

May 13, 2009

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 08-45
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: American Recovery and Reinvestment Act

1. Purpose. To provide the Job Corps community with an overview of Job Corps' plan for use of \$250 million in economic stimulus funds received through the American Recovery and Reinvestment Act (Recovery Act) of 2009 (www.recovery.gov), and to initiate ongoing communication with program leaders regarding the use and reporting of these funds. The allocation plan for Job Corps' Recovery Act funds has been approved by the Secretary of Labor and the Office of Management and Budget (OMB).

2. Background. In compliance with the requirements and spirit of the Recovery Act, Job Corps has identified two primary uses for the Recovery Act funds. Our overarching goals are:

- a. To create jobs and stimulate economic activity across the nation through construction and rehabilitation of Job Corps centers. Job Corps will fund shovel-ready projects that immediately stimulate the economy through job growth in center communities.
- b. To support the Administration's priority of environmental stewardship through:
 - (1) development of green-collar job training; and
 - (2) incorporation of energy-efficient practices in Job Corps facilities and center culture.

3. Plan Overview. Following is a summary of how the \$250 million in Recovery Act funds will be allocated:

a.	Construction, Rehabilitation, and Acquisition (CRA)	\$211,646,333
	(1) Includes Renewable Energy Projects	
b.	Operations	\$ 35,853,667
	(1) Education Services	
	(2) Technology and Performance	
	(3) Outreach	
	(4) Fleet Efficiency	
	(5) Center Green Incentive Projects	
c.	Program Administration	\$ 2,500,000

Job Corps will apply most of the Recovery Act funds to shovel-ready construction and rehabilitation projects, i.e., projects that have been designed and can begin construction in the next few months. In addition to an anticipated 18-month completion date, the following two criteria were used to select these projects: (1) Does the project address the most critical facility needs for Job Corps? and (2) Will the project result in immediate job growth and economic stimulation in the center community?

Note that not every center will receive Recovery Act funds as part of the allocation for construction. However, all centers are eligible to receive other Recovery Act funds for the greening of Job Corps career technical programs, information technology upgrades, or green incentive projects. Allocating Recovery Act funds to shovel-ready projects will provide more flexibility in funding other construction projects through regular CRA funds.

The National Office of Job Corps is in the process of modifying contracts and soliciting small-business and competitive bids for the construction work. No construction contracts have yet been executed.

Breakdown of the allocation totals given above:

a.	Construction, Rehabilitation, and Acquisition (CRA)	
	(1) Ottumwa	\$ 29,000,000
	(2) St. Louis	\$ 15,000,000
	(3) Gerald Ford	\$ 23,000,000
	(4) Los Angeles	\$ 82,000,000
	(5) Renewable Energy Projects	\$ 4,000,000
	Includes solar project, pellet boilers, and wind turbines at select centers	
	(6) Pre-identified Center Projects	<u>\$ 58,646,333</u>
	Total	\$211,646,333

b. Operations

- (1) Education Services \$ 9,967,000

Job Corps' Recovery Act plan identifies three primary objectives in the area of education services:

- (a) enhance and refocus career technical training programs to incorporate green technologies training;
- (b) expand existing green career technical training programs and training slots; and
- (c) develop and initiate new career technical training programs for emerging occupations in the green economy.

In addition, Job Corps has identified three industry sectors as priority areas for the "greening" initiative: manufacturing, automotive, and construction. The greening of Job Corps will extend well beyond the 18-month lifespan of the stimulus funds. The initiative is consistent with the Job Corps New Vision, encompassing an ongoing transformation of the program toward a standards-based education and training system that offers industry-recognized credentials and certifications for students, staff, and programs.

- (2) Technology and Performance \$ 13,886,667

Job Corps will dedicate a portion of the stimulus funds to upgrading or replacing its computers and technology infrastructure, as follows:

- (a) Student and Staff Personal Computer (PC) Replacement – Job Corps' 25,000 student and staff PCs are more than 6 years old and need to be replaced. Recovery Act funds will replace one-third of the outdated machines with more energy-efficient models.
- (b) Switch Replacement – Job Corps will replace 3,248 switches on the Job Corps local area network (LAN). The switches currently in use went out of production in February 2003. Replacing switches at Job Corps centers will increase capacity, improve performance, and enhance security.
- (c) Citrix Server Replacement – Upgrading Citrix servers will reduce power consumption by consolidation, trimming the number of servers from 184 to approximately 75. More powerful servers will also improve Citrix capacity and performance for Job Corps staff.

