

DEPARTMENT OF LABOR**Employment and Training Administration****Job Training Partnership Act: Job Corps Program; Selection of Sites for Centers**

AGENCY: Employment and Training Administration, Labor.

ACTION: Notice; Selection of Center Sites.

SUMMARY: The Department of Labor requests assistance in identifying sites and facilities for locating five new Job Corps Centers. This notice specifies the requirements and criteria for selection.

DATES: Proposals are requested by June 8, 1998.

ADDRESSES: Proposals shall be addressed to the Assistant Secretary for Employment and Training, U.S. Department of Labor, 200 Constitution Avenue, NW., room N4508, Washington, DC 20210. Attention: Mary H. Silva, National Director, Job Corps.

FOR FURTHER INFORMATION CONTACT: Mary H. Silva, National Director, Job Corps. *Telephone:* (202) 219-8550 (this is not a toll-free number).

SUPPLEMENTARY INFORMATION: The Department of Labor (Department) is soliciting proposals for sites to establish five new Job Corps centers. Proposers may submit separate applications to establish a residential center, a satellite non-residential center, or both. The Job Corps program is designed to serve disadvantaged young women and men, 16 through 24, who are in need of additional educational, vocational and social skills training, and other support services in order to gain meaningful employment, return to school or enter the Armed Forces. The program is primarily a residential program operating 24 hours per day, 7 days per week, with non-resident enrollees limited by legislation to 20 percent of national enrollment. However, while the 20 percent level should be used as a guideline, the percentage of non-residents can vary from center to center, depending upon local needs.

From this solicitation, the Department intends to select five localities for locating new centers. Three of the five centers will be stand-alone facilities of sufficient size to serve about 300 students each, and encompass both residential and non-residential components. The remaining two facilities will be satellite centers limited to approximately 150 non-residential students each.

This solicitation is for site selection only and not for the operation of these

Job Corps centers. A competitive contract procurement for selection of a center operator at each site will be initiated and completed well after the site selection process has been completed.

Congress has authorized this expansion effort by appropriating \$4 million in the Fiscal Year 1998 budget for Job Corps to initiate five new Job Corps centers. Additional funds in the amount of \$33 million are being requested for appropriation in Fiscal Year 1999 to complete the necessary design and construction work to establish centers on the sites eventually selected. The Department of Labor is initiating a competitive process for selecting these sites. Official Congressional guidance that came with the 1998 appropriation said that the Department should give priority to:

- States without a Job Corps campus, and
- Suitable facilities that can be provided to Job Corps at little or no cost, including facilities that can be made available through military base closings.

The Department also requires that a military base contained in any site proposal be available for Job Corps use on a timely basis.

The Congress further directed the Department to give consideration to the establishment of new Job Corps centers, and the construction of satellite centers in proximity to existing high-performing centers.

The Department has also decided to limit site selection to no more than one site in any state.

The determination of a locality's need for a Job Corps center will be made by analyzing State-level poverty rates for youth and youth unemployment using standardized uniform data available through federal agencies, such as 1990 census data, Bureau of Labor Statistics publications, and information on existing Job Corps centers, slots and locations.

In addition to the requirements in the appropriations language, the Department will also assess the facilities at proposed sites. The assessment will be in terms of property acquisition costs, the cost and suitability of existing structures and the need for, and cost of, new construction and renovation. As indicated previously, priority will be given to proposed sites that offer no-cost or low-cost turnkey facilities (those in move-in condition requiring little or no construction rehabilitation work) which can quickly be made ready for use by Job Corps.

Further, the Department will assess each jurisdiction's plan to use State and local resources, both public and private,

through contributions/linkages that will reduce the Federal cost of operating a Job Corps center. Such contributions/linkages may include, but are not limited to the following: the provision of work-based learning sites and donations of training equipment by the local employer community; provision of child care services by local jurisdictions; provision of health services; alcohol and drug counseling; referral of eligible youth to Job Corps; and job placement assistance after students leave Job Corps. Other linkages may include arrangements with public school systems, community college networks, social service agencies, business and industry, and other training programs to provide services such as classroom training, curriculum advice, vocational training, advanced learning opportunities, and co-enrollment arrangements with appropriate JTPA programs.

Contributions of this nature will make maximum use of available statewide and community resources in meeting the needs of Job Corps-eligible youth.

Eligible applicants for proposing sites are units of State and/or local governments. A Federal agency also may propose sites to the extent that such sites are located on public land which is under the jurisdiction of the agency. In addition, proposals submitted by Federal agencies must have the support of appropriate State and local governments.

