

# Attachment B

## Using the CRA Funding Website for Emergency Repair Requests

Short term (until the CRA Funding website is modified) –

**In the CRA Funding Title:**  
**Emergency Repair Fund (ERF)** – broken AC condenser in cafeteria freezer

In the **CRA Funding Title**, begin with Emergency Repair Fund (ERF).

In the **Description**, enter in the following 3 items (in addition to the description):

1. ERF Balance **Before**
2. Amount to be used from ERF for this request
3. ERF Balance **After**

Select Emergency as the Type and enter in the dollar amount to be used from the ERF

Impact if not done, the explanation why it is an emergency, and the category should be filled in as normal.

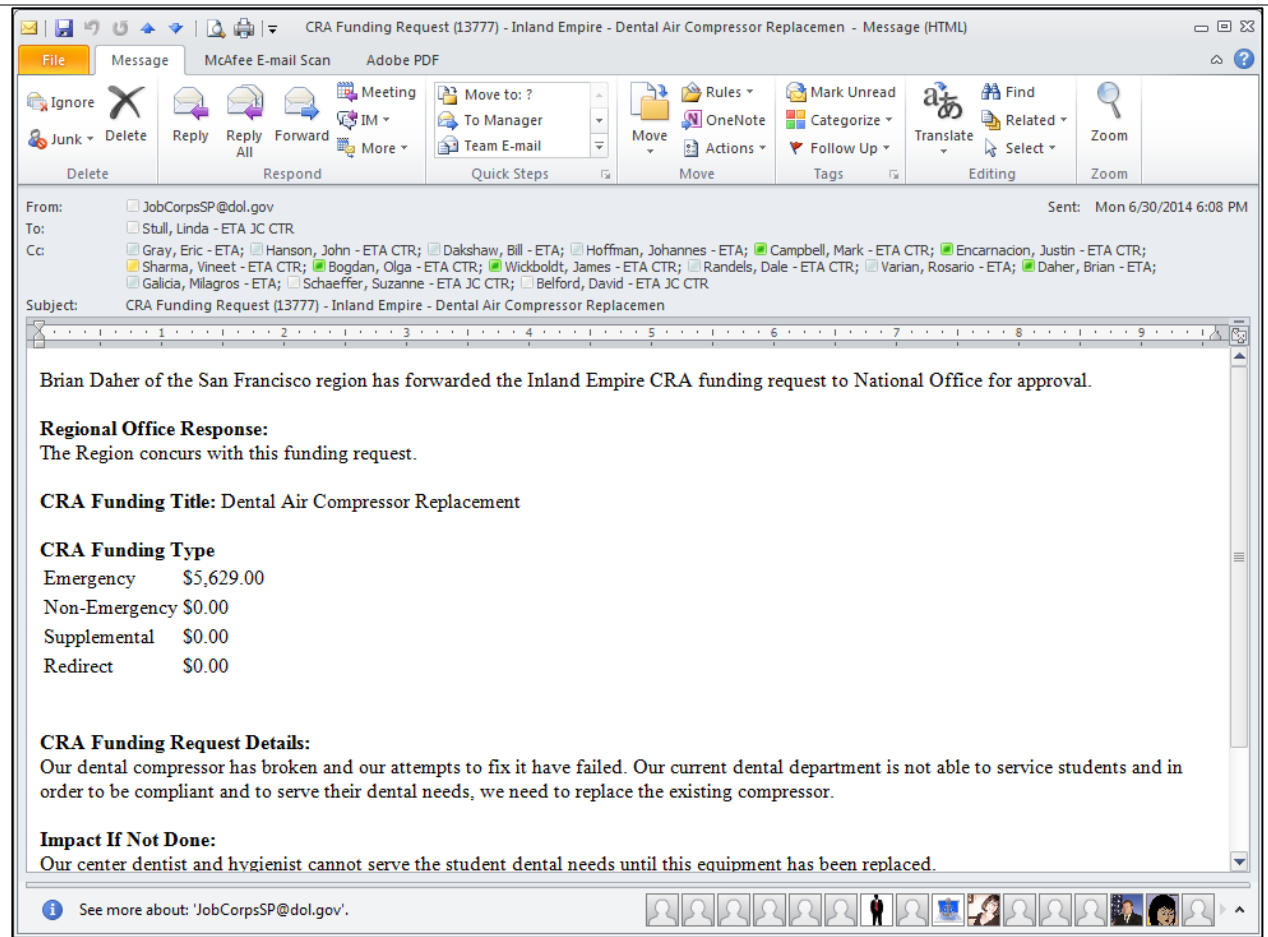
Details	
*CRA Funding Title	<input type="text"/>
Buildings	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #4F81BD; color: white; padding: 2px;">Step 1 - Select Building</div> <div style="background-color: #4F81BD; color: white; padding: 2px;">Step 2 - Click 'Add Building' to add to request.</div> <div style="padding: 5px;">           0001 - Administration/Academics/Dining <span style="float: right;">▼</span> </div> <div style="text-align: right; padding-top: 5px;"> <input type="button" value="Add Building"/> </div> </div>
*Description/Details of the Request <small>(Max.Allowed-4000 characters)</small>	<div style="border: 1px solid #ccc; padding: 5px;">           Current ERF Balance: \$20,000            Amount this request: \$8,000            ERF Balance after: \$12,000         </div>
*Impact If Not Done <small>(Max.Allowed-2000 characters)</small>	<div style="border: 1px solid #ccc; height: 40px;"></div>
*CRA Funding Type	<p><small>Whole Dollars Only - Round up to nearest whole dollar.</small></p> <p><input checked="" type="checkbox"/> Emergency: \$ <input type="text" value="0"/></p> <p><input type="checkbox"/> Non-Emergency: \$ <input type="text" value="0"/></p> <p><input type="checkbox"/> Supplemental: \$ <input type="text" value="0"/></p> <p><input type="checkbox"/> Redirect: \$ <input type="text" value="0"/></p> <p><small>(Re-Direct temporarily disabled for JCC Centers and pending additional review by National Office)</small></p> <p><b>Total Amount:</b> \$ <input type="text" value="0"/></p>
Category	<input type="text"/>

