

*Under the title Office of Resource Management (HAU4) revise item (10) as follows: (10) monitors financial programs and provides policy and direction for the contract, grant, loan, debt management, and logistics programs of the PHS to assure a coordinated effort toward achieving the goals and objectives established by the Assistant Secretary for Health;*

*Under the title Division of Grants and Contracts (HAU42) delete the statement and substitute the following:*

*Division of Grants and Contracts (HAU42)*

In the areas of contracts, grants, loans, debt management and logistics, the Director of the Division of Grants and Contracts: serves as the principal advisor within PHS for developing policies, guidelines, and procedures; provides leadership and direction for the optimum utilization of contracts, grants, and loans, as well as the debt management and logistics programs of PHS; reviews and evaluates the effectiveness of established policy and procedures and recommends improvements; provides liaison for PHS with the Office of the Secretary, other Government agencies, and the private sector.

*Under the title and statement for the Office of Organization and Management Systems (HAU2), after the title for the Division of Systems Management and Improvement (HAU ), delete "forms, and" in item #4 and delete "(a) PHS forms;" in item (6) and restate the remaining items as (a) through (f) in item (6).*

*Under Chapter HA, Section HA-30, Delegations of Authority, add the following:*

All delegations and redelegations of authority to officers and employees of the OASH which were in effect immediately prior to the effective date of this changes will be continued in effect in them or their successors, pending further redelegations, provided they are consistent with these changes.

Dated: April 30, 1995.

**Anthony L. Itteilag,**

*Deputy Assistant Secretary for Health (Management and Budget).*

[FR Doc. 95-11358 Filed 5-8-95; 8:45 am]

BILLING CODE 4160-17-M

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**Office of Policy Development and Research**

[Docket No. N-95-3919; FR-3913-N-01]

**Notice of Submission of Proposed Information Collection to OMB**

**AGENCY:** Office of Policy Development and Research, HUD.

**ACTION:** Notice.

**SUMMARY:** The proposed information collection requirement described below has been submitted to the Office of Management and Budget (OMB) for expedited review, as required by the Paperwork Reduction Act. The Department is soliciting public comments on the subject proposal.

**ADDRESSES:** Interested persons are invited to submit comments regarding this proposal. Comments must be received within seven (7) working days from the date of this Notice. Comments should refer to the proposal by name and should be sent to: Joseph F. Lackey, Jr., OMB Desk Officer, Office of Management and Budget, New Executive Office Building, Washington, DC 20503.

**FOR FURTHER INFORMATION CONTACT:** Kay F. Weaver, Reports Management Officer, Department of Housing and Urban Development, 451 7th Street, SW, Washington, D.C. 20410, telephone no. (202) 708-0050. This is not a toll-free number. Copies of the proposed forms and other available documents submitted to OMB may be obtained from Ms. Weaver.

**SUPPLEMENTARY INFORMATION:** This Notice informs the public that the Department of Housing and Urban Development has submitted to OMB, for expedited processing, and information collection package with respect to the Youth Apprenticeship Program Participant Information Form. HUD is requesting a 7-day OMB review of this information collection.

The Youth Apprenticeship Program (YAP) is funded under the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act for 1994. The program provides funding to eight public housing authorities (PHAs) that have previously been awarded grants under the HOPE VI program. The purpose of YAP is to provide training, apprenticeship, and employment for youth living in qualified public and assisted housing through the collaborative efforts of Youth Corps and joint labor management organizations.

Of the \$10 million appropriated to YAP in fiscal year 1994, \$250,000 was set aside by Congress to be used for an evaluation of the program.

The planned evaluation for this program has two principal components—(1) Site specific process evaluation; and (2) participant tracking. The first component will involve interviews with Housing Authority, Youth Corps, and apprenticeship organizations at each of the sites to collect initial performance and planning information. The second component, participant tracking, would use the Youth Apprenticeship Program Participation Information Form to collect information about individuals at four phases of the program:

1. Beginning of Youth Corps component.
2. End of Youth Corps/Pre-employment training.
3. Beginning of apprenticeship.
4. Annually during apprenticeship.

