



October 22, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-22
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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 Directives Consolidation and Update

1. Purpose. To provide a point of reference and overview of all existing American Recovery and Reinvestment Act (Recovery Act, or ARRA) Job Corps directives in one document, indicating updates where appropriate, and to establish a standard for ARRA terminology to be used by the Job Corps program.
2. Background. Since Job Corps was entrusted with the responsibility for ensuring that ARRA funds be spent in the manner and spirit for which they were intended, Job Corps has released the following guidance pertaining to ARRA implementation.
3. Action. Below is a list of the ARRA-related Job Corps directives to date, including any necessary updates.

a. **Information Notices.**

08-45 – American Recovery and Reinvestment Act
Updates: None

08-48 – Green Initiatives and Projects Funded Through the American Recovery and Reinvestment Act
Updates: None

09-07 – Contractor Billing of ARRA Expenses
Updates: Each region will be responsible for e-mailing all Excel versions of the contractor’s submitted ARRA vouchers to ojc.arra@dol.gov as they are received from the contractor.

09-09 – Updates on Job Corps’ Green-Collar Training Initiative
Updates: None

09-22 – Update on Job Corps’ Oversight of Funding Through the American Recovery and Reinvestment Act (ARRA) of 2009
Updates: None

b. Program Instructions.

08-27 – Guidance for Supplemental CTST Green Project Submissions
Updates: None

09-10 – Guidance for ARRA CRA Projects
Updates: Program Instruction 09-10 was updated by Program Instruction 09-17, regarding www.federalreporting.gov requirements.

09-15 – Reporting of ARRA-Funded Inventory for Personal Property and Fleet
Updates: None

09-16 – PC Upgrade Project Using ARRA Funding
Updates: Program Instruction 09-19

09-17 – Clarification of Job Corps Program Instruction No. 09-10
Updates: None

09-19 – Clarification of Job Corps Program Instruction No. 09-16
Updates: None

09-20 – Job Corps ARRA-Funded Electric Vehicles for Contract-Operated Centers
Updates: None

c. Curriculum Change Notices.

09-01 – Additions to Job Corps’ Center-Operated Advanced Manufacturing, Automotive, and Construction Training Programs
Updates: None

09-02 – National Training Contractors’ Enhanced Green Training Achievement Records – HBI, IMI, IUOE NTF, NPIJATF, TCU, UAW, and UBC
Updates: None

4. Summary Table on Monitoring Requirements. Below is a summary table for the Job Corps program that explains to date what action or report is required in monitoring the use of ARRA funds. It is the responsibility of the monitor and/or regional staff to provide the information in the frequency, medium, and to the correct place, as described.

Updated attachments can be found at <http://PBDewberry.com> under the ARRA Monitoring and Reporting section, or can be e-mailed by contacting ojc.ARRA@dol.gov.

ATTACHMENT	DESCRIPTION	STATUS	FREQUENCY	MEDIUM	SUBMIT TO
Attachment A	Monthly Center ARRA-Funded Project Status Report	Superseded	Not Applicable/No longer in use		
<i>Attachment B</i>	<i>ARRA Trip Scheduler</i>	<i>Updated</i>	<i>10 Calendar Days prior to Monitoring Trip</i>	<i>On-Line</i>	<i>On-Line</i>
Attachment C	ARRA CRA Project Monitoring Trip Plan	No Change	Informational Attachment, No Reporting Requirements		
Attachment D	ARRA CRA Project Monitoring Trip Report Format	Superseded	Not Applicable/No longer in use		
Attachment E	ARRA Project Monitoring Tool	Superseded	Not Applicable/No longer in use		
Attachment F	ARRA Construction Monitoring Tool	Superseded	Not Applicable/No longer in use		
<i>Attachment G</i>	<i>ARRA Project Tracking Template</i>	<i>Updated</i>	<i>Monthly, by 10th</i>	<i>Excel File, E-mail to National Office</i>	<i>OJC.ARRA@dol.gov</i>
Attachment H	Funding Vouchering Tracking Spreadsheet	Superseded	Not Applicable/No longer in use		
Attachment I	ARRA Flow-Down Clauses	No Change	Informational Attachment, No Reporting Requirements		
Attachment J	FAR Part 52,204-11 ARRA Reporting Requirements	No Change	Informational Attachment, No Reporting Requirements		
<i>Attachment K</i>	<i>ARRA Monthly Regional Report</i>	<i>New</i>	<i>Monthly, by 10th</i>	<i>On-Line</i>	<i>On-Line</i>
<i>Attachment L</i>	<i>ARRA Travel Monitoring Report</i>	<i>New</i>	<i>10 Days following Monitoring Trip Return</i>	<i>On-Line</i>	<i>On-Line</i>
<i>N/A</i>	<i>ARRA Voucher</i>	<i>Updated</i>	<i>Upon Receipt</i>	<i>Excel File,</i>	<i>OJC.ARRA@dol.gov</i>

				<i>E-mail to National Office</i>	dol.gov
N/A	<i>Monitoring Trip Photos</i>	<i>Updated</i>	<i>10 Days following Monitoring Trip Return</i>	<i>Electronic Files</i>	<i>Upload to www.mpf.com</i>
N/A	E2 Travel Voucher	No Change	10 Days following Monitoring Trip Return	Electronic Files, E-mail to National Office	OJC.ARRA@dol.gov

5. **Terminology.** The terms provided below are to be used for all ARRA Job Corps-related activities and projects.

<i>ARRA Cost Category</i>	<i>Description</i>	<i>Standard Term</i>
CRA	National Office Construction Contracts	<i>ARRA NO CRA</i>
	National Office Renewable Energy Projects	<i>ARRA NO_RE CRA</i>
	Center-Procured Construction Projects	<i>ARRA CP CRA</i>
CTST	Center-Procured Career Technical Skills Training (CTST) Projects	<i>ARRA CTST</i>
	Supplemental CTST Green Projects	
Vehicles	Center-Procured Electric Vehicles	<i>ARRA Vehicles</i>
Green Equipment	Center-Procured Projects or Equipment to green/improve the center's environmental impact	<i>ARRA Green Equipment Projects</i>
Career Technical Training Equipment	Career Technical Training (CTT) Equipment Trades: Auto, Electrical, Facilities Maintenance, Plumbing, and Advanced Manufacturing	<i>ARRA CTT Equipment</i>
Career Technical Training Curriculum	Career Technical Training (CTT) Curriculum Trades: Auto, Electrical, Facilities Maintenance, Plumbing, and Advanced Manufacturing	<i>ARRA CTT Curriculum</i>
Technology	PC Replacements	<i>ARRA PCs</i>
	Citrix Server Replacements	<i>ARRA Servers</i>
	Switch Replacements	<i>ARRA Switches</i>
	Web Filtering Upgrade	<i>ARRA Web Filtering</i>
Other Terms	Communications and Marketing	<i>ARRA Outreach</i>
	Monitoring Trips	<i>ARRA Travel</i>
	Earth Day Every Day Initiatives	<i>ARRA Demand Side Management</i>
		<i>ARRA Center Recognition</i>

6. **Expiration Date.** Until superseded.

7. **Inquiries.** Job Corps field staff should direct their inquiries to their regional federal ARRA point of contact, and regional staff should direct their inquiries to ojc.arra@dol.gov.