

September 29, 2016

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-14</b>
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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:**                        LENITA JACOBS-SIMMONS  
                                      National Director  
                                      Office of Job Corps

**SUBJECT:**                    Availability of Innovation Equipment Funds

1.    Purpose. To inform the Job Corps community of available Innovation Equipment Funds to support innovative equipment needs. This funding source is for new or different technology supportive of cutting-edge career technical and educational practices. Funds are to be used exclusively to purchase equipment that will enhance the quality of instruction. A total of \$1 million is available for distribution.

2.    Background. Innovation Equipment Funding is for up-to-date instruction devices not currently in the Career Technical Training shops and classrooms. Examples of items include Mechatronics Certification Training System equipment, Robotics learning labs, 3-D Printers with manufacturing capability, high-tech Promethean/Smart Board with active expression student response devices, computer-controlled science microscope, Digital e-readers, and Chrome books.

3.    Action. Centers may submit requests to purchase specific equipment with monies from the Innovation Equipment Fund. Centers should send the attached Equipment Request Form to the National Office to approve all purchases. When completing the form, please round the request to the nearest dollar, and note that the Equipment Request Form is set to auto-calculate based on the quantity of items. At the bottom of the request form, please include a short narrative explaining how equipment will be used. The National Office will facilitate the requests through an Innovation Equipment-specific folder in each Shared Documents folder on the Job Corps Community Web site.

Job Corps Program Instruction Notice No. 16-12, dated September 1, 2016, provides guidance on purchasing Information Technology (IT) equipment. All IT-related requests, such as 3-D printers, Promethean/Smart Board devices, computer-controlled science microscopes, digital e-readers, and Chrome books, must comply with the guidance outlined in that notice (Attachment B).

Regional Offices will review and approve all non-IT-related requests. Please see the timeline below for information on the process.

4. Timeline.

October 3-14, 2016	Centers may submit Innovation Equipment Funding requests to the National Office of Job Corps by uploading the Attachment (A) Innovation Equipment Funds Request Form to the Regional Shared Documents folder. All Innovation Equipment Funding requests should be posted to the Regional Shared Documents folder no later than 5:00 p.m., Eastern, October 14, 2016.
October 17-21, 2016	The National Office will review all submissions, develop regional tracking sheets of all projects, and post tracking sheets to the Regional Shared Documents folder.
October 24-28, 2016	Regions will review the tracking sheet to determine which requests require Information Technology Acquisition Review Board (ITARB) approval. <u>Requesting centers, in consultation with the Regional Offices, are responsible for completing the ITARB request form and oversight of the approval process, as outlined in PI 16-12.</u> Please note that all IT-related purchases must comply with the mandated ITARB approval process. Before any Innovation Equipment Funding requests are approved, the requesting center <b>must</b> receive ITARB approval and post such approval to the appropriate Regional Share Point folder.
Nov. 1 – Dec. 31, 2016	The National Office will notify centers and the Regional Offices of decisions regarding equipment requests and will ensure Regional Offices appropriately modify center contracts to reflect approved Innovation Equipment funding.
January 31, 2017	All approved funds must be spent.
March 25, 2017	Centers must submit Innovation Equipment Fund Summary of Reconciliation to the Regional Shared Documents folder. Future guidance will be provided to inform the Job Corps system of the format and process to comply with the reconciliation.

5. Effective Date. Immediately.

6. Expiration Date. June 30, 2017.

7. Inquiries. Inquiries should be directed to Kevin Culp at (202) 693-3679 or [culp.kevin@dol.gov](mailto:culp.kevin@dol.gov).

Attachments

A – Equipment Request Form

B – PI 16-12, IT Purchases

C – Attachment to PI 16-12