

February 6, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-21
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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 – PY 2009

1. **Purpose.** To begin the PY 2009 Construction, Rehabilitation and Acquisition (CRA) budget process, and identify the actions required to submit project requests for the PY 2009 CRA budget.

2. **Background.** This year's PY 2009 CRA budget will follow the same process as previous years' budgets (based upon the "greatest need" approach) and be facilitated by the Inventory of Needs (ION) Web site (see Attachment A for instructions). Pending stimulus legislation might provide funds that may be used to correct a number of deficiencies. Therefore, each Regional Office must identify and prioritize additional deficiencies and projects in case some of the ones that you select for CRA budget funding are to be done under the stimulus. Asset management principles must be fully integrated during the selection, evaluation, and approval process.

a. **Regional/Center Projects (Deficiencies)**

As a result of pending stimulus legislation that may be used to correct a number of deficiencies, each Regional Office must identify and prioritize additional deficiencies since some of the ones you select for CRA budget funding may be done under a stimulus package.

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 students. In addition, in order 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 Energy Independence and Security Act of 2007, which 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 B 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 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 \$25M 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 10 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 Office 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.

c. National Office Projects (Regions only)

As a result of pending stimulus legislation that may be used to correct a number of deficiencies, you must identify and prioritize additional deficiencies since some of the ones you select for CRA budget funding may be done under a stimulus package.

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.

Again, 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.

d. Using the ION Web site

Your input and recommendations will be collected via the ION Web site which will be open as follows:

Centers – February 9, 2009 through midnight February 27, 2009

Regions – February 28, 2009 through midnight March 20, 2009

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 (a) select your top 10 picks for deficiencies (this is double the picks from last year) and rank them in order of priority; (b) select buildings for demolition (no limit) and rank them also in order of priority; and (c) submit your recommendations by midnight February 27, 2009.

Regional Directors (a) review the recommendations from your centers for deficiencies and demolitions; (b) select and rank deficiencies up to the projected spending limit; (c) select and rank additional deficiencies up to possible stimulus limit; (d) Select and rank demolitions (no limit); and (e) Submit your recommendations by midnight March 20, 2009.

The data will be used in budget preparation; the final budget will be available in July 2009.

4. Expiration Date. March 20, 2009

5. Inquiries. Questions should be addressed to Justin Meeks at (202) 693-3826, or meeks.justin@dol.gov. For specific details about the FNC or the use of the Web site, please contact your regional PBDewberry project manager below:

Boston	Bob LoConte	(703) 516-2285	loconte.bob@dol.gov
Philadelphia	Ron McIntyre	(703) 516-2201	mcintyre.ron@dol.gov
Atlanta	Chris Garrett	(703) 516-2228	garrett.chris@dol.gov
Dallas	Tom Dorman	(703) 516-2248	dorman.tom@dol.gov
Chicago	Bill Wood	(703) 516-2233	wood.william@dol.gov
San Francisco	Rick Wallace	(703) 516-2224	wallace.richard@dol.gov

Attachments

A – ION Website Instructions

B – Federal Real Property Asset Management