



December 13, 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-12

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: FOR LLENITA JACOBS-SIMMONS
 National Director
 Office of Job Corps

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the typed name.

SUBJECT: Program Year 2017 Life-Cycle Replacement Equipment Funds

1. **Purpose.** To announce the availability, allocation methodology, and distribution timeline of \$1.7 million in Life-Cycle Replacement Equipment Funds to support the replacement of aged or outdated Job Corps center equipment.
2. **Background.** In purchasing Life-Cycle Replacement Equipment, centers should apply the following purchase tiers demonstrating the priority of equipment to be purchased. Centers need not make purchases related to each tier, but should prioritize purchases based on the following methodology.

Tier I – Ensuring Safe Centers

Centers are instructed to prioritize the replacement of equipment which is out of compliance with safety standards (e.g., broken equipment, frayed/exposed electrical wires, broken safety features on tools, damaged furniture, etc.).

Tier II – Equipment Related to Accreditation Compliance

Funds not used on Tier I items may be used to purchase equipment related to remaining compliant and/or gaining compliance with industry-specific accreditation. Examples of Tier II purchases include, but are not limited to, the following items:

- Automotive Service Excellence/National Automotive Training Education Foundation (ASE/NATEF) Automotive Accreditation. Centers should review NATEF-required automotive training equipment lists and ensure compliance with industry standards specified; e.g., training vehicles/cars/trucks must be no more than 5 years old, and tools must be in full working condition with all required safety guards in place.

- American Culinary Federation Education Foundation (ACFEF) Culinary Arts Quality Program Assurance. Centers should inspect all kitchen equipment and ensure it is in working order and meets or exceeds ACFEF standards. ACFEF Quality Program site-visit reviews are in the process of being scheduled.
- Health Care Programs. Department of Health/Department of Education program accreditation; e.g., beds, manikins, wheelchairs, EKG devices, etc., are in safe and working condition.
- Other accreditations per each center's specific training offerings.

Tier III – Other Center Equipment at or Near Life-Cycle End

Funds not used on Tier I or II items may be used to purchase center equipment at or near the end of its life cycle that no longer functions properly, can no longer be effectively or efficiently repaired, or negatively affects the clean and professional appearance of the respective center. Examples of Tier III purchases include:

- Items to enhance/improve the quality and variety of on-center extracurricular offerings and recreational amenities;
- Upgrades to outdated equipment and resources used in weight rooms, athletic courts and fields, game rooms, art rooms, theaters, performance spaces, etc.; and
- Arts and recreation programs with upgraded modern amenities that help maintain engaging, safe, and livable environments for students and staff.

Tier III requests should be made to not only modernize existing equipment for current extracurricular offerings, but also to broaden the array of offerings to ensure center arts and recreation enrichment opportunities appeal to all students.

3. Action. Allocations will be distributed in proportion to center size (On-board Strength). Centers will not submit approval forms or request specific equipment. However, centers will be mandated to submit itemized lists of purchased equipment/items to Regional Offices via the planned reconciliation process for the subject fund. No purchased items may fall outside of the purchase tiers defined above; and any center found to have purchased disallowed items may forfeit eligibility for future Life-Cycle Funding opportunities. Center allocations are presented in this notice's attachment.

4. Timeline. The National Office of Job Corps will process the above allocations by December 22, 2017.

January 5, 2018	Deadline for Regional Offices to obligate all funding to individual center contracts.
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February 28, 2018	Deadline for each center to spend all approved and allocated funding.
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March 23, 2017

Deadline for centers to post purchase lists and reconciliation summaries of all funding spent to the regional shared documents folder on the Job Corps Community Web site. Instructions for this process will be distributed via future guidance.

5. Expiration Date. June 30, 2018.

6. Inquiries. Inquiries should be directed to Kevin Culp at (202) 693-3679 or culp.kevin@dol.gov.

Attachment

Program Year 2017 Life Cycle Replacement Equipment Allocations