\*Required: Please explain why this is an emergency.  
(Max.Allowed-2000 characters)

<p>For attachments, include an updated [to be current, not just the previous quarter's] CRA Construction Rehab Report</p>	<div style="display: flex;"> <div style="background-color: #0056b3; color: white; padding: 5px; width: 20%;"> <p><b>Attachments</b></p> <p><i>To attach each file -</i></p> <ul style="list-style-type: none"> <li>Select type of attachment (ex. Quote)</li> <li>Click the 'Browse' button and select file to attach.</li> <li>Click the 'Attach File' button to upload and attach the file.</li> <li>Repeat steps for each file.</li> </ul> </div> <div style="flex-grow: 1; padding: 5px;"> <p>No attachments.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="width: 33%;">Step 1 - Select Type of Attachment</th> <th style="width: 33%;">Step 2 - Select File</th> <th style="width: 33%;">Step 3 - Upload File</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <input type="radio"/> Quote (Req'd)  <input type="radio"/> CRA Quarterly Construction Rehab Rpt (Req'd)  <input type="radio"/> Picture  <input type="radio"/> Video (Maximum 5 MB)  <input type="radio"/> Other </td> <td style="vertical-align: top;"> <input style="width: 90%;" type="text"/>  <input type="button" value="Browse..."/> </td> <td style="vertical-align: top; text-align: center;"> <input type="button" value="Attach File"/> </td> </tr> </tbody> </table> </div> </div>	Step 1 - Select Type of Attachment	Step 2 - Select File	Step 3 - Upload File	<input type="radio"/> Quote (Req'd) <input type="radio"/> CRA Quarterly Construction Rehab Rpt (Req'd) <input type="radio"/> Picture <input type="radio"/> Video (Maximum 5 MB) <input type="radio"/> Other	<input style="width: 90%;" type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Attach File"/>
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<input type="radio"/> Quote (Req'd) <input type="radio"/> CRA Quarterly Construction Rehab Rpt (Req'd) <input type="radio"/> Picture <input type="radio"/> Video (Maximum 5 MB) <input type="radio"/> Other	<input style="width: 90%;" type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Attach File"/>					
<p>Center should complete the request and submit to the region</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 5px;"> <p><b>Email Notifications</b></p> <p><i>These users will receive all notifications about this request.</i></p> </div> <p style="font-size: small; margin-top: 5px;">Reitan.Steve@jobcorps.org, leslie.william@dol.gov; WALKER.ALAN@DOL.GOV; Dakshaw.Bill@dol.gov, hoffman.johannes@dol.gov, Campbell.Mark@dol.gov, Encarnacion.Justin@dol.gov, sharma.vineet@dol.gov, Bogdan.Olga@dol.gov, Wickboldt.James@dol.gov, Randels.Dale@dol.gov; Rios.John@dol.gov, martino.thony@dol.gov, Hall.Walt@dol.gov, Garcia.Heriberto@dol.gov, Steward.Frederick@dol.gov</p> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> <p><b>Additional Email Notifications</b></p> <p><i>Which other users should receive notifications about this request?</i></p> </div> <p style="font-size: x-small; margin-top: 5px;">Please include YOUR email address here, as well as Additional Email Notifications.</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div> <p style="font-size: x-small; margin-top: 5px;">(Max.Allowed-3000 characters) <span style="float: right;">(Separate by semicolons. Example: email1@domain.com; email2@domain.com)</span></p> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> <p><b>*Name of Submitter and Phone No</b></p> <input style="width: 95%; border: none;" type="text"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Save as Draft"/> <input type="button" value="Submit to Regional Office"/> </div> </div>						
<p>Region should review the request and Approve.</p> <p>In the interim, clicking the "Forward to National Office for Approval" is the method of approving. [Shortly, there will be a new separate button to Approve the Emergency Repair Fund request]</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #0056b3; color: white; padding: 5px;"> <p><b>Regional Office</b></p> </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> <p><b>*Comment By Regional Office</b></p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> <p><b>Additional Email Notifications</b></p> <p><i>Which other users, including yourself, should receive notifications about this request?</i></p> </div> <p style="font-size: x-small; margin-top: 5px;">Please include YOUR email address here, as well as Additional Email Notifications.</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div> <p style="font-size: x-small; margin-top: 5px;">(Max.Allowed-1000 characters) <span style="float: right;">(Separate by semicolons. Example: email1@domain.com; email2@domain.com)</span></p> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> <p><b>*Regional Reviewer</b></p> <input style="width: 95%; border: none;" type="text" value="Enter your name and contact info"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Disapprove CRA Funding Req"/> <input type="button" value="Return to Center for Additional Info"/> <input type="button" value="Forward to National Office for Approval"/> </div> </div>						

Regional Approval is confirmed when the email is sent indicating the region has forwarded the request to the National Office. [Shortly, there will be a modification to this email to specifically note that the region has approved the Emergency Repair Fund request]

Once the regional approval is obtained, the center may proceed.



Long term (after the CRA Funding website is modified) – there will be a separate screen to enter emergency repair fund requests where the center can put in the balances before and after and the amount of the request, more details to be provided later