A final evaluation of YAP is planned in three to five years using the data collected from the reporting forms as well as additional on-site visits.

The Department has submitted the proposal for the collection of information, as described below, to OMB for review, as required by the Paperwork Reduction Act (44 U.S.C. Chapter 35):

- (1) the title of the information collection proposal;
- (2) the office of the agency to collect the information;
- (3) the description of the need for the information and its proposed use;
- (4) the agency form number, if applicable;
- (5) what members of the public will be affected by the proposal;
- (6) how frequently information submission will be required;
- (7) an estimate of the total number of hours needed to prepare the information submission including numbers of respondents, frequency of response, and hours of response;
- (8) whether the proposal is new or an extension, reinstatement, or revision of an information collection requirement; and
- (9) the names and telephone numbers of an agency official familiar with the proposal and of the OMB Desk Officer for the Department.

**Authority:** Section 3507 of the Paperwork Reduction Act, 44 U.S.C. 3507; Section 7(d) of the Department of Housing and Urban Development Act, 42 U.S.C. 3535(d).

Dated: April 21, 1995.

**Lawrence L. Thompson,**

*General Deputy Assistant Secretary, Office of Policy Development and Research.*

**Notice of Submission of Proposed Information Collection to OMB**

*Proposal:* Information Collection

Associated with the Youth

Apprenticeship Program.

*Office:* Office of Policy Development and Research.

*Description of the Need for Information and its Proposed Use:* This information collection is required in connection with the Youth Apprenticeship Program (YAP). The

YAP is providing funding to eight public housing authorities (PHAs) that were previously awarded grants under the HOPE VI program. The purpose of YAP is to provide training, apprenticeship, and employment for youth living in qualified public and assisted housing through the collaborative efforts of Youth Corps and joint labor management organizations. This information request would be used for local management and national evaluation purposes. It would require grantees to collect information about individuals at four phases of the program:

1. Beginning of Youth Corps component.

2. End of Youth Corps/Pre-employment training.

3. Beginning of apprenticeship.

4. Annually during apprenticeship.

A final evaluation of YAP is planned in three to five years using the data collected from the reporting forms as well as additional on-site visits.

*Form Number:* None.

*Respondents:* Participants and managers in the Youth Apprenticeship Program.

*Frequency of Submission:* 5 times.

*Reporting Burden:*

Form	Respondents	No. of respondents	Time to complete	Frequency	Burden hours
Survey .....	Participants and managers in YAP.	366.7	30 min .....	5 times over 3 years .....	920 (184 per submit).

*Status:* New.

*Contact:* Todd M. Richardson, HUD, (202) 708-0574, Joseph F. Lackey, Jr., OMB, (202) 395-7316.

**Part A—Justification**

*Introduction*

The Youth Apprenticeship Program (YAP) is funded under the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act for 1994. The Youth Apprenticeship Program is providing funding to eight public housing authorities (PHAs) that have been awarded grants under the HOPE VI program. The purpose of YAP is to provide training, apprenticeship, and employment for youth living in qualified public and assisted housing through the collaborative efforts of Youth Corps and joint labor management organizations. Of the \$10 million appropriated to YAP in fiscal year 1994, \$250,000 was set aside by Congress to be used for an evaluation of the program.

The planned evaluation for this program has two principal components—(1) site specific process evaluation; and (2) participant tracking. The first component will involve interviews with Housing Authority, Youth Corps, and apprenticeship organizations at each of the sites to collect initial performance and planning information. The second component, participant tracking, would require grantees to collect information about individuals at four phases of the program:

1. Beginning of Youth Corps component.

2. End of Youth Corps/Pre-employment training.

3. Beginning of apprenticeship.

4. Annually during apprenticeship.

A final evaluation of YAP is planned in three to five years using the data collected from the reporting forms as well as additional on-site visits. This request for OMB approval focuses on the second component, which would use the Youth Apprenticeship Program Participant Information Form.

