

# Indian Affairs



## SPECIAL PROGRAMS

Office of Facilities Management and  
Construction

2011

# INTRODUCTION

- The purpose of this presentation is to share guideline procedures for implementation of the supplemental facility programs.

## Program Managers:

- Dennis Rodriguez – OFMC Facilities Program Specialist  
(505) 563-5160
- Paulette Wasetta – OFMC Program Analyst  
(505) 563-5166



# SUPPLEMENTAL FUNDING PROGRAMS

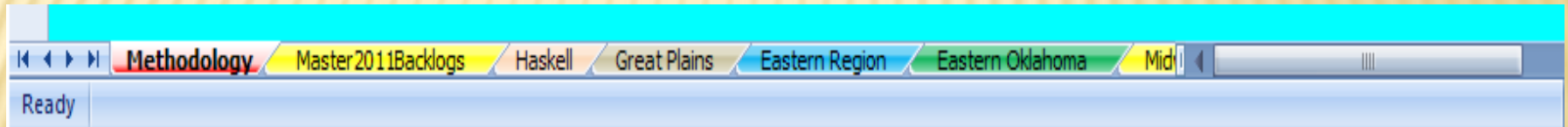
- Minor Improvement and Repair
- Emergency
- Energy
- Structural Fire
- Portable classroom buildings

# BACKLOG PRIORITIZATION

---

This spreadsheet is a tool used to prioritize Backlogs for funding and repairs. The Special Projects Group within the Bureau Of Indian Affairs developed this tool. There is input data that is needed. This spreadsheet uses the appropriate data to help the BIA asses the Backlogs with just a few simple steps. The following are the instructions to use this spreadsheet...

To Begin: Click on the Appropriate Tab shown below.



Backlogs should be prioritized based on a Risk Assessment. The Department of the Interior, uses the Risk Assessment System (RAS). DOI ranks health and safety hazards using Risk Assessment Codes (RAC). The RAC considers the hazard severity, the probability of occurrence and the number of people exposed or the potential loss in the event of a failure.



# BACKLOG PRIORITIZATION

---

**A. Step 1.** Please see the chart below. Please rate how often the issue occurs. Then note the Probability Code on the Right, A, or B or C or D.

PROBABILITY		PROBABILITY CODE
Frequent	Immediate danger to health and safety of public, staff, or property and resources; occurs frequently or continuously.	A
Likely	Probably will occur in time if not corrected, or probably will occur once or more times during the life of the system.	B
Occasional	Possible to occur in time if not corrected.	C
Rarely	Unlikely to occur; May assume exposure will not occur.	D

# BACKLOG PRIORITIZATION

---

**Step 2.** Please see the chart below. Please rate the severity of the issue. Please note the Severity Code I, II, III or IV.

SEVERITY		SEVERITY CODE
Catastrophic	Immediate and imminent danger of death or permanent disability, chronic or irreversible illness, major property or resource damage.	I
Critical	Permanent partial disability, temporary total disability greater than 3 months, significant property or resource damage.	II
Significant	Hospitalized minor injury, reversible illness, period of disability 3 months or less, loss or restricted workday accident, compensable injury illness, minor property or	III
Minor	First aid or minor medical treatment. Presents minimal threat to human safety and health, property or resources, but is still in violation of a standard.	IV



# BACKLOG PRIORITIZATION

---

**Step 3.** Please see the chart below. Use the letter from Step 1 to identify the appropriate column and then use the Number to identify the correct Row.

Severity Risk Assessment Code Table

Severity	Risk Assessment Code			
Catastrophic (I)	1	1	2	3
Critical (II)	1	2	3	4
Significant (III)	2	3	4	5
Minor (IV)	3	4	5	5
Probability:	A Frequent	B Likely	C Occasional	D Rarely

# BACKLOG PRIORITIZATION

---

## EXAMPLE...

Issue: A door has a failed arrestor and it closes too quickly. This only occurs every so often and it does not close extremely quickly and the door is not used very often.

**Step 1** this occurs Occasional, so PROBABILITY CODE is C

**Step 2** this would lead to Significant injuries, so the SEVERITY CODE is III

**Step 3** Look at the Severity Risk Assessment Code Table Use Column C and Row III and you get Number 4.



# BACKLOG PRIORITIZATION

---

**Step 3.** Identify The RAC Code using the Number found in Step # 3.

**RAC Code Table**

RAC Code	Description
1	RAC-1 represents an immediate danger to life, health or property and requires emergency correction or hazard controlled to a lower level of risk as soon as possible within that work shift.
2	RAC-2 represents a high level of threat to life, health or property and requires hazard correction or hazard controlled to a lower level of risk as soon as possible, but no later than 15 days.
3	RAC-3 represents a medium level risk to life, health or property, with correction planned and completed, or hazard controlled to a lower level of risk within 12 months
4	RAC-4 represents a low level risk, with correction planned and completed, or hazard controlled to a lower level of risk within a 2-year period.
5	RAC-5 represents the lowest level risk and is considered minor. The correction of these risks can be planned in the out-years of a five-year plan.

