

February 15, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-28
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS

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

SUBJECT: Construction, Rehabilitation, and Acquisition Funding Allocation –  
Program Year 2008

1. Purpose. To begin the program year (PY) 2008 Construction, Rehabilitation, and Acquisition (CRA) budget process and identify the actions required to submit project requests for the PY 2008 CRA budget.

2. Background. This year's PY 2008 CRA budget will follow the same process as last year's budget based upon the "greatest need" approach and facilitated by a Web-based data collection system (the Web-based ION). This budget process will be enhanced by fully integrating asset management principles during project selection, evaluation, and approval.

a. Regional/Center Projects

Funding for regional/center projects will seek 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 funding is to focus on providing a safe and positive learning environment for our students. In addition, to improve the utilization of Job Corps facilities, part of the funds will be set aside for demolition of excess or underutilized facilities.

Per the federal energy law that was enacted on December 19, 2007, 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 these projects, and the sustainability elements identified must be included when the work is contracted and performed.

Since Real Property Asset Management is a crucial and integral part of the CRA budgeting process, you should, in proposing projects, consider the following (see Attachment A for details):

- (1) Utilization
- (2) Facility Condition Index
- (3) Mission Dependency
- (4) Annual Operating Cost

b. 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 \$20M of 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 \$3M will be allocated among the regions proportionally based on student population (contract strength); and \$2M will be set aside in the National Office of Job Corps 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 FNC (Funded Not Corrected) items from previous years, this may affect funding of deficiencies.

c. Using the ION Web Site

Again, 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 20, 2008, and will remain open to the centers until March 12, 2008, and to the regions until April 3, 2008.

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.

- a. *Center Directors* have 3 weeks, from February 20, 2008, until March 12, 2008, to review their ION and submit recommendations for deficiencies and demolitions to their region via the ION Web site. (See Attachment B, ION Web Site Instructions.)
- b. *Regional Directors* have 3 weeks, from March 13, 2008, until April 3, 2008, to review the recommendations for deficiencies and demolitions by their centers 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 2008.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. April 3, 2008

5. Inquiries. Inquiries 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 use of the Web site, please contact your regional PBDewberry project manager below:

Boston	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	Tom Dorman	(703) 516-2248	<a href="mailto:dorman.tom@dol.gov">dorman.tom@dol.gov</a>
Chicago	Bill Wood	(703) 516-2233	<a href="mailto:wood.william@dol.gov">wood.william@dol.gov</a>
San Francisco	Rick Wallace	(703) 516-2224	<a href="mailto:wallace.richard@dol.gov">wallace.richard@dol.gov</a>

Attachments

A – Federal Real Property Asset Management

B – ION Web Site Instructions