



October 8, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-20
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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

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: Job Corps ARRA-Funded Electric Vehicles for Contract-Operated Centers

1. Purpose. To provide information and guidance to contract-operated centers regarding the acquisition of electric vehicles purchased with American Recovery and Reinvestment Act (Recovery Act, or ARRA) funds.
2. Background. Job Corps has identified \$5.0 million of ARRA funding to be directed to electric and electric hybrid vehicles for operation on Job Corps centers. The purpose of this effort is threefold: (1) to collectively reduce Job Corps' carbon footprint nationwide by replacing miles driven with petroleum-powered vehicles with clean, electric miles; (2) to contribute to establishing a "green culture" on Job Corps centers; (3) to pilot best uses and practices; and (4) to provide students in Job Corps automotive programs with hybrid vehicles as student training aids. Centers will each receive \$51,800 to use in purchasing electric vehicles that will best meet the needs of their centers.

Each Job Corps center operates a fleet of vehicles, including vehicles used for maintenance, security, and short-distance, on-campus driving. Many of the on-campus trips made in vehicles used for these and other purposes can be made in smaller, electric, low-speed utility vehicles (ELSUVs). Use of such vehicles is commonplace on educational campuses, parks and recreational facilities, and similar locations, and is widespread within other government agencies and municipalities. The initial acquisition of ELSUVs in Job Corps is designed to supplant some of the functions and trips of current fleet vehicles; however, the current initiative does not require that another vehicle (i.e., GSA-leased vehicle) be replaced by

an ELSUV. Instead, **centers are requested to implement ELSUV usage in a way that could ultimately enable leased-vehicle replacement**, wherever practicable.

In addition, Job Corps centers with automotive career technical training (CTT) programs will use this opportunity to acquire electric hybrid vehicles as student training aids, to provide hands-on technical training in “green” vehicle technologies.

3. Reference. Program Instruction 09-15, Reporting of ARRA-Funded Inventory for Personal Property and Fleet.

4. Action.

- a. Centers will conduct a fleet analysis and work with vendors that appear on the attached GSA schedule to acquire ELSUVs of their choice that will provide the best opportunities to meet the goals of this initiative as outlined above. Wherever possible, vendors or distributors in the state in which the center is located should be used.
- b. Centers with automotive programs will purchase electric hybrid vehicles (American-owned; see attachment), and all such purchases will occur within the state in which the center is located.
- c. To ensure that each center is able to expend all of its \$51,800 allotment, these funds may be used for all expenses related to the acquisition of electric vehicles, including purchase of vehicles, shipping and delivery costs, training on use of vehicle, and additional equipment such as batteries and supplies. Please note that based on the cost of the vehicles and the needs of your center, multiple electric vehicles may be purchased with this allotment.
- d. Close documentation of vehicle acquisitions, delivery, and all related costs will be maintained by center administration and the center fleet manager, and will total \$51,800. ELSUVs will be entered and reported monthly in the Job Corps Fleet Tracking Management System (FTMS), with the exception noted in “e” below. ELSUVs will receive Department of Labor vehicle tags upon acquisition through the Job Corps National Office, by request of the center, which will include vehicle description information.
- e. Hybrid vehicles purchased as student training aids will not be entered into the FTMS but will be entered upon receipt into the Job Corps Electronic Property Management System (EPMS) and will be considered government-owned personal property. Such vehicles will not receive Department of Labor vehicle tags, will be driven only for student training purposes, and are strictly prohibited from off-center driving or off-center use.
- f. Vehicles and property acquired with ARRA funds will be closely tracked, monitored, and reported. Centers will ensure that particular attention is paid to

documenting the acquisition and use of this property, designating the acquisition source (ARRA funded) in both the FTMS and the EPMS, and reporting in these systems as required. Additionally, this property will be monitored by regional and national ARRA staff during site-based ARRA assessments.

- g. Centers are expected to make recommendations for ELSUVs (and hybrid vehicles, as appropriate, for automotive CTT programs) to their Regional Project Managers **by November 1, 2009**.
- h. Regions will review and approve center selections **by November 30, 2009**.
- i. Centers are expected to make purchases **by December 31, 2009**. Fulfillment (delivery) of purchases must occur within 30 days (by January 31, 2010). Fulfillments not expected within 30 days of purchase will require a waiver and permission of the Regional Office. Job Corps regions will inform centers when funds are available for the purpose of purchasing vehicles. A list of vendors currently appearing on the GSA schedule is attached to this Program Instruction.
- j. Best uses and practices will be test piloted under this initiative. Information and data gathering will be a part of the pilot and will help to determine how and where electric vehicles are utilized in Job Corps. Following system-wide acquisition and deployment of electric vehicles, centers will be requested to provide specific information to support the pilot.

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

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries should be directed to Andrea Kyle at (202) 693-3396 or kyle.andrea@dol.gov.

Attachment

GSA-Schedule Vendors of Low-Speed Electric Vehicles as of October 2009