Since Job Corps is primarily a residential program that provides academic education, vocational training, and extensive support services, space and facilities suitable for the following types of utilization are required for a Job Corps center.

- *Residential*—Adequate dormitory living space, including bath and lounge facilities, as well as appropriate administrative space.

- *Academic Education*—Space for classrooms, computer labs, libraries and other learning resource areas.

- *Vocational Training*—Classroom and shop space to satisfy the needs of specific vocational training areas (e.g., carpentry, clerical, painting, culinary arts, health education). The configuration of the vocational area, with regard to classroom and shop areas, is determined by the ultimate vocational mix offered at the center. In this regard, heavy trades, such as construction and automotive, require shop areas, while lighter trades, such as clerical and retail sales, require only classroom space.

- *Food Services*—Cafeteria, including food preparation and food storage areas.

- *Medical/Dental*—Medical examining rooms, nurses' station, infirmary space for male and female students, and dental facilities.
- *Recreation*—Gymnasium/multi-purpose recreational facility and large, level outdoor recreational area suitable for softball, soccer, etc.
- *Administration*—General office and conference space.
- *Storage/Support*—Warehousing and related storage including operations and maintenance support.
- *Parking*—Sufficient for a minimum of 100 vehicles.

For the two satellite centers, in addition to being located in close proximity to an existing high-performing center, space and facilities are the same as for residential centers, except for the following:

- ▶ *Residential*—Not required.
- ▶ *Food Service*—Requires a reduced food service area.
- ▶ *Recreation*—Requires a student lounge/recreational space for students to gather before the training day begins, between classes, and at the end of the day. No outdoor area is required, since students return to their residences at the completion of each training day.

Other factors that influence the suitability and cost of facilities necessary to operate a Job Corps center include the following:

Configuration of Facility

The preferred configuration of a facility is a campus-type environment permitting a self-contained center with all space requirements located on-site. Low-rise buildings such as those commonly found in public school and college settings are preferred.

The Office of Job Corps has developed prototype designs for selected facilities where new construction is necessary. Parties interested in obtaining copies of these designs may do so by contacting

the Office of Job Corps at the address shown above.

Location of Facilities

Facilities should be located in areas where neighbors are supportive and no major pervasive community opposition exists. Past experience indicates that commercial and light industrial locations are most desirable for locating either a residential or satellite center, while high-value residential areas are the least conducive to community acceptance. Further, rural locations are not appropriate for the establishment of satellite centers because, due to the absence of reliable public transportation, there are not sufficient numbers of the target population to keep such centers full on a continual basis.

In addition, access to emergency medical services and fire and law enforcement assistance should be within reasonable distances. If non-residential enrollment is planned, direct and easy access to the center by public transportation is an important consideration and is essential for the operation of a satellite center. Proposed sites should also be within reasonable commuting distance of planned linkages with other programs and services and transportation to these linkages should be easily available.

Locations with major environmental issues, zoning restrictions, flood plain and storm drainage requirements, or uncertainty regarding utility connections that cannot be resolved efficiently and in a timely manner are less than desirable. Likewise, a facility with buildings eligible for protection under the National Historical Preservation Act may receive less than favorable consideration, due to restrictions on, and costs for, renovation. Proposed facilities should also be in full compliance with the Americans with Disabilities Act

Guidelines of 1990 (28 CFR part 36, revised July 1, 1994), or require minimal renovation to ensure full access by persons with disabilities.

In addition, for satellite centers, such proposed sites should be located in an area with a relatively high population density and within a 50-mile radius of an existing high-performing Job Corps center.

Communities are encouraged to hold public hearings in close proximity to the facilities being proposed to ascertain the level of community support for a Job Corps center. The Office of Job Corps has developed a 12-minute video (available in English and Spanish) which provides an overview of the Job Corps program and which can be useful in informing the local community about Job Corps. Any proposer interested in obtaining a copy of either version of this video may contact the Office of Job Corps at the address shown above.

Own/Lease

Ownership is preferred over leased facilities, particularly if a substantial investment of construction funds is needed to make the site suitable for Job Corps utilization. Exceptions are long-term leases (e.g., 25 years or longer) at a nominal cost (e.g., \$1/year).

Size

The following table shows the approximate gross square feet (GSF) required for the various types of buildings needed to operate a Job Corps residential center with 300 students, and a satellite center with 150 students. The examples shown are for centers with 100-percent residential capacity of 300 and non-residential capacity of 150, respectively. The substitution of non-resident for resident students will decrease the dormitory space requirements for a residential center but will not affect other buildings.

