

November 30, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-15
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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

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

SUBJECT: Career Technical Training Funds for Program Year 2006

1. Purpose. To inform the Job Corps community of funds available to support Career Technical Training (CTT) program changes and equipment needs.

2. Background. Over the past year, the National Office of Job Corps has reinforced its commitment to developing a skilled workforce that meets the needs of high growth, high demand industries. It is critical that the system delivers 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 that students have the necessary academic, employability, and technical competencies.

To support the emphasis on high-growth career training, the National Office of Job Corps will provide CTT funds that will assist centers with procuring up-to-date training materials and replacing missing or obsolete equipment as well as contribute to professional development activities and certification efforts. The funds are to facilitate Job Corps' efforts to (1) create an industry-driven system; (2) align CTT 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. In particular, the funds should:

- a. Promote the implementation of certification requirements

- b. Support the integration of academic and industry-specific foundational skills

- c. Strengthen apprenticeship, community college, and employer linkages

3. Allocation of Resources. Three million dollars (\$3 million) has been allocated for CTT program upgrades, equipment needs, and in certain cases, complete CTT program changes. The CTT funds will be dispensed to the regions based on the number of CTT slots. Allocation of resources will occur as follows:

Available PY 06 Funding

Regions	Training Slots	Share of National Total	Available Funds (based on slot allocations)
Dallas	8,845	0.2104	\$631,185
Philadelphia	7,871	0.1872	\$561,679
San Francisco	7,769	0.1848	\$554,401
Atlanta	6,102	0.1452	\$435,442
Boston	5,758	0.1369	\$410,894
Chicago	5,695	0.1355	\$406,399
Totals	42,040	1.000	\$3,000,000

4. Guidelines. 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) and materials. Any separate requests for facility construction or rehabilitation must be approved first by the Regional Office, and then forwarded to the Office of the Assistant Secretary for Administration and Management (Job Corps), Attn: Mike O’Malley for review and submission of recommendations to the National Director.
- b. The National Office will approve all CTT program changes before any related funds are authorized by the Regional Office and provided to the center.
- c. In considering which CTT program changes to forward to the National Office for review, Regional Directors should give first priority to centers that are **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 CTT offerings and provide well-informed input to these recommendations.

5. Action.

January 12, 2007

Regional Offices will provide centers with guidance for requesting training funds.

February 16, 2007 Regional Offices will submit their regional allocation plans to the National Office for review and funding. The plans must identify the center(s) receiving funds, the amount requested, purpose of funds, and description of major items purchased. (Please reference Attachment A: PY 2006 Regional Career Technical Training Funds Summary Report.)

March 16, 2007 The National Office will transfer funds to the Regional Offices for center allocations.

June 29, 2007 Regional Offices must have obligated PY 2006 career technical training funds.

September 28, 2007 Regional Offices must submit a completed PY 2006 Regional CTT Funds Summary Report to the National Office (Attention: Division of Program Planning and Development) outlining how funds were expended.

6. Expiration Date. September 28, 2007.
7. Inquiries. Inquiries should be directed to Yolanda Logan at logan.yolanda@dol.gov.

Attachments

- A – PY 2006 Regional Career Technical Training Funds Summary Report (Example Template)
- B – PY 2006 Regional Career Technical Training Funds Summary Report