

February 24, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 05-13

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

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

SUBJECT: Career Technical (Vocational) Training Funds for Program Year
 2005

1. Purpose. To inform the Job Corps community of available funds to support career technical training program changes and equipment needs.

2. Background. During Job Corps' 40th Anniversary workshops, in August 2005, the National Office of Job Corps outlined a vision to enable Job Corps to better meet the needs of high-growth/high-demand industries. Since that time, Job Corps has continued to move toward a more industry-driven system. Critical elements of the system include delivery of career training that is rigorous and relevant, prepares students for multiple jobs in a career path, adapts quickly to local and regional employment needs, and ensures students have the necessary academic, employability, and technical competencies.

In support of these efforts, \$3 million has been allocated to support career technical program upgrades, equipment needs, and, in certain cases, complete changes. In particular, the funds should:

- Promote the implementation of certification requirements.
- Support the integration of academic and industry-specific foundational skills.
- Strengthen apprenticeship, community college, and employer linkages.

Job Corps regions will dispense funds so that centers can purchase up-to-date training materials and replace missing or obsolete equipment.

3. Allocation of Resources. As in the past, \$3 million in training funds is available. As has been the previous practice, 50% of the funds (\$1.5 million) will be dispensed to the Job Corps regions based on career technical training slots. The remaining 50% will be distributed evenly among the six regions, so that each region will receive an additional \$250,000. Allocation of resources will occur as follows:

Available Program Year (PY) 2005 Funding

Regions	Training Slots	Share of National Total	Available Funds (based on slot allocations)	Available Funds (based on equal distribution)	Total Funds Available
Boston	5,758	0.137	\$205,447	\$250,000	\$455,447
Philadelphia	7,871	0.187	\$280,840	\$250,000	\$530,840
Atlanta	6,102	0.145	\$217,721	\$250,000	\$467,721
Chicago	5,695	0.135	\$203,199	\$250,000	\$453,199
Dallas	8,845	0.210	\$315,592	\$250,000	\$565,592
San Francisco	7,769	0.185	\$277,200	\$250,000	\$527,200
Totals	42,040	1.000	\$1,500,000	\$1,500,000	\$3,000,000

4. Guidelines. To support the emphasis on high-growth career training, funds will be provided to: (1) create an industry-driven system; (2) align career technical training programs with the requirements of today's high-growth occupational areas; and (3) enhance public/private partnerships designed to ensure the development of workers' skills in high-demand occupations.

While Regional Offices have discretion in distributing funds to centers, the following requirements must be met:

a. Funding will pertain strictly to training facilities, equipment, and teaching methods (including professional development). Any separate requests for facility construction or rehabilitation must be approved first by the Regional Office, and then forwarded to the National Office of Job Corps' Facilities Support Unit, to the attention of Mike O'Malley, for review and submission of recommendations to the National Director.

b. The National Office of Job Corps will need to approve any changes involving National Training Contractors (NTCs) before any related funds are authorized by the Regional Office and provided to the center.

c. For Career Technical Training program changes, Regional Directors should give first priority to centers **replacing low-performing programs** with those that have demonstrated opportunities for sustained employment and career growth based on the local market index and employer involvement. Industry Councils must also play a key role in the selection and replacement of career technical offerings and provide well-informed input in these decisions.

5. Action.

February 28, 2006 Regional Offices will provide centers with guidance for requesting training funds.

March 17, 2006 Regional Offices will submit their regional allocation plans to the National Office of Job Corps for funding. The plans must identify the center receiving funds, the amount funded, the purpose for the funds, and a description of major items purchased. (Please reference attached PY 2005 Regional Career Technical Training Funds Summary Report.)

April 3, 2006 The National Office of Job Corps will transfer funds to the Regional Offices center allocation.

June 30, 2006 Regional Offices must have obligated PY 2005 career technical training funds.

September 29, 2006 Regional Offices must submit a completed PY 2005 Regional Career Technical Training Funds Summary Report to the National Office of Job Corps (Attention: Division of Program Planning and Development) outlining how funds were expended.

6. Expiration Date. September 29, 2006

7. Inquiries. Inquiries should be addressed to Ralph DiBattista, at (202) 693-3098, or dibattista.ralph@dol.gov, or Yolanda Logan, at (202) 693-3144, or logan.yolanda@dol.gov.

Attachment