

August 21, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 14-07
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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
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: Construction, Rehabilitation and Acquisition (CRA) Funding Pilot

1. Purpose. To inform the Job Corps community of lump sum funding added to center operator contracts for the following requirement:

- a) Non-emergency Repairs and other unidentified CRA project funding, and
- b) Emergency Repair Funding for CRA projects only.

2. Background. Annually Job Corps spends millions on emergency and funded CRA funding requests due to severe weather, aging facilities, and inadequate center maintenance. During Program Year (PY) 2013, centers requested an estimated \$5 million for emergency repairs in order to prevent disruption in center operations. Often approval took longer than expected because of requirements for funding certification, Financial Operating Plan (FOP), and contract modifications needed to be completed prior to approval and correcting deficiencies.

To expedite correcting deficiencies, Job Corps worked with the Office of Financial Administration (OFA) and the Office of Contracts Management (OCM) to streamline the CRA process by adding **Line B1(a), Non-emergency Repair Funding and other unidentified CRA projects, and Line B1(b), Emergency Repair Funding for CRA projects only to center operators' contracts.** By adding funds to center operators' contracts, this process will reduce procurement activities in order to expedite correcting deficiencies.

Most significantly, this funding will assist centers in correcting emergencies during the weekends when National and Regional Office staff members are not available to approve funding requests, provide FOPs or fund certifications, or to modify contacts.

A breakout of funding obligated on center operating contracts is described below:

Line B1(a), Non-emergency Repair Funding and other unidentified CRA projects: This modification obligates a lump sum amount under cost category B1(a), Non-emergency and other unidentified CRA projects. Funds obligated under this cost category shall be used for: (a) CRA projects that have been identified, assigned a deficiency number and approved by the Office of Job Corps per Information Notice Number 13-36; dated January 23, 2014 which speaks to such projects and is incorporated by reference; (b) CRA projects the contractor identifies that arise during contract performance that have not been assigned a deficiency number or (c) CRA projects the Contract Officer's Representative (COR) identifies that arise during contract performance that have not been assigned a deficiency number. Unless otherwise stated by the COR, priority is given to projects that have been identified in (a).

- (a) For projects that have been identified, assigned a deficiency number and approved by the Office of Job Corps, the contractor shall submit a cost estimate for the project, as well as a timeline for completion to the COR via the CRA Web site currently used for regional projects. The contractor shall then obtain the COR's written approval via the CRA Request System before beginning work.
- (b) For projects that are identified by the contractor that have not been assigned a deficiency number and approved by the Office of Job Corps, contractors shall first submit a request to utilize a portion of this funding to the COR via the Office of Job Corps' CRA Request System. The contractor shall include in its request, a description of the project and a justification (i.e., student safety, sanitation, etc.), and an estimate of the total cost of the project and the timeline for completion. The COR will review the request and will determine whether the project is an appropriate use of this funding. If approved, the COR will provide written authorization to initiate the project via the CRA Request System.
- (c) For projects that are identified by the COR that have not been assigned a deficiency number and approved by the Office of Job Corps, the COR will identify such projects via the CRA Request System. The contractor will then submit pertinent information regarding the project in the CRA Request System, to include a work plan, a cost estimate and the timeline for completion. The COR will review and approve the request if appropriate via the CRA Request System.

The contractor shall maintain a spreadsheet of total funds obligated under cost category B1(a) in this modification and the use and availability of funding throughout the contract year and shall notify the COR when costs reach 90 percent of the funding obligated in this modification.

Line B1(b), Emergency Repair Funding for CRA projects only: This modification obligates a lump sum amount under cost category B1(b), Emergency CRA projects. Funds obligated under this cost category shall be used only for emergency CRA projects that arise during the length of the contract and are approved by the COR. An Emergency Repair is a condition that if not immediately corrected would seriously disrupt the program, pose an immediate risk to the health and safety of students or staff, cause loss of property or harm to the environment, or result in the immediate closure of the center.

- (a) The contractor shall not incur costs under this cost category that exceed available funding. Therefore, the contractor shall maintain a spreadsheet of total funds obligated in line B1(b) of this modification and use of available funding throughout the contract year and shall notify the COR when costs reach 90 percent of the funding obligated in this modification.
- (b) If the contractor requires the use of B1(b) funding to address an emergency on the center, the contractor shall first obtain the approval from the COR to address the emergency. The contractor shall submit the request to the COR via the CRA Web site currently used for regional project approval and include a description of the emergency and the immediate risk that failure to address the emergency poses to health, life, property or environment. The contractor shall include a brief description of the way in which the contractor will address the emergency, an estimated cost and a timeline for completion. The COR will review the request and will provide a written approval (if granted) via the CRA Web site. The contractor can then utilize funding obligated in this modification under line B1(b) to address the emergency.

Contractors should note that for the purposes of financial reporting on the 2110, there remains only one CRA category, and the 2110 form (or Financial Management System) does not currently accommodate a breakout between B1(a) and B1(b). Therefore, the contractor shall report both B1(a) and B1(b) expenses under the same 2110 line.

3. Methodology:

a. **Line B1(a), Non-emergency Repair Funding and other unidentified CRA projects.**

These projects were previously identified, assigned a deficiency number and approved by the Office of Job Corps per Information Notice Number 13-36; dated January 23, 2014, entitled “Construction, Rehabilitation, and Acquisition (CRA) Funding Allocation for Program Year 2014 (PY 2014)” speaks to the process and how projects are selected otherwise known as the Inventory of Needs.

b. **Line B1(b), Emergency Repair Funding for CRA projects only.** During PY 2014, Job Corps is allocating \$4 million to centers to correct emergency deficiencies only. Job Corps based this dollar amount on the following criteria:

- Assessment of emergency funding spending for a center over the past 7 years;
- Number of buildings at a center;
- Number of students at a center; and
- Facility Condition Index.

4. Funding Availability. Funding allocation has been submitted in the Acquisition Management System, along with the operations regional allocations. OFA will review unobligated balances to determine if any changes in funding should occur throughout the contract year.

Funding will remain on the contract until funds are liquidated, the contract expires, or fund's expiration date (the appropriation accounting code used will determine the expiration date).

5. Action. Regional Directors are to ensure individuals responsible for this activity are promptly notified of this enhancement to the CRA system.

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

6. Reference. The Policy and Requirements Handbook (PRH) will not be updated to reflect this pilot. OJC will work with OCM and OFA during PY 2014 to assess this new process, and determine in PY 2015 if this will be a permanent change.

7. Expiration date. Until superseded.

8. Inquiries. Inquiries should be directed to Bill Dakshaw at (202) 693-2867 or dakshaw.bill@dol.gov; or Marsha Fitzhugh at (202) 693-3099, or fitzhugh.marsha@dol.gov.

Attachments

- A – Important Frequently Asked Questions
- B – Emergency Repair Funding Instructions
- C – CRA Rehabilitation Accountability Report Template