

November 24, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-24
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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
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Career Technical Training Funds for Program Year 2010

1. Purpose. To inform the Job Corps community of available funds to support (1) career technical training (CTT) program change requests that will take place within the framework of each Regional Career Pathway Plan; (2) CTT modernization in operations and equipment; and (3) staff training leading to instructor credentials.

2. Background. In continued alignment with the Secretary of Labor's goals and Job Corps' direction toward career pathways, the Program Year (PY) 2010 modernization funds should be provided to the two industry sectors targeted for the development of detailed Career Pathway Plans. Since several regions have already invested significant time and resources to develop regional career pathway plans for targeted sectors, this requirement is intended to build on and leverage those efforts and the experiences gained to date.

3. Allocation of Resources. A total of \$2.5 million will be distributed to regions based on CTT slots, as follows:

Available PY 2010 Funding

Region	Slots	Share of Funds
Boston	5,302	\$331,003
Philadelphia	7,275	\$454,177
Atlanta	5,473	\$341,678
Dallas	7,943	\$495,880
Chicago	5,715	\$356,786
San Francisco	8,337	\$520,477
Total	40,045	\$2,500,000

4. Guidelines for Use of “PY 2010 Regional Career Technical Training Funds Summary Report.” Regional Offices will use the attached PY 2010 Regional CTT Funds Summary Report for the following purposes:

a. To pursue the following national direction in support of the elements below:

- (1) *Staff Training* – for investment in instructor training leading to industry-based credentials, in support of the Regional Career Pathways Plan.
- (2) *Program Modernization* – to purchase equipment, curriculum, and material upgrades in support of the Regional Career Pathways Plan.

b. To identify funding allocations to centers. The column entitled “Allocated” will be completed and the region will submit the report to the National Office of Job Corps according to the following schedule:

December 30, 2010 Regional Offices will submit Section I, Section II, and Section III of the Regional CTT Funds Summary Report to the National Office for review. The report must identify the center(s) receiving funds, the amount(s) allocated, and a description of the use of the funds. Failure to respond by the due date will result in delayed funding or forfeiture of the region’s overall PY 2010 allocation.

January 31, 2011 Submissions will be reviewed, approved, and submitted to the National Office budget unit for funding.

February 28, 2011 Regional Offices must have obligated PY 2010 CTT funds to center operating contracts no later than February 28, 2011.

c. To identify funds expended on centers during the program year. Regions will fill out the column entitled “Expended” next to the completed allocations column and the report will be resubmitted to the National Office by the following date:

September 30, 2011 Regional Offices must submit a completed PY 2010 Regional CTT Funds Summary Report, outlining how funds were expended, to the National Office, Attention: Division of Educational Services (DES).

5. Requirements in Preparing Summary Reports. While Regional Offices have discretion in distributing funds to centers, the following requirements must be met in preparing Summary Reports:

a. This year’s funding will pertain strictly to (1) CTT program changes; (2) CTT modifications in operations, construction and rehabilitation, and equipment; and

(3) training of instructors leading to credential attainment. Regions will use three parts of the Regional CTT Funds Summary Report. Section I will address CTT program changes; Section II will be for CTT Modifications; and Section III will be for Staff Training Leading to Credentialing. In Sections I and II, regions must clearly identify the appropriate category for the funding: A for operations; B1 for construction and rehabilitation; and B2 for equipment. In Section III, centers must specify funding requests related to instructor and manager training leading to a credential. **Regions are to use and submit only the form provided (Attachment A).** Any separate requests for facility construction or rehabilitation must be approved by the Regional Office, and then forwarded to the Division of Facilities and Asset Management, Attn: Marsha Fitzhugh, 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. **Regions must ensure that all proposed changes support the Regional Career Pathways Plan.** Industry Councils must also play a key role in the selection and replacement of CTT offerings and provide well-informed input to these recommendations.

6. Action. Regional Offices must coordinate with center operators, National Training Contractors, and center directors to ensure compliance with the guidelines and schedules specified in this Program Instruction.

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

7. Expiration Date. September 30, 2011.

8. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or bradshaw-morris.t@dol.gov.

Attachments

A – PY 2010 Regional Career Technical Training Funds Summary Report (Template)

B – PY 2010 Regional Career Technical Training Funds Summary Report (Example)