# MINOR IMPROVEMENT AND REPAIR

## 1. Scope

- a. The MI&R program is used to correct serious life/safety and other high ranked deficiencies at Education, Non-Education, and Public Safety and Justice Facilities.

## 2. Authorities

- a. Public Law 91-695(OSHA Act 1971)
- b. 29 CFR 1960
- c. 25 U.S.C. Snyder Act
- d. 25 U.S.C. 2005 (P.L. 95-561)



# MINOR IMPROVEMENT AND REPAIR

## 3. Policy

- a. It is the policy of the Facility Management program to identify and correct serious life/safety and high ranked deficiencies (RAC process) identified in the FMIS backlog, to assist in providing safe and functional bureau facilities
- b. Funding thresholds;
  - Minimum \$2,500 per backlog item
  - Maximum \$250,000 per backlog item

# MINOR IMPROVEMENT AND REPAIR

Policy Continued...

Note: Grant schools considering MI&R projects over \$100,000 must consult their Education Line Officer regarding the P.L. 100-297 application process. The Education Line Officer, (ELO) is responsible for determining the Grantee's organizational capacity to successfully perform the work.



# MINOR IMPROVEMENT AND REPAIR

4. Milestones - Scheduled dates for MI&R submission
  - a. July : Region in consultation with Agency and location establishes Priority listing utilizing RAC.
  - b. August : Region sends OFMC reviews list and consults with Region.
  - c. September : Region/Agency and locations submit to OFMC any changes to priority listing.
  - d. September 30: OFMC finalizes priorities and awaits appropriation funding

# MINOR IMPROVEMENT AND REPAIR

## 5. Procedures

- a. Beginning at the new fiscal year the Regions/Agencies/Locations review their P09 (backlog reports) and annual safety inspection reports to identify and develop priority listings.
- a. Validate existing backlogs to update estimate accuracy of the description and Risk Assessment

# MINOR IMPROVEMENT AND REPAIR

Procedures cont'd...

- c. for Deficiencies from safety inspections must be abated and developed into backlogs to be considered for funding.

Region submits backlog prioritization to OFMC consideration of MI&R funding.



# TYPICAL MI&R





# TYPICAL MI&R





# TYPICAL MI&R





# TYPICAL MI&R



# EMERGENCY PROGRAM

## 1. Scope

- a. The emergency program provides reimbursement for costs necessary to correct immediate threats to life, property and program function at Education, non-education and Public Safety and Justice facilities.

## 2. Authorities

- a. Public Law 95-561
- b. 25 CFR (chapter 1) 4-01-86 Federal Register Notice,
- c. Volume 53 & 54 August 1989



# EMERGENCY PROGRAM

## 3. Policy

- a. It is the policy of the Bureau's Facility program to provide funds from any source to resolve emergency situations. Based on supporting documentation, the program provides reimbursement for costs associated with mitigating the emergency. Emergency corrections are considered RAC 1 or 2
- b. Funding Thresholds:
  - Minimum \$2,500 per backlog item
  - Maximum \$100,000 per backlog item



# EMERGENCY PROGRAM

## 4. Procedures

- a. Once the emergency has been identified The Region/Agency or location must notify OFMC. Notification must be made promptly after emergency has been identified.
  - The emergency must be corrected immediately utilizing funds available.
  - The Region or Agency must establish the emergency as a Backlog in FMIS.

# EMERGENCY PROGRAM

## Procedures cont'd...

- The Agency/location submits to the Region documentation supporting the emergency.
- The Region submits emergency request to OFMC with written support.
- OFMC reviews documents and provides funding reimbursement.



# EMERGENCY PROGRAM

## 5. Advance funding

- a. Under special circumstances on a case by case basis, advance emergency funding may be approved.
- b. The Region, Agency and/or location must identify that no available funds exist to correct the emergency. This condition normally exists at the end of the fiscal year or when the amount of cost approaches the funding threshold of \$100,000



# PORTABLE CLASSROOM PROGRAM

## 1. Scope

a. The portable building program provides classroom space for those locations identified by the Bureau of Indian Education (BIE) as overcrowded or in need of temporary space. The program need and number of classroom spaces is verified by a space analysis performed by OFMC and BIE based on yearly appropriations.

## 2. Authorities

a. 25 U.S.C. 2 and 13; 25 U.S.C 2001 et seq.; and 25 U.S.C. 2501 et seq.

# NEW PORTABLE CLASSROOM PROTOTYPE





# CONCLUSION

In conclusion we strongly believe that these programs, if utilized appropriately, will provide you with support to maintain safe and functional facilities.

These programs are for use by Bureau, P.L. 100-297 Grant and P.L. 93-638 operations, if the facility is in the FMIS inventory it is eligible for consideration of funding from these programs.