

February 23, 2007

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 06-21</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS

**FROM:** ESTHER R JOHNSON, Ed.D.  
National Director  
Office of Job Corps

**SUBJECT:** Construction, Rehabilitation, and Acquisition Funding Allocation –  
PY 2007

1. Purpose. To initiate the Program Year 2007 Construction, Rehabilitation, and Acquisition (CRA) budget process, and identify the actions required to submit project requests for the PY2007 budget.

2. Background. This year's PY 2007 CRA budget will follow the same process as the PY 2004 CRA budget, which was the first budget developed based upon the "greatest need" approach and facilitated by a Web-based data collection system (the web-based Inventory of Needs {ION}). This will be enhanced by fully integrating asset management principles during the selection, evaluation, and approval process.

- a. Regional/Center Projects. Funding for regional/center projects will be increased to \$17,000,000 to continue aggressive correction of facility deficiencies that affect Department of Labor (DOL) liability, hamper center operations, and adversely impact asset management performance measures. The purpose of this increased funding level is to focus on providing a safe and positive learning environment for our students. In addition, in order to improve the utilization of Job Corps funds, some of the funds will be set aside for demolition of excess or underutilized facilities.

Factors involved in allocating the funds for regional/center projects:

- (1) All facility deficiencies in the Inventory of Needs (ION) (i.e. the unfunded deficiencies) have been evaluated, classified, and given a score based on

facility condition, deficiency type (roofing, HVAC, etc.), and building function (dormitory, gymnasium, etc.). The higher the score, the more critical the deficiency.

- (2) Approximately \$12,000,000 will be used to resource the deficiencies in the relative order of the deficiency score, beginning with the highest ranking until the funding for these “pre-selected” deficiencies is exhausted; \$3,000,000 will be allocated among the regions proportionally based on student population (contract strength); and \$2,000,000 will be set aside in the National Office for building demolition.
- (3) Each center will propose five ION deficiencies and submit them via the ION Web site to their Regional Office for consideration. In addition, the center should, where applicable, propose a list of facilities for demolition taking into consideration mission criticality, condition index, operating costs, and utilization. There is no limit on the number of buildings to be included.
- (4) The Regional Office will evaluate the proposed deficiencies from the centers and select those most critical within the funding allocation for their region taking into account the asset management performance measures as well as programmatic considerations.

The region will also evaluate and prioritize the buildings proposed for demolition. The Regional Office will submit both lists to the National Office for final consideration. The National Office will ultimately decide on the buildings for demolition.

- (5) The National Office will review the proposed lists and provide concurrence or adjustment where necessary. If a center has a substantial backlog of Funded Not Corrected (FNC) items from previous years, this may affect funding of deficiencies.

- b. National Office Projects (Regions Only). The current funding plan cannot afford any new National Office projects in PY 2007. However, the National Office is planning to fund several projects to be executed via the Engineering Support Contractor in PY 2008.

All projects that have been approved as part of a center’s long-range plan are eligible. Each Regional Office will propose and prioritize three projects and submit them via the ION Web site to the National Office for consideration. Recognizing potential changes in future programmatic needs, the regions will be given another opportunity to update/modify this request when the PY 2008 budget is prepared about the same time next year.

Since Real Property Asset Management is a crucial and integral part of the CRA budgeting process, the regions should, in proposing projects, consider the following:

1. Utilization
2. Facility Condition Index
3. Mission Dependency
4. Annual Operating Cost

See attachment "B" for details.

- c. Using the ION Web Site. Rather than distributing a paper ION package to each center and region, your input and recommendations will be collected via the ION Web site. The ION Web site will be activated February 26, 2007, and will remain open to the centers until March 26, 2007 and to the regions until April 20, 2007.

The process is very much like an Internet shopping cart where the user may browse, select, and review items in the shopping cart, then submit the list for purchase.

3. Action. *Center Directors* have 1 month from February 26, 2007, until March 26, 2007 to review their ION and submit recommendations to their region via the ION Web site.

*Regional Directors* have 4 weeks from March 26, 2007, until April 20, 2007, to do the following:

- a. Review the recommendations by their centers and submit the recommendations to the National Office via the ION Web site.
- b. Review the list of eligible projects from the approved long range plans and submit the recommendations to the National Office via the ION Web site.

The data will be used in budget preparation; the final budget will be available in July 2007.

4. Expiration Date. April 20, 2007.

5. Inquiries. Inquiries concerning this Information Notice should be directed to Mike O'Malley at (202) 693-3108, or [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 PBDewberry project manager below:

Boston/New York	Bob LoConte	(703) 516-2285	<a href="mailto:loconte.bob@dol.gov">loconte.bob@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	Bill Wood	(703) 516-2233	<a href="mailto:wood.william@dol.gov">wood.william@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. – ION Web Site Instructions

B – Federal Real Property Assessment Management