- (d) Web Filtering Upgrade – Job Corps will replace the current Internet filtering hardware/software across the entire Job Corps system. Purchase of a more modern platform will allow Job Corps to more effectively control Internet content access for users of the Job Corps network.
- (e) Enhance Reporting Module for Financial Management System – Enhancing the reporting functionality of Job Corps’ Financial Management System will ensure adequate tracking and reporting of stimulus-related expenditures. It will also support the accountability and transparency standards mandated for all Recovery Act funds.

(3) Outreach \$ 2,004,000

A portion of the stimulus funds will be used for outreach to internal and external audiences. The communications plan will include the following activities:

- (a) Connecting With Green Industries – Establish partnerships with green industries and associations to support training and sustainability efforts on all centers.
- (b) Training – Provide training for staff and students on green career opportunities, Job Corps’ green initiative, and the importance of sustainability.
- (c) Communications – Create communications tools for the National and Regional Offices, and develop outreach materials for use by center operators as well as Outreach and Admissions (OA) and Career Transition Services (CTS) staff.
- (d) Media – Raise awareness among employers and influencers about Job Corps’ training initiatives in green-collar careers.

(4) Fleet Efficiency \$ 5,000,000

Job Corps centers will be identified to trade existing GSA-leased vehicles for new energy-efficient carts, electric and natural gas-powered vehicles, and other energy-efficient models.

(5) Center Green Incentive Projects \$ 4,966,000

- (a) Demand Side Management – Every center will be eligible to apply for incentive awards for activities that reduce energy and water consumption or reduce waste.

- (b) Greener Center Projects – Every center will be eligible to request funds for projects to “green” their center, such as the replacement of equipment with more energy-efficient models.
- (c) Career Technical Skills Training (CTST) – In addition to program year (PY) 2009 CTST allocations, funding will be provided for center CTST projects that involve green training or green technology. Every center will be eligible to apply for funding.
- (d) Center Recognition – Every center is eligible to participate in a yearlong competition to recycle, reduce waste, or increase energy and water efficiency on center.

Total \$35,853,667

c. Program Administration \$ 2,500,000

A portion of the stimulus funds will support the oversight and monitoring functions to ensure that Job Corps has the proper resources to implement, monitor, and report on the Recovery Act plan. The legislation requires an unprecedented level of transparency and accountability, which will require Job Corps to strengthen several administrative areas to provide effective oversight of Recovery Act funds.

- (1) Temporary Personnel – A total of 12 new temporary staff members, including 9 for the Regional Offices, will support the additional oversight, monitoring, and other numerous requirements directed by OMB for implementing the Recovery Act plan.
- (2) Contractor Support – To implement the initiatives and projects outlined in the Recovery Act plan, Job Corps will need the services of several technical support contractors that will help with both construction design and engineering support services.
- (3) Oversight and Monitoring – To comply with the guidance issued by OMB concerning transparency and accountability, Job Corps must use funds to travel and monitor projects that are implemented through the Recovery Act.
- (4) Accountability and Reporting Requirements – All Recovery Act funding requires detailed reporting and accountability measures, including special Inspector General audits. Spending of all Recovery Act funds will be posted and tracked at www.recovery.gov.

It will be critical for every center operator to know whether they are receiving stimulus funds and for which projects. For example, a center may possibly have three construction projects under way at the same time, each paid from a different

funding stream (i.e., Recovery Act funds, regular CRA appropriations, or emergency funding requests). Recovery Act funds will need to be tracked and accounted for separately.

The National Office is working to minimize the impact on contractors, but everyone receiving Recovery Act funds must recognize that it will mean additional reporting and accounting procedures. We will relay the details of those requirements as soon as they are finalized.

4. Action. Although CRA-dedicated Recovery Act funds will not touch everyone, all centers are eligible to receive Recovery Act funds for the greening of Job Corps career technical programs, information technology upgrades, or green incentive projects.

The National Office will provide more technical guidance and details about the application process as soon as possible. Attached is a list of frequently asked questions about the Job Corps Recovery Act plan.

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to the appropriate National Office Division Chief, as listed below:

Construction	Maggie Carson	carson.margaret@dol.gov
Education Services	Marcus Gray	gray.marcus@dol.gov
Technology	Edward Benton	benton.edward@dol.gov
Outreach	Maria Temiquel	temiquel.maria@dol.gov
Administration	Chris Conboy	conboy.chris@dol.gov

Attachment

Job Corps American Recovery and Reinvestment Act Plan – Q and A