**A1.0 Circumstances That Make the Collection of Information Necessary**

The Youth Apprenticeship program is a unique program that brings together housing authorities, the Youth Corps, and labor management organizations to provide public housing youth the skills and experience believed to be necessary for long-term employment success. Under this program an agreement must be executed by the PHA, an established Youth Corps, a local labor union and a multiemployer association.

Youth Corps, an organization certified by the National Association of Service and Conservation Corps, provides participants with 6- to 12-month structured adult-supervised work and learning experiences and promotes the development of life and employment skills. The labor management organizations, made up of employers and their employees who are represented by a collective bargaining agent, will operate or administer an apprenticeship and/or job training program. The youth participants live in subsidized housing at or near a distressed HOPE VI public housing site. This program brings together job skills,

job experience, and job connections into a single program.

The Youth Apprenticeship Program Participation Information Form will provide the tracking information on participant progress during the youth corps and apprenticeship that are vital to identifying the outcomes of this program.

**A2.0 How and By Whom the Data Will Be Used**

**A2.1 Purpose of the Data Collection**

The purpose of the data collection is to allow HUD and the grantees to track participant progress in the Youth Apprenticeship Program. The Youth Apprenticeship Program Participation Information Form will provide the ongoing information needed to assess the impacts of the program on the participants.

**A2.2 Consequences If the Information Was Not Collected**

Congress has appropriated \$250,000 specifically for the evaluation of this \$10 million demonstration program. YAP represents a unique opportunity to bring together the organizations that house low-income individuals (PHAs), the organizations that provide job training (Youth Corps), skilled trade unions, and employers. If this tracking information is not collected, this opportunity to assess the impact of a job training to job opportunity program for individuals from extremely distressed neighborhoods will be lost.

**A3.0 Use of Improved Information Technologies**

Improved information technology has been incorporated wherever feasible to

reduce the data collection burden. HUD is currently developing software so that grantees in the YAP program could collect this tracking information directly on computer. The software is also intended to provide useful participant progress information for the grantees.

#### A4.0 Efforts to Identify Duplication

HUD's Multi-Family Tenant Characteristics (MTCS) database will be used to observe household change for participants in this program. However, specific data about the participants and their progress in the program would only be available through the Youth Apprenticeship Program Participation Information Form

#### A5.0 Why Similar Already-Available Data Cannot Be Used

There are no similar already-available data about the participants of this program.

#### A6.0 Effort to Minimize the Burden for Small Entities

HUD is developing software to ease the data collection burden on the Youth Corps grantees. HUD will also provide technical assistance to the grantees to ease the burden of data collection start-up.

#### A7.0 Consequences of Less Frequent Data Collection

Data are planned to be collected at four different phases of the YAP program:

1. Beginning of Youth Corps component.

2. End of Youth Corps/Pre-employment training.

3. Beginning of apprenticeship.

4. Annually during apprenticeship.

The first phase, the beginning of the youth corps, is the critical baseline data needed from which to measure all interventions. The second phase, immediately following the youth corps component, identifies the youth corps activities and participant progress. The third phase, the beginning of the apprenticeship, collects basic data about the intended apprenticeship. Finally, the fourth phase will capture participant progress each year during the apprenticeship and note the circumstances a participant leaves the program. Less frequent data collection would lose important parts of the story. Each phase of the data collection is targeted to the points in time the program makes a major change.

#### A8.0 Circumstances Requiring Deviation from Guidelines in 5 CFR 1320.6

No deviation from the Guidelines in 5 CFR 1320.6 will be required for this data collection.

#### A9.0 Consultants Outside of the Agency

HUD requested comment on a draft of the reporting form from: the National Association of Service & Conservation Corps; Reno, Cavanaugh & Hornig; the Bureau of Apprenticeship and Training, U.S. Department of Labor; seven of the grantees. Comments were received from:

- the Bureau of Apprenticeship and Training, U.S. Department of Labor;
- Atlanta Youth Corps;
- Housing Authority of the City of Los Angeles;
- Seattle Housing Authority;
- Housing Authority of the City of Atlanta; and
- Civic Works—Baltimore's Youth Service Corps.

