



Bureau of Indian  
Affairs  
Demolition & Space Reduction  
Policies and Procedures

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Prepared for Facilities Management Personnel at the Regions,  
Agencies, Office of Justice Services & Bureau of Indian Education

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**Table of Contents**

**DEMOLITION AND SPACE REDUCTION PROGRAM**

1. PURPOSE..... 1

1.1 SCOPE..... 1

1.2 AUTHORITIES ..... 1

1.3 POLICY..... 1

1.4 MILESTONES..... 2

1.5 PROCEDURES ..... 3

1.6 VALIDATION PROCESS AND PRIORITIZATION..... 4

# DEMOLITION AND SPACE REDUCTION PROGRAM

## 1. Purpose

The purpose of this document is to provide procedural guidance regarding implementation of the Demolition and Space Reduction Program (D&SR).

### 1.1 Scope

The Demolition and Space Reduction Program provides funding for demolition and/or donation of facilities determined to be excess property to the Bureau's educational, non-educational and Office of Justice Services programs based on the **Bureau's five year plan**. This program does not provide funding for demolition to community or tribally owned facilities or fund those projects more appropriately covered by the Minor Improvement and Repair Program (MI&R). The funding does cover all work associated with building removal, such as hazardous material abatement, disposal and utility restoration.

### 1.2 Authorities

The Office of Facility Management and Construction (OFMC) is responsible for implementation of the D&SR program and the authorities governing the D&SR program are contained in:

- A. 43 BIAM Supplement 2; Part 114H-47.503-7501(b) (8) Public Law 95-561
- B. 25 U.S.C. 443a—Conveyance to Indian Tribes of Federally-Owned Building Improvements, or Facilities
- C. 40 U.S.C. 483(a) (2)—Disposal of Certain Excess and Surplus Federal Property to the Secretary of the Interior for the Benefit of any Group, Band, or Tribe of Indians
- D. FPMR 41-101-47.4—Environmental Hazard
- E. BIA Real Property administrative handbook, pages 37 through Appendix B

### 1.3 Policy

It is the policy of the Facilities Management Program (FMP) to provide funds to remove from inventory any building or structural asset and associated systems determined to be excess to the Bureau's programs. The removal of excess space can be accomplished by demolition or donations of buildings and structures to Tribal entities.

Providing funding for facility demolition or donation will be contingent on the regional FMP initiating with the regional Real Property Officer (RPO) a DI-130 report of survey and other associated requirements i.e., archeological, environmental, and historical assessments prior to receipt of funding. In addition all environmental hazardous

conditions will be abated in accordance with National Environmental Protection Agency (NEPA) prior to property, title execution and donation. If the facilities are determined not feasible for donation, demolition will be scheduled.

- A. The minimum and maximum funding level follows:
  - Minimum: \$ 2,500 per item
  - Maximum: Per justified need within available appropriations

D&SR requests less than \$2,500 are normally are not considered; however, extenuating circumstances may necessitate a variance of funding level. If a variance in the minimum funding limits is requested, the requestor will provide documentation to support the variance. Variances will be evaluated on a case-by-case basis by OFMC.

- B. Demolition to community or tribally-owned asset is not covered under this program, and is not eligible for funding. The asset must have a valid Fixed System Asset (FAS) number.
- C. D&SR projects are to be prioritized by all regions prior to fiscal year funding.
- D. D&SR projects must be on the Bureau's approved five (5) year space reduction plan.
- E. **EXCEPTION:** If the D&SR project is an emergency, it will become a current year priority.

## 1.4 Milestones

The schedule dates below will be the timeframes used for document submission and for the distribution of annual D&SR funds:

- A. July 15: Regional Facility Management (RFM) review field prioritized lists by comparison to the FMIS backlog Reports (Detail of Backlog Items by Category and Rank) for accuracy and current cost estimates. Prioritized lists from the field shall be consolidated and submitted to OFMC via the FMIS Supplemental Fund Request module.
- B. August 1: OFMC reviews the prioritized list and provides feedback and informs Regions of estimated Fiscal Year allocation of funds.
- C. September 1: Region submits changes to D&SR prioritized list to OFMC.
- D. September 15: OFMC reviews and consults with RFM on final changes and Priorities are sent up in FMIS/SFR.
- E. October 1: The new fiscal year funding cannot be processed until appropriations are enacted. When appropriation is enacted, OFMC will initiate a Fund Distribution Document via FMIS.

**RFM will ensure that all funded D&SR backlogs will be shown in FMIS with completion dates and final cost.**

## **1.5 Procedures**

### **A. Review of Backlog and P09 Reports.**

- (1) All regions need to review their respective P09 reports, making corrections and deletions as warranted based on field prioritization. This review will provide a listing of facilities scheduled for demolition or donation in priority rank. D&SR donation plans will be considered for funding only when established in FMIS backlog(s) and when a report of survey and associated requirements are completed; i.e., notification to the Tribe, and historical/environmental assessments. **The RFM is responsible for initiating notification to Tribe, obtaining a Tribal resolution and commencing demolition/donation action with the regional property management.**
- (2) The RFM, in consultation with the agency/location, shall review and ensure that the proposed D&SR projects have been established as backlogs in FMIS. **The RFM shall ensure that all backlogs associated with the D&SR project be purged (deleted) from the P09 report.** The RFM should request that OFMC, Program, Planning and (P&P) release D&SR associated backlogs from PORs scheduled for FI&R projects.
- (3) The RFM shall also ensure that all facilities scheduled for D&SR coincide with the Bureau's 5-year space reduction plan and are correctly identified in the FMIS inventory with complete and accurate data.

### **B. Reprogramming of Funds.**

- (1) Savings from one funded D&SR project to another project at the same location can be accomplished by memorandum (electronic E-mail) from the ELO or Agency to the Region and forwarded to OFMC, identifying the need for utilization of savings. The funding request must be a D&SR project on the 5 year space reduction plan and identified in detail to OFMC. **The Agency or Region will be responsible to properly close out all backlogs with a completion date and cost in FMIS associated utilization of savings.**
- (2) To fund additional non-programmed D&SR projects at a different location with project savings, a reprogramming request memorandum (electronic E-mail) must be submitted by the ELO or Agency to the RFM and forwarded for approval to OFMC. The Location/Agency/Region will be responsible to establish backlog and bring the project forward for funding in FMIS "Supplemental Funds Request". A new PCAS will be established and funding document issued to perform the work.

## **1.6 Validation Process and Prioritization**

Using P09 Reports the RFM must validate their D&SR projects, utilizing the following criteria:

- A. Verify the demolition/donation projects are not to be duplicated in a Program of Requirements (POR) for a New Construction or FI&R project.
- B. Verify that the demolition/transfer is on the Bureau's 5-year space reduction plan.
- C. Verify that the backlog item is described adequately and the cost estimate for demolition/transfer is current.
- D. Verify that the region, agency or location staff can successfully accomplish the D&SR projects. Verify that there are there sufficient planning, execution, and procurement resources.
- E. Verify that the DS&R funds can be obligated in the current fiscal year.
- F. Verify that all required property documentation for demolition or transfer has been performed.

When the Agencies and ELOs have prioritized their DS&R projects from the field locations, the prioritized listing of those projects must be forwarded to the Region. The RFM must provide the final check of validated demolition backlog and submit the regional prioritized list via the FMIS Supplemental Funds Request to OFMC by July 15.

**RFM must annually review and update the 5-year reduction plan. Changes to the plan must be submitted annually with justification to OFMC for approval.**