



DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 21-06

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
 ALL CENTER USERS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

SUBJECT: Expiring Construction, Rehabilitation, and Acquisition 19-22 Funds

1. Purpose. To advise Job Corps center operators and regional staff that Construction, Rehabilitation, and Acquisition (CRA) 19-22 funds will soon expire on June 30, 2022. All deficiencies funded with 19-22 CRA money must be remediated and invoiced, or the funds must be returned to Job Corps.

To ensure no funds are lost, each center must prepare and submit a plan (submission instructions provided below in Section 3) for addressing each funded deficiency not completed and vouchered. The plan must identify each deficiency, its funded amount, its unvouchered balance, and its completion status. It must also explain the center operator's plan to accomplish the deficiency or return the funds.

The specific funding codes to which this applies are 2601811922BD-2019, 2020, 2021, and 2022 (known as 19-22 funding).

- a. Review each contract modification where CRA funding was added to the center contract. In the CRA funding line, characters 7-10 will identify the funding code, and CRA characters 11-12 should be "BD". These should correspond to the entries made on the Quarterly CRA Rehab Report.
 - b. Refer to the attached NCFMS balances of CRA funds by funding code that contains the appropriate accounting as of the date of that report.
2. Background. Pursuant to the Policy and Requirements Handbook (PRH) Chapter 5.8 R9,

Timeframes for Completion of Funded-Not-Corrected (FNC) Deficiencies, center operators must promptly correct deficiencies once Job Corps provides the funding.

3. Action.

Contractors must take the below actions:

- a. Prepare and submit a specific plan that includes each deficiency modified to their contract with 19-22 funds that has not been completed and vouchered. The plan should be submitted via the CRA Funding website “Other Submissions” by December 15, 2021.
- b. If any deficiencies are funded with already expired 18-21 funds, they must also be included in the plan. These deficiencies funded with 18-21 funds must be completed and vouchered prior to the end of the contract’s period of performance.
- c. Update the (Funded-Not-Corrected) FNC website by December 15, 2021 to reflect the current status of each FNC deficiency.
- d. Work must be completed AND vouchers must be submitted by April 30, 2022 for deficiencies funded with 19-22 CRA money. If centers are not able to both complete AND submit vouchers by April 30, 2022, then centers must notify their regional COR by March 1, 2022. These funds will be de-obligated.

Regional Directors must take the below actions:

- a. Review the center plans, submitted via the CRA Funding website, by January 14, 2022.
 - b. Prepare de-obligation modifications as applicable by March 15, 2022.
 - c. If a center contract has already expired or will expire before June 30, 2022, reconcile and prepare the de-obligation modification by March 15, 2022. Confirm the CRA balance for all funding years in NCFMS and validate the amount with OFA to be de-obligated from expired or expiring center contracts.
 - d. If any deficiencies with already expired 18-21 funds are still on a center contract, these deficiencies must be completed and vouchered as soon as possible.
4. Expiration Date. Until superseded. This notice supersedes PIN 20-14, *Expiring Construction, Rehabilitation, and Acquisition 18-21 Funds*, dated December 7, 2020.
5. Inquiries. Your designated Regional Project Manager or COR. If you have questions about the FNC Web site, please contact Mark Campbell, ESC at 703-516-2261.

Attachment

Spreadsheet – NCFMS Report of CRA Balances on Contracts by Fund Code as of November 17, 2021.