required for a trainee to become proficient in the occupation for which training is provided. (WIOA Section 663.700)  |
| ___ | ___ | 12. Job provides opportunity for advancement within the firm or industry.  |
| ___ | ___ | 13. Job provides for participants an opportunity to which they would normally not have access.   |
| ___ | ___ | 14. The occupation is such that labor turnover is not excessive  |
| ___ | ___ | 15. The contractor has the necessary facilities, staff and equipment to provide quality training.  |
| ___ | ___ | 16. Trainee will not be required to work on premises which are unsanitary, hazardous or dangerous  |
| ___ | ___ | 17. The program will not result in the displacement of employed workers.   |
| ___ | ___ | 18. No trainee will be employed on construction, operation or maintenance of any facility which is used for religious worship or instruction.  |
| ___ | ___ | 19. The program does not involve political activities.   |
| ___ | ___ | 20. Contractor's hiring requirements/qualifications are reasonable relative to qualifications of WIOA participants.  |
| ___ | ___ | 21. The contractor understands the purpose and philosophy of WIOA/OJT programs and is willing to participate in accordance with WIOA rules and regulations.  |
| ___ | ___ | 22. The contractor will comply with the non-discrimination provisions of the Workforce Investment Opportunity Act and its regulations.   |
| ___ | ___ | 23. The contractor intends to provide continuous employment beyond the contract training period.   |
| ___ | ___ | 24. Has the contractor been free of any safety, wage and hour, or child labor law violations during the past twelve months?  |
| ___ | ___ | 25. OJT contract is not used to assist in any relocation of an establishment from one area to another within the United States unless such relocation will not result in an increase in unemployment in the area of original location or any other area where it conducts business operations. Consideration should be given to the establishment's relocation record. |
| ___ | ___ | 26. Is past performance with the contractor at least 80% retention?  |

If the response to any of the above questions is No, program cannot be funded without justification or explanation. This checklist will be attached to the resulting contract.

WIOA-OJT **Recommended for funding:** Yes \_\_\_ No \_\_\_  
By: \_\_\_\_\_ OJT Representative

