

February 7, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-16
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Modernization Funds for Program Years 2001 and 2002

1. Purpose. To inform the Job Corps community of the modernization funds available for Program Year 2001; to transmit procedures for the use and distribution of these funds; to initiate procedures for regional reporting of their utilization; and, to provide the Job Corps community with information on the management of modernization funding for Program Year 2002.

2. Background. Program Year 2001 is the fourth year of a 5-year provision of modernization funding. Congressional appropriation for PY 2001 includes \$10.794 million for the modernization of Job Corps vocational equipment and facilities and \$3.583 million for the upgrade of furnishings and equipment in the academic and residential areas. These funds are to assist with the continuous improvement of Job Corps's training delivery so that it meets the needs of employers and yields higher placement rates, more stable employment, and better paying jobs for students.

3. Allocation of Funds. Beginning with PY 2001, allocations will be based on modernization plans submitted by regional offices. Plans will indicate a regional strategy for distribution of funds and will include the following:

- a. A listing of regional priorities for academic/residential, vocational equipment, and vocational facility funding;
- b. A brief description of how funding will be utilized; and,
- c. A time line for expenditures associated with the projects.

Please note that PY 2001 Modernization Funds must be expended by June 30, 2002.

4. Guidelines for Vocational Equipment/Facilities Funding. While regional offices have wide discretion in distributing funds to centers, Job Corps has the following overall requirements:

- a. Within the limits of this funding, regional offices should give first priority to centers **replacing poor performing vocations** with those that show solid opportunities for long-term employment and career growth based on local LMI and employer input. Industry Councils must play a key role in the selection and replacement of vocational offerings, and provide well-informed input in these decisions.
- b. By congressional mandate, funds may not be shifted between vocational equipment and vocational facilities categories. Vocational equipment funding must be spent on such things as vocational training equipment and technology, vocational furnishings, staff training related to the acquisition of new equipment and technology, and other related training materials that will upgrade vocational offerings.
- c. All vocational facility modifications must comply with current PRH Vocational Skills Training (VST) and facility rehabilitation guidelines. Prior to construction, regional offices shall submit all facility modification projects valued over \$25,000 for review and approval to: **U. S. Department of Labor, Office of Job Corps, Division of National Program Support, 200 Constitution Ave. N.W., Room N-4463, Washington, DC 20210.**

Facility funds shall not be used for items already funded in the facility survey or through other means, such as VST project funding and regular operations/maintenance items. Likewise, equipment funds shall not be used for items already funded from other resources.

- d. Except for those changes involving National Training Contractors (NTCs), authority to approve vocational changes and related equipment/facility upgrades will reside with the regional offices. Consequently, expected vocational changes need to be incorporated into the needs assessment and plan preparation conducted at the regional level, each year.

If vocational changes involve NTCs, the national office will need to approve the changes before related equipment/facility funds are authorized by the regional office and provided to the center. **All approved vocational changes, including those involving NTCs, must be reported for Center Information System (CIS) credit approval to the Job Corps Data Center, and for information purposes to the national office at: U. S. Department of Labor, Office of Job Corps, Division of National Program Development, 200 Constitution Ave. N.W., Room N-4463, Washington, DC 20210.**

5. Reporting Format and Requirements. Regional offices shall submit **Regional Summary Modernization Progress Reports** to the national office that provide the National Director with updated information on the expenditure of the funds and the results. Regional Modernization Progress Reports will include a narrative that provides an update of each project funded through modernization funding. For PY 2001, regional offices will submit **Regional Summary Modernization Progress Reports** by August 30, 2002. All funds must be expended by the end of each program year.

6. Action.

a. Center responsibilities:

For PY 2001

- (1) Fill out and send the final Center Modernization Progress Report for PY 2001 to the regional office by the region's designated date.

For PY 2002

- (2) Submit a plan addressing vocational, academic and residential needs for the utilization of the modernization funds to the regional director by the region's designated date.
- (3) Fill out and send Center Modernization Progress Reports for PY 2002 to the regional office by the region's designated date.

b. Regional responsibilities:

For PY 2001

- (1) Provide centers with due dates for submission of the final Center Modernization Progress Reports for PY 2001.
- (2) Submit the final **Regional Summary Modernization Progress Reports** for PY 2001 to the National Office by August 30, 2002.

For PY 2002

- (3) Submit the regional plan for PY 2002 Modernization Funds to the National Office by August 30, 2002.
- (4) Provide centers with due dates for submission of center modernization plans and center modernization progress reports for PY 2002.

7. Expiration Date. June 30, 2003.

8. Inquiries. Questions regarding this Program Instruction should be addressed to Marcus Gray at (202) 693-3000, email to mgray@doleta.gov.

Attachments

A - Center Modernization Progress Reports

B - Regional Summary Modernization Progress Reports