GROSS SQUARE FEET (GSF) REQUIREMENTS BY TYPE OF BUILDING FOR RESIDENTIAL AND SATELLITE JOB CORPS CENTERS

Building type	Residential center		Satellite center	
	GSF per student	GSF per 300 students	GSF per student	GSF per 150 students
Housing	175	52,500
Education/Vocation	85	25,500	85	12,750
Food Services	44	13,200	40	6,000
Recreation	82	24,600	60	9,000
Medical/Dental	12	3,600	12	1,800
Administration	26	7,800	26	3,900
Storage/Support	57	17,100	50	7,500
Sub-Total	144,300	40,950
Child Care Center (40 children)	5,760	5,760

GROSS SQUARE FEET (GSF) REQUIREMENTS BY TYPE OF BUILDING FOR RESIDENTIAL AND SATELLITE JOB CORPS CENTERS—Continued

Building type	Residential center		Satellite center	
	GSF per student	GSF per 300 students	GSF per student	GSF per 150 students
Total	150,060	46,710

Note: Space requirements for child care programs are included in the event these activities are proposed.

Land Requirements

Between 15 and 19 acres of land are needed for a residential center of 300 students. There are no acreage requirements for a satellite center.

Availability of Utilities

It is critical that all basic utilities (*i.e.*, sewer, water, electric and gas) are available and in proximity to the site and in accordance with EPA standards.

Safety, Health and Accessibility

Job Corps is required to comply with the requirements of the Occupational Safety and Health Act (OSHA), the Environmental Protection Act (EPA), the Uniform Federal Accessibility Standards (UFAS), and the Americans with Disabilities Act (ADA) of 1990. The cost involved in complying with these requirements is an important factor in determining the economic feasibility of utilizing a site. For example, a site which contains an excessive amount of asbestos probably would not be cost-effective due to associated removal costs. Further, sites with any environmental hazards that cannot be corrected economically will be at a disadvantage, as will sites requiring substantial rehabilitation to comply with accessibility requirements for persons with disabilities.

Cost

The availability of low-cost facilities is a major consideration in light of resource limitations. In evaluating facility costs, the major items that must be considered are:

- Site acquisition or lease costs,
- Site/utility work,
- Architectural and engineering services,
- Rehabilitation and modifications of existing buildings,
- New construction requirements, if any, and
- Equipment requirements.

An assessment of these initial capital costs as well as consideration of future repair, maintenance and replacement costs will be used in evaluating the

economic feasibility of a particular facility. Preference will be given to existing turnkey facilities that meet Job Corps' standards for a training facility. While not preferable, limited consideration will be given to the use of raw land which is suitable for a Job Corps residential center on which facilities can be constructed economically.

Proposal Submission

In preparing proposals, eligible applicants should identify sites which meet the evaluation criteria and guidelines specified above. Proposals should address each area with as much detail as practicable to enable the Department to determine the suitability of locating a Job Corps center at the proposed site. In this regard, proposals must contain, at a minimum, the specific information and supporting documentation as described below.

Facilities

Submissions must provide a full description of existing buildings, including a building site layout, square footage, age, and general condition of each structure. Included in the description must be a discussion of its current or previous use; the number of years unoccupied, if appropriate; and the condition of sub-systems such as heating, ventilation and air conditioning systems, plumbing, and electrical. Any building documents, such as blueprints, should be available for review when a site inspection is conducted by the Department. Documentation in the nature of photographs of the property and/or facilities must be submitted as well. In addition, a videotaped presentation of the site may be provided. The proposal must identify the extent to which hazardous materials such as asbestos, PCB, and underground storage tanks are present at the site or, if appropriate, confirm that contaminants do not exist. The results of any environmental assessment for the proposed site, if one has been done, must be provided. The proposal must address the availability and proximity of utilities to the proposed site, including electrical, water, gas, and sanitary sewer

and runoff connections. It must also describe whether the water and sewer utilities for existing buildings are connected to the municipal system or operated separately. A statement on current zoning classification and any zoning restrictions for the proposed site must also be included. Use of the site as a Job Corps center should be compatible with surrounding local land use and also with local zoning ordinances. Confirmation must be provided as to whether or not any buildings at the site are on a Federal Register. The proposal must also describe the available acreage at the site, and the nature of the surrounding environment including whether it is commercial, industrial, light industrial, rural, or residential. In some instances, proposed sites may be part of a substantially larger acreage which has or contemplates having other uses. This type of joint-use situation may or may not be compatible with providing a quality training environment for young women and men. Finally, the proposal must address the cost of acquiring the site, which may involve transferring the site to the government at no cost, entering into a low-cost long-term lease agreement or arranging for a negotiated purchase price based on a fair market appraisal. Estimated acquisition costs along with the basis for the estimate must be included in the proposal.

