

September 27, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04- 08
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS

FROM: GRACE A. KILBANE  
National Director  
Job Corps

SUBJECT: Management of Funded Not Corrected Deficiencies Using Web  
Technology

1. Purpose. To improve the management of Funded Not Corrected (FNC) deficiencies and minimize the risks to life safety using web technology designed specifically to provide real-time progress visibility of FNC deficiencies and corrective actions.

2. Background.

a. Resourcing and Managing FNC

The National Office provides construction, rehabilitation, and acquisition (CRA) funds to correct building deficiencies via three primary methods. Funds are transferred from the National Office to the Regional Office, which issues a modification to the operating contractor's contract to accomplish the necessary corrections. The three primary methods of funding the correction of FNC's are as follows:

1. Life Safety Funding

Life safety funding is generated by a triennial facility survey at a center. Deficiencies identified as Immediate Hazard to Life Safety and Health (Class IA deficiency) or Non-Compliance with Code/Statute/Regulation with potential to interrupt center operations (Class IIA deficiency), are immediately funded upon approval by the National Office.

## 2. Emergency Funding

Emergency funding is requested by the center via the region to the National Office to address a specific circumstance of an emergency nature. Emergency funding is granted upon approval by the National Office.

## 3. Annual CRA budget

A portion of the annual CRA funds is provided for region/center correction of building deficiencies. The amount of this set-aside totaled \$6-7 million in past years, but was doubled in PY04 to \$14 million. This elevated level of funding is expected to continue for future program years.

### b. Goals and Objectives

Improved management means to improve accountability and to reduce the time taken to correct the funded deficiencies. As such, the goal is to correct the deficiency as soon as possible, but no later than one year after funding. Additionally, providing real-time oversight of the status of corrective actions is paramount in enabling decision makers to address problem areas and reduce the necessary risk of continued life safety violations. For this reason, an FNC Web site is available for use in managing FNCs.

The approval of funding by the National Office prompts the FNC tracking process via the Web site. The FNC Web site will track each deficiency through its lifecycle from initial funding to verified completion by the Engineering Support Contractor (ESC). Each deficiency will be tracked as it progresses through the following phases:

- Funding by National Office – Center Receiving Funds (Awaiting Funds)
- Center Receiving Funds – Procurement of Contractor/Materials (In Procurement)
- Procurement – Construction/Repair Complete (In Construction)
- Construction Complete – ESC Verification (Awaiting ESC Verification)

### c. Using the FNC Web site

The FNC Web site has been constructed to allow individual tracking of each deficiency, and provide an overview status summary of all the FNCs at the center by status, year funded, and building. For those familiar with the FNC process, the “Fast Start Instruction” (Attachment A) will provide

quick access to the web application. Detailed instructions on how to access and use the FNC Web site to update and track the status of your FNC deficiencies are provided in Attachment B. Using the Web site is intuitive, however, on-screen help and a list of contacts are provided for additional support. (Specific instructions and sample screenshots are attached.)

3. Action. Effective **(insert date)** 2004, center directors must review and update the status of each FNC deficiency. Effective **(insert date)** the Engineering Support Contractor (ESC) must provide quarterly status reports for the National Director using data generated directly from the FNC Web site. Centers must maintain current status of FNC by routinely updating the status.

4. Expiration Date. Until superseded.

5. Inquiries. Questions concerning this Notice should be addressed to Mike O'Malley at (202) 693-3108, or emailed to [omalley.michael@dol.gov](mailto:omalley.michael@dol.gov). For specific details about the FNC or the use of the Web site, please contact your regional ESC project manager below:

Boston/New York	John Zander	(703) 516-2236	<a href="mailto:zander.john@dol.gov">zander.john@dol.gov</a>
Philadelphia	Ron McIntyre	(703) 516-2201	<a href="mailto:mcintyre.ron@dol.gov">mcintyre.ron@dol.gov</a>
Atlanta	Chris Garrett	(703) 516-2228	<a href="mailto:garrett.chris@dol.gov">garrett.chris@dol.gov</a>
Dallas/Denver	Tom Dorman	(703) 516-2248	<a href="mailto:dorman.tom@dol.gov">dorman.tom@dol.gov</a>
Chicago/Kansas City	David Borchardt	(703) 516-2252	<a href="mailto:borchardt.david@dol.gov">borchardt.david@dol.gov</a>
San Francisco/Seattle	Rick Wallace	(703) 516-2224	<a href="mailto:wallace.richard@dol.gov">wallace.richard@dol.gov</a>

Attachments

A - Fast Start Instructions

B - Detailed Instructions