HUD considered the comments of each of these organizations and revisions were made reflecting most of their comments.

#### A10.0 Arrangements and Assurances Regarding Confidentiality

As part of the technical assistance component of this data collection effort, HUD will train the organizations collecting the data on maintaining confidentiality. These data, however, will be available to the program managers to assess individual participant progress. For all other purposes, data will only be presented in an aggregate form to assure the confidentiality of individual participants.

#### A11.0 Sensitive Questions

Some of the categories under "Barriers to employment or higher paying jobs" may be sensitive for some respondents. The question, however, provides important baseline information on factors believed to have an impact on individuals ability to obtain a job or improve their job situation. Individuals can choose not to report an item they find too personal.

#### A12.0 Estimated Costs to the Federal Government

The costs for this data collection are included in (1) the grants to the Housing Authorities (approximately \$3,000 each), (2) the software development, and (3) the technical assistance. The estimated cost to the Federal Government is approximately \$174,000.

#### A13.0 Respondent Burden

Each of the eight grantees will have approximately 50 participants in the program. Different phases of the form will have to be completed approximately 6 times for each participant throughout the program. The form should take approximately 30 minutes to administer. Each phase is likely to lose some participants for one reason or another. For estimation purposes, we will use a 5 percent loss at each phase.

Phase 1=400 participants @ 30 minutes=200 hours

Phase 2=400 participants @ 30 minutes=200 hours

Phase 3=380 participants @ 30 minutes=190 hours

Phase 4.1=380 participants @ 30 minutes=190 hours

Phase 4.2=360 participants @ 30 minutes=180 hours

The total respondent burden for this request is estimated to be 920 hours.

#### A14.0 Reasons for Change in Burden

Not applicable.

#### A15.0 Tabulation Plans, Statistical Analysis, Study Schedule and Publication

Baseline data from phase 1 will be aggregated and tabulated as part of the process and planning assessment conducted during the Youth Corps phase of the YAP. A report will be produced based on this analysis. During each phase, the grantees will have modules built into their data collection software that will allow them to look at different cross sections of their participants and over time assess individual and aggregate performance. HUD will collect and analyze the national data at each phase. After 3 to 5 years, HUD plans to use the data along with site visits to conduct an in depth evaluation on the preliminary success of the program.

### Part B—Sampling and Response

The purpose of the Youth Apprenticeship Program Participation Information Form is to track all program participants over time to determine the impact of the Youth Apprenticeship Program on each participant.

#### B1.0 Potential Respondent Universe

All participants in the Youth Apprenticeship Program at the eight housing authorities.

#### B2.0 Statistical Methods

#### B2.1 Stratification and Sampling Plans

No stratification or sampling plan is necessary, all participants will be included.

**B3.0 Methods to Maximize Response Rates**

The form will be administered by the organizations managing the program. In order to achieve a high response rate, the form will be filled out in one-on-one discussion between the grantee and the participant. Because (1) participants are required to be in the office for the YAP program and (2) the information required is similar to many job applications, grantees should have little difficulty gaining cooperation from the participants.

**B4.0 Results of Pre-Testing**

No pre-testing was conducted. However, numerous practitioners provided comment.

**B5.0 Statistical Consultations and Information Collection Agents****B5.1 Consultation on the Statistical Aspects of the Design****B5.2 Information Collection Agents**

All information for this form will be collected by the YAP grantees. Instructions and technical assistance will be provided by HUD or a contractor it designates.

**BILLING CODE 4210-62-M**

## Youth Apprenticeship Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval Number (expires ??/??/95)

## COMPLETE THIS SECTION EACH TIME THE FORM IS COMPLETED

Date Form Completed (mm/dd/yy):

