

September 29, 2016

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-15</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 Arts and Recreation Life Cycle Replacement  
                             Equipment Funds

1. Purpose. To inform the Job Corps community that Life Cycle Replacement Equipment Funds are available to replace aged or outdated arts and/or recreation equipment. Funds are for equipment that will enhance and improve the quality and variety of on-center extracurricular offerings and recreational amenities. A total of \$1.7 million is available for distribution.
2. Background. Upgrades to outdated equipment and resources used in weight rooms, athletic courts and fields, game rooms, art rooms, theaters, performance spaces, etc., qualify for funding.
3. Action. Requests should go to the National Office of Job Corps via the attached Equipment Request worksheet/form. Please include a short narrative at the bottom of the form explaining how equipment will be used. The National Office must approve all purchases, and will facilitate requests through Life Cycle Replacement Equipment-specific folders in each Shared Documents folder on the Job Corps Community Web site.

Requests should be made to modernize existing equipment for current extracurricular offerings, and to broaden the array of offerings. When completing Equipment Request Form, please round the request to the nearest dollar and note that the Equipment Request Form is set to auto-calculate based on quantity of items.

4. Timeline.

October 3-14, 2016	Centers may submit equipment requests to the National Office by uploading the Equipment Request Form (Attachment A) to the Regional Shared Documents folder. All replacement equipment funding requests should be posted 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 tracking sheet and provide comment on all requests.
Nov. 1 – Dec. 31, 2016	The National Office will notify centers of decisions regarding equipment requests, and will ensure Regional Offices appropriately modify center contracts to reflect approved recreation equipment funding.
January 31, 2017	All approved monies must be spent.
March 25, 2017	Centers must submit Life Cycle Replacement Equipment Fund Summary of Reconciliation to the Regional Shared Documents folder. Future guidance will 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. Action. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

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

Attachment

Equipment Request Form