

April 14, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-27
--

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: Guidance for Supplemental CTST Green Project Submissions

1. Purpose. To provide guidance on submitting proposals for supplemental Career Technical Skills Training (CTST) green projects.

2. Background. On March 19, 2009, a memorandum was disseminated to the regions regarding CTST green projects. In that memorandum, it was announced that the National Office of Job Corps will set aside a portion of Construction, Rehabilitation, and Acquisition (CRA) funds to support supplemental CTST green projects. This supplemental CTST fund is available through the American Recovery and Reinvestment Act (ARRA) of 2009 and within the period specified in the ARRA. Therefore, centers will be required to monitor and report on supplemental CTST projects and funds separately from the regular CTST funds. All funds expended for supplemental green projects will be reported on www.recovery.gov in accordance with the ARRA funding regulations.

This Program Instruction provides additional guidance for submitting supplemental CTST green project proposals for consideration, and information on the monitoring and reporting requirements for approved projects.

3. Action. Centers that wish to submit proposals for supplemental CTST green projects must follow the procedure below:

- a. **Proposal Submission.**

All proposals must be received by the National Office, Attention: Marcus Gray at gray.marcus@dol.gov, Division of Educational Services, by **May 15, 2009**, with a copy to the Regional Office. Proposals must include:

- (1) Cover Memo that includes a brief description of the project detailing what makes the effort green, and its benefits to the center;
- (2) Supplemental CTST-1: Supplemental CTST Project Plan (Attachment A); and
- (3) Supplemental CTST-2: Supplemental CTST Project Proposal (Attachment B).

Only projects that can be completed by **June 30, 2010** will be considered; therefore, proposals for major rehabilitation projects should not be submitted. Projects that address existing deficiencies will be given preference. Information on CTST green project areas is provided in Attachment D.

b. Considerations.

Centers should submit green projects under a separate cover from the CTST Plan for program year (PY) 2009. This will allow the National Office to keep the funding separated and monitored appropriately, as stated in the ARRA guidance.

c. Reporting Requirements.

Centers will be required to submit monthly progress reports on approved and funded supplemental CTST green projects using the Supplemental CTST-3: Supplemental CTST Green Project Progress Report (Attachment C). Additional information on other reporting requirements and deadlines will be issued in a separate directive.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. May 15, 2009.

5. Inquiries. Inquiries should be directed to Justin Meeks at (202) 693-3826 or meeks.justin.1@dol.gov, or Elizabeth Destreza at (202) 693-8008 or destreza.elizabeth@dol.gov.

Attachments

A – Supplemental CTST-1: Supplemental CTST Green Project Plan

B – Supplemental CTST-2: Supplemental CTST Green Project Proposal

C – Supplemental CTST-3: Supplemental CTST Green Project Progress Report

D – Sample CTST Green Project Areas