Phase:  1-Intro  2-End Corps  3-Appr Intro  4-Appr Ann

Name of PHA:		PHA Contact Person (Last, First):			Phone:
Last Name of Participant	First Name	Middle	Date of Birth m/d/y	Sex (M/F)	Social Security Number
Street Address					Apt
City	State	Zip Code	Phone	Emergency Contact Person	Contact phone
Participants's Approximate Total Income in Last 12 Months  \$ _____	Participant's Source(s) of Income Last 12 Months (check all that apply)  <input type="checkbox"/> Wage <input type="checkbox"/> SSI <input type="checkbox"/> Unemployment Benefit <input type="checkbox"/> AFDC <input type="checkbox"/> General Assistance <input type="checkbox"/> child support <input type="checkbox"/> Own Business <input type="checkbox"/> stipend <input type="checkbox"/> other _____				Number of Own Children: _____ Number of children that live with participant: _____  Number of Total Persons in Household: Number of persons in household that work: Is participant head of household: <input type="checkbox"/> Yes <input type="checkbox"/> No  Is the participant covered by Health Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Who is covered? <input type="checkbox"/> self <input type="checkbox"/> self and own children <input type="checkbox"/> self and other family members
Non-cash benefits received last 12 months (check all that apply)  <input type="checkbox"/> Food Stamps <input type="checkbox"/> Medicaid  <input type="checkbox"/> Other _____					

## PHASE 1: TO BE COMPLETED AT TIME OF ENROLLMENT IN YOUTH CORP PHASE OF PROGRAM

Date Participant First Entered Youth Corps (mm/dd/yy):

Was participant in youth corps before YAP?  Yes  No

Name of Youth Corps:	Youth Corps Contact Person (Last, First):	Phone:
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How did participant learn of program:  Newspaper  Flyer  Friend/Neighbor  Family  meeting  other \_\_\_\_\_

Does the participant have any previous work experience? <input type="checkbox"/> Yes <input type="checkbox"/> No	Race - mark all that apply  <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> American Ind/Alaska Native <input type="checkbox"/> Other	
Current Employment Status: <input type="checkbox"/> Employed, Full Time <input type="checkbox"/> Employed, Part Time <input type="checkbox"/> Not employed - looking for work <input type="checkbox"/> Not employed - not looking for work	Lives in: <input type="checkbox"/> Public Housing <input type="checkbox"/> Other subsidized housing Year moved into subsidized housing _____	
If employed, current hourly wage rate: \$ _____	If employed, number of months employed in current job: _____ months	Education - Highest grade completed (mark only 1)  <input type="checkbox"/> less than 9th grade <input type="checkbox"/> 9th to 12th grade, no diploma <input type="checkbox"/> High School graduate <input type="checkbox"/> GED <input type="checkbox"/> some college <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree or above
Highest hourly wage ever earned:  \$ _____	If ever employed, longest period of time held a job:  months	Other Education  <input type="checkbox"/> vocational or job training program <input type="checkbox"/> other _____ <input type="checkbox"/> none
Number of weeks unemployed during the prior 26 weeks: _____	Unemployment compensation status:  <input type="checkbox"/> Claimant <input type="checkbox"/> Exhausted <input type="checkbox"/> No	Currently enrolled and attending school  <input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes, attending <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Barriers to employment or higher paying job (indicate all that apply):  Pregnant  Homeless  Lack of training or job skills Limited English Language Proficiency  Ex-offender  Lack of child or dependent care  Lack of transportation  Substance Abuse Lack of money for expenses  Physical Disability  Mental Disability  Other (specify) \_\_\_\_\_

