

April 22, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE 04-29
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Announcement of the 2005 Recognition of Excellence

1. Purpose. To inform the Job Corps community of the nomination process for the Employment and Training Administration's (ETA) 2005 Recognition of Excellence honorees.
2. Background. Last year, ETA established an initiative to recognize high-performance employment and training-related programs, and superior or improved system performance by entities administering and partnering with ETA-funded programs. The Recognition of Excellence provides an opportunity to honor programs that have achieved commendable outcomes and can be replicated throughout the workforce investment system.

The honorees will be showcased at the 2005 Workforce Innovations Conference, scheduled for July 11-13 in Philadelphia, Pennsylvania. This Conference is the nation's premier employment and training conference, with thousands of workforce investment professionals from across the country in attendance. Honorees will be recognized during a plenary session. All winners will receive engraved commemorative symbols and three free conference registrations. Two additional honorees in each category will receive plaques and one free registration for Workforce Innovations.

Winners in five separate categories will be recognized:

- a. Educating America's 21st Century Workforce
- b. Building an Industry/Business Driven Workforce Investment System
- c. E3 Partnerships

- d. Recognizing Special Populations in the Workforce
- e. Serving Out-of-School Youth

Job Corps centers are specifically mentioned as eligible to submit nominations for the “Serving Out-of-School Youth” category. Job Corps centers that creatively partner with businesses and industries, utilizing a demand-driven approach to match employers who need workers with young people who need jobs are encouraged to apply. The Recognition of Excellence nomination will provide Job Corps the opportunity to be recognized within the larger ETA system for the outstanding workforce solutions it has developed in collaboration with business, industry and other partners in workforce and economic development to address the education, training and hiring challenges facing out-of-school youth.

Centers interested in applying for this prestigious award should highlight the innovative efforts that the center has developed, along with its network of partners, to demonstrate positive performance outcomes in the areas of placement, retention, earnings and credentials obtained.

The National Office of Job Corps has asked LRG, Inc. to coordinate the collection of nomination information and to ensure final nominations meet all criteria and highlight the best examples of innovative and demand-driven approaches that demonstrate positive results for Job Corps youth. The online application process is very rigorous. Nomination instructions are contained in Attachment A. The review by LRG will guarantee that required information is completed prior to final submission.

The criteria for selection are specific and include five areas:

- a. Innovative – Describe how the Job Corps partnership program approach is innovative and creative compared to traditional approaches. Identify innovations that show that Job Corps connects with business, community organizations and public and higher education systems to prepare out-of-school youth for career opportunities in high growth job sectors of the 21st century.
- b. Collaboration – Describe how the Job Corps partnership program utilizes linkages with business, community colleges, high schools, community and faith-based organizations or other non-traditional education and training programs. Explain how the partnership promotes educating youth in self-sustaining jobs
- c. Performance Outcomes – Describe how the partnership efforts improve the placement, earnings, retention or issuance of credentials for Job Corps students. Describe how performance goals are established and how they relate to overall Job Corps performance goals.

d. Linking Services to Demand Occupations, Economic Development and Community Benefit – Describe how the Job Corps partnership initiative links to businesses or higher education to prepare students for 21st century career opportunities with skills necessary to succeed in high-growth job sectors.

e. Replicability – Describe how the Job Corps partnership program can be replicated for others; provide tools or resources that enable the model to be replicated and/or provide documentation or findings that can be utilized by others.

Each of the five areas must be covered in detail for inclusion in the final nomination. For additional information on the criteria, visit www.doleta.gov/roe. The nominated partnership program must have been in operation for 12 months and at some time within the last two program years (from July 2003 to present).

3. Action. A **Recognition of Excellence 2005 Narrative** (Attachment B) format is included with this Notice. In order to meet the timeline for submission, nominations must be received by May 2, 2005. This completed **Narrative** should be sent by e-mail to jfortunato@lrginc.com.

LRG will review nominations to ensure the five criteria are met and other required information is included in the recommendation. LRG will return all nominations meeting requirements to the originator via email by May 9, 2005.

The originator should be the person with the knowledge and authority to submit the application and represent the program (e.g., Center Director, Deputy Director, Corporate staff, Project Manager).

The final nomination must be completed online at www.doleta.gov no later than May 12, 2005 at 2 p.m. E.D.T. Recognition of Excellence 2005 Nomination Instructions are included with this Notice. The submission process will require the person entering the nomination register for a user name and password in advance. Completion of the online application will take approximately 1 hour. All required information will be completed in advance on the attached Form and the narrative section should be pasted from the word processing document into the online application.

Once the application is submitted, a signature form will be returned via email. The originator (Center Director, Deputy Director, Corporate staff, Project Manager) must sign the document and return it to ETA via fax at 202-693-3667 before 5 p.m. on May 12.

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Notice should be addressed to Tessa Hale at (202) 693-3878 or HaleTessa@dol.gov or Janice Fortunato at 703-548-8535 or jfortunato@lrginc.com.

Attachments

- A. Recognition of Excellence Nomination Instructions for Online Submission
- B. Recognition of Excellence 2005 Narrative