

January 23, 2014

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 13-36
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Construction, Rehabilitation, and Acquisition (CRA) Funding
Allocation for Program Year 2014 (PY 2014)

1. Purpose. To begin the CRA budget process, and identify the actions required to submit, review and approve deficiencies, and demolition and project requests for PY 2014¹.

2. Background. The PY 2014 CRA budget will follow the same process as in previous years. It will be facilitated by the Inventory of Needs (ION) Web site. Attachment A contains instructions for accessing and submitting projects for consideration. Job Corps will continue to fund projects based on greatest need, and in conjunction with general asset management principles during the selection, evaluation, and approval process. The final CRA budget will be available July 2014.

a. Regional/center FNC projects – deficiencies

Funding for regional/center projects will be allocated to aggressively correct facility deficiencies that affect the Department of Labor’s liability, hamper center operations, and adversely impact asset management performance measures.

To comply with the December 19, 2007, Energy Independence and Security Act², all capital projects and deficiencies in excess of \$500,000, as well as funded deficiencies and projects identified as “sustainable,” must be completed in accordance with the law’s sustainability requirements. Scopes of work and estimates will be reviewed for proposed projects, and the sustainability elements identified must be included when the work is contracted and performed.

¹ Funded Not Corrected (FNC) projects

² <http://www1.eere.energy.gov/femp/regulations/eisa.html>

Since Real Property Asset Management is a crucial and integral part of the CRA budgeting process, the following factors shall be evaluated during the selection and submittal process:

- (1) Utilization
- (2) Facility condition index
- (3) Mission dependency
- (4) Annual operating cost

Note: See Attachment B for details.

b. Allocating the funds for regional/center projects

- (1) All unfunded facility deficiencies in the ION have been evaluated, classified, and given a score based on facility condition, deficiency type, and building function.

Note: The higher the score, the more critical the deficiency.

- (2) Nationwide, approximately \$10 million in deficiencies will be funded in the relative order of the deficiency score, beginning with the highest ranking, until the funding for these “pre-selected” deficiencies is exhausted. Approximately \$3 million will be allocated among the regions proportionally, based on student population (on-board strength); \$1 million will be set aside in the Office of Job Corps for building demolition.
- (3) Each center will propose five ION deficiencies and submit them via the ION Web site to the appropriate Regional Office for consideration. Where applicable, the center should propose a list of facilities for demolition, taking into consideration mission criticality, condition index, operating costs, and utilization. There is no limit to 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 its region, taking into account the asset management performance measures, programmatic considerations.

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

- (5) The Office of Job Corps will review proposed lists and provide concurrence or adjustment where necessary. If a center has a substantial

backlog of FNC items from previous years, this may adversely impact funding of deficiencies.

c. Office of Job Corps New-Start Projects – regions only

It is anticipated that funding will be available for several Office of Job Corps New-Start Projects. All projects that were 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 Office of Job Corps for consideration. If there are other projects not currently in a center's long-range plan, the appropriate Engineering Support Contract (ESC) point of contact may be contacted, so that these may be added.

d. Using the ION Web site

Input and recommendations will be collected via the ION Web site, which will be available as follows:

- (1) Centers – February 12, 2014, through midnight Eastern March 5, 2014
- (2) Regions – March 6, 2014, through midnight Eastern March 27, 2014

The process is similar to an Internet shopping cart, where the user may browse, select, and review items in the cart, and then submit the list for purchase. Even when submitted, the items may be revised until the deadline.

3. Action.

a. Center Directors shall:

- (1) Select five choices for deficiencies, rank in order of priority, and provide comments.
- (2) Select buildings for demolition (no limit), rank them in order of priority, and provide comments.
- (3) Submit recommendations by midnight Eastern March 5, 2014.

b. Regional Directors shall:

- (1) Review recommendations from centers for deficiencies, and demolitions.
- (2) Select and rank deficiencies up to the projected spending limit, and provide comments.

- (3) Select and rank demolitions (no limit), and provide comments.
- (4) Select and rank three Office of Job Corps New-Start Projects, and provide comments.
- (5) Submit recommendations by midnight Eastern March 27, 2014.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. March 28, 2014.

5. Inquiries. Questions concerning this Information Notice should be directed to Bill Dakshaw at (202) 693-2867 or dakshaw.bill@dol.gov. For details about the ION deficiencies or projects, please contact your ESC Project Manager, or for use of the Web site, please contact Mark Campbell at (703) 516-2261 or campbell.mark@dol.gov or Vineet Sharma at (703) 516-2296 or sharma.vineet@dol.gov.

Attachments

- A – Instructions for Using PY 2014 Inventory of Needs Web site
- B – Job Corps Federal Real Property Asset Management Overview