**PHASE 2: POST YOUTH CORPS PARTICIPATION INFORMATION - TO BE COMPLETED AT END OF YOUTH CORPS AND OTHER TRAINING**

Date Youth Corp component completed (mm/dd/yy):	(If applicable) Date pre-apprentice training completed (mm/dd/yy):
<b>Primary Youth Corps Activities of Participant</b> (check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> cut and improve trails, plant trees, other nature/landscaping related activities</li> <li><input type="checkbox"/> restore recreational facilities or other activities relating to repair of community facilities</li> <li><input type="checkbox"/> disaster assistance</li> <li><input type="checkbox"/> housing rehabilitation</li> <li><input type="checkbox"/> recycling</li> <li><input type="checkbox"/> direct service to children, elderly, or other vulnerable population</li> <li><input type="checkbox"/> staff for community events (blood drives, parades,...)</li> <li><input type="checkbox"/> staff assistance for a community organization</li> <li><input type="checkbox"/> other _____</li> </ul>	
How many projects has this participant worked on as part of their youth corps participation? _____	
Youth Corps Stipend Start:\$ _____ per week End:\$ _____ per week Total Number of Months in Youth Corps Program: _____ Average number of hours per week: Percent of time spent in class: _____ % Percent of time spent working on-site: _____ %	
Program Outcome <ul style="list-style-type: none"> <li><input type="checkbox"/> Graduated from Youth Corps</li> <li><input type="checkbox"/> Left voluntarily</li> <li><input type="checkbox"/> Failed to complete related classroom instruction course(s)</li> <li><input type="checkbox"/> Was asked to leave</li> <li><input type="checkbox"/> Left because essential service was unavailable:(specify) _____</li> <li><input type="checkbox"/> Other _____</li> </ul>	
Date participant left program (mm/yy): _____	

**Other Training Received During Youth Corps or Before Apprenticeship**

Mark the type of training the participant received during the time they have been in the program:

<u>Academic</u>	<u>Job Skills</u>	<u>Life Skills</u>
completed?	completed?	completed?
<input type="checkbox"/> Math <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Reading <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Language <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Carpentry <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Plumbing <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Electrical <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Landscaping <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Attended High School <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> received diploma <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> GED training <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> received GED <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Post-secondary courses <input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> Sex Education/Family Planning <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Parenting Skills <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Leadership Skills <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Job Interview Skills <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Job Search Skills <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Job Retention Skills <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Financial/Budgeting Skills <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> Conflict Resolution Skills <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Were any assessment tools used to indicate change in individual's academic skills?  Yes  No

If yes, was any improvement shown?  yes  no

Explain \_\_\_\_\_

**Supportive Services Received**

<input type="checkbox"/> Alcohol/Substance Abuse Counseling	<input type="checkbox"/> Case Management/Counseling
<input type="checkbox"/> Transportation	<input type="checkbox"/> Mentoring
<input type="checkbox"/> Health Services	<input type="checkbox"/> Child Care/Dependent Care

Other \_\_\_\_\_

**PHASE 3: TO BE COMPLETED AT BEGINNING OF APPRENTICESHIP**

Date Apprenticeship Began (mm/dd/yy): \_\_\_\_\_

Labor Organization Name	Contact (Last, First)	Management Org. Name	Contact (Last, First)
Professional Mentor (Last, First)	Professional Mentor Trade(s)	Phone	

Type(s) of trades to be taught:

- Carpentry
- Management
- Plumbing
- Finance
- Electrical
- Computer Repair
- Landscaping
- Computer Programming
- General Maintenance
- Secretarial
- Asbestos Removal
- Lead Based Paint Removal
- Other \_\_\_\_\_

What is the highest wage possible for this apprenticeship?

\$ \_\_\_\_\_ per \_\_\_\_\_

What is the Beginning Pay?

\$ \_\_\_\_\_ per \_\_\_\_\_

What is the length of the apprenticeship (in months)?

**PHASE 4: TO BE COMPLETED ANNUALLY DURING APPRENTICESHIP UNTIL Participant COMPLETES PROGRAM**Is the participant still in the apprenticeship program?  Yes  No**If Still In Apprenticeship Program**

Type(s) of trades learned/practiced in the past 12 months:

- |  |   |
|--|---|
| <input type="checkbox"/> Carpentry           | <input type="checkbox"/> Management               |
| <input type="checkbox"/> Plumbing            | <input type="checkbox"/> Finance                  |
| <input type="checkbox"/> Electrical          | <input type="checkbox"/> Computer Repair          |
| <input type="checkbox"/> Landscaping         | <input type="checkbox"/> Computer Programming     |
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Secretarial              |
| <input type="checkbox"/> Asbestos Removal    | <input type="checkbox"/> Lead Based Paint Removal |

 Other \_\_\_\_\_Did the participant demonstrate skill improvement compared with the previous year?  Yes  No

If yes, which trades did they show improvement?