Contributions/Linkages

An important aspect of any proposal will be its description of how State and local resources will be used to reduce Federal operating costs or otherwise benefit the program. It is, therefore, essential that precise and comprehensive information about the linkages be provided to ensure that the proposed site receives every opportunity for a thorough and equitable evaluation. The proposal should contain for each linkage the following information:

- A comprehensive description of the service to be provided, including projected listing of resources that will be involved such as number of instructors/staff, types of equipment and materials.

- Whether it will be provided at no cost to Job Corps or will be available on a contractual (paid) basis to Job Corps.
- Whether the linkage will be provided on-site or off-site.
- The number of students to be served and over what period of time, as well as the specific benefits to Job Corps students while in Job Corps and/or after leaving the program.
- Distance to linkage, if off-site, and any arrangements for transportation to off-site services, including any cost to Job Corps.
- The estimated annual value of the contribution and the basis on which the estimate was determined (*e.g.*, two full-time staff devoted to Job Corps at an annual salary of \$30,000 each for a total annual value of \$60,000, or one hour of a professional staff-person's time per week for 52 weeks at an hourly rate of \$15.00 for an annual value of \$780.00, or 15 computers at a cost of \$1,800 each for an annual value of \$27,000).
- Any limitations associated with the linkage, such as eligibility restrictions (*e.g.*, in-state versus out-of-state residents), limited hours of service, and availability over time (*e.g.*, all-year versus selected months).
- Long-term prospects for continuation of the commitment (*e.g.*, one time only, 1 year, on-going, dependent on outside funding sources). If dependent on outside funding levels, which may vary significantly, what is the likelihood that the linkage will not be funded?
- Documentation that addresses timeframes and steps involved in firming up the linkage, if appropriate, including obtaining State or local legislation, fitting into other planning cycles, or securing other agreements or arrangements which may be necessary to assure provision of the service.

• A letter of commitment confirming each aspect of the linkage, including the level of resources and annual value of these resources, from the head of the agency responsible for delivering the contribution.

- Name of the agency/organization(s), address, telephone number and contact person.

In providing information on linkages, proposers should keep in mind that Job Corps is an open-entry, open-exit, individualized, self-paced instructional program that operates on a year-round basis. This type of learning environment may have implications for the types of linkages being offered.

In preparing the linkage/contribution part of their proposals, eligible applicants should provide full information on each proposed linkage/contribution. All items listed above should be addressed for each linkage/contribution, providing as much information as is needed to ensure that each proposed linkage receives a fair assessment.

Community Support

This information should include: letters of community support from elected officials, government agencies, community and business leaders and neighborhood associations; access to cultural/ recreation activities in the community; and unique features in the surrounding area which would enhance the location of a Job Corps center at that site.

The Job Corps legislation provides the Governor with the opportunity to veto the establishment of a center within a State. It is important that, before proposing the use of any particular location, appropriate clearances are obtained from local and State political

leadership and, where possible, a letter from the Governor supporting the proposed site be contained in the application. Proposals should also include any other information the applicant believes pertinent to the proposed site for consideration by the Department.

With regard to timeframes for choosing sites for the establishment of Job Corps centers, the site selection process normally takes 9 months to complete. This allows sufficient time for eligible applicants to prepare and submit proposals and for the Department to conduct a preliminary site assessment of all proposed facilities, as well as a comprehensive site utilization study for those sites determined to have high potential for the establishment of a Job Corps center, based on the preliminary assessment results. Governors of States in which high-potential sites are identified will be notified in writing by the Department, in accordance with section 435(c) of the Job Training Partnership Act, that these sites are in a final phase of consideration. Each Governor will be provided a 30-day time period to approve or reject further consideration of establishment of a Job Corps center at the identified site(s).

The Department hereby requests eligible proposers to submit an original and three copies of their proposal to be received no later than June 8, 1998 using the guidance provided above.

Signed in Washington, DC, this 25th day of February, 1998.

Raymond J. Uhalde,

Acting Assistant Secretary of Labor.

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