- |  |   |
|--|---|
| <input type="checkbox"/> Carpentry           | <input type="checkbox"/> Management               |
| <input type="checkbox"/> Plumbing            | <input type="checkbox"/> Finance                  |
| <input type="checkbox"/> Electrical          | <input type="checkbox"/> Computer Repair          |
| <input type="checkbox"/> Landscaping         | <input type="checkbox"/> Computer Programming     |
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Secretarial              |
| <input type="checkbox"/> Asbestos Removal    | <input type="checkbox"/> Lead Based Paint Removal |

 Other \_\_\_\_\_

What is the Current Pay? \$ \_\_\_\_\_ per \_\_\_\_\_

Average hours worked per week?

During the past 52 weeks, how many weeks was the participant without work/unemployed? \_\_\_\_\_ weeks

What supportive service in the last year has the participant received?

- |   |
|---|
| <input type="checkbox"/> None                               |
| <input type="checkbox"/> Alcohol/Substance Abuse Counseling |
| <input type="checkbox"/> Case Management/Counseling         |
| <input type="checkbox"/> Transportation                     |
| <input type="checkbox"/> Health Services                    |
| <input type="checkbox"/> Child Care/Dependent Care          |
| <input type="checkbox"/> Other _____                        |

Overall Level of Participation in apprenticeship:

- |   |
|---|
| <input type="checkbox"/> High, participated in most functions   |
| <input type="checkbox"/> Medium, participated in some functions |
| <input type="checkbox"/> Low, participated in few functions     |

Current Status

- |   |
|---|
| <input type="checkbox"/> Acceptably progressing |
| <input type="checkbox"/> On probation           |

**If No Longer In Apprenticeship Program**

Reason for leaving:

- |   |   |
|---|---|
| <input type="checkbox"/> Graduated from Apprenticeship program                      | <input type="checkbox"/> Management           |
| Achieved journeyman status? <input type="checkbox"/> Yes                            | <input type="checkbox"/> Finance              |
| <input type="checkbox"/> Left voluntarily   | <input type="checkbox"/> Computer Repair      |
| <input type="checkbox"/> Failed to complete related classroom instruction course(s) | <input type="checkbox"/> Computer Programming |
| <input type="checkbox"/> Was asked to leave: (reason)                               | <input type="checkbox"/> Secretarial          |
| <input type="checkbox"/> Lead Based Paint Removal                                   |   |

 Left because essential service was unavailable:(specify) Other \_\_\_\_\_

Date of termination (mm/yy): \_\_\_\_\_

Total Number of Months in Apprenticeship: \_\_\_\_\_

Type(s) of trades learned/practiced during overall apprenticeship:

- |  |   |
|--|---|
| <input type="checkbox"/> Carpentry           | <input type="checkbox"/> Management               |
| <input type="checkbox"/> Plumbing            | <input type="checkbox"/> Finance                  |
| <input type="checkbox"/> Electrical          | <input type="checkbox"/> Computer Repair          |
| <input type="checkbox"/> Landscaping         | <input type="checkbox"/> Computer Programming     |
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Secretarial              |
| <input type="checkbox"/> Asbestos Removal    | <input type="checkbox"/> Lead Based Paint Removal |

 Other \_\_\_\_\_

Overall Level of Participation in apprenticeship:

- |   |
|---|
| <input type="checkbox"/> High, participated in most functions   |
| <input type="checkbox"/> Medium, participated in some functions |
| <input type="checkbox"/> Low, participated in few functions     |

What is the participant's current employment status:

- |                                   |                                     |  |
|-----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Unemployed | <input type="checkbox"/> Unknown/Other |
|-----------------------------------|-------------------------------------|--|

If employed, in what type of job is the participant employed?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> construction laborer | <input type="checkbox"/> skilled construction trade | <input type="checkbox"/> construction management |
|---|---|--|

 property maintenance  other (specify): \_\_\_\_\_

If not employed, the reason why:

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> continuing education | <input type="checkbox"/> health |
|---|---------------------------------|

 lack of transportation  other (specify): \_\_\_\_\_