

# Indian Affairs



## EMERGENCY REIMBURSEMENT AND MINOR IMPROVEMENT AND REPAIR

Division of Facilities Management and  
Construction

2017

# INTRODUCTION

- The purpose of this presentation is to share guideline procedures for implementation of the supplemental MI&R and Emergency Programs.

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# AGENDA

- Region Prioritization Process
- Minor Improvement and Repair
- Emergency Reimbursement

These Handbooks can be viewed on the Indian Affairs intranet site at:

<https://www.bia.gov/as-ia/ofpsm/dfmc/mir>

<https://www.bia.gov/as-ia/ofpsm/dfmc/erp>



# DM REVIEW AND PREPARATION

- a. Before each new fiscal year  
Regions/Agencies/Locations review
  - Central Approved (COAPPR) Deferred Maintenance Work Orders (DM WO)
  - Annual Safety Inspection reports to ensure deficiencies identified are in IA-FMS as a COAPPR DM WO
- b. Verify/Validate COAPPR DM WO
  - Estimates, accuracy of description, category and rank, Risk Assessment Code (RAC) & Use
  - Verify that the MI&R funds recipient has appropriate and sufficient resources to complete the work within the fiscal year.

# SUPPLEMENTAL FUNDING PROGRAMS

## Program Funding

1. Education – A1114
2. General Administration – A1153
3. PS&J – A1117

# WORK ORDER PRIORITIZATION

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Work Orders prioritized initially IAW Attachment G as follows:

- ❑ Facility Condition Index (FCI) = Represents the condition of the building (DM Repair Needs/Current Replacement Value)
  - Highest Scores (Poor, Fair & Good)
- ❑ Asset Priority Index (API) = Represents importance of an asset in supporting the overall mission
  - Highest scores (100 – 0)
- ❑ Category and Rank
  - U = Emergency repair on a case by case basis
  - S&H/1&2 = 60% of allotted MI&R funds
  - M/1&2 = 40% of allotted MI&R funds
- ❑ DM Estimates = Less than \$250,000



# WORK ORDER PRIORITIZATION

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The final prioritization decision would be based on the following:

- ❑ Risk Assessment Code (RAC) = Represents the hazard severity, the probability of occurrence and the number of people exposed or the potential loss in the event of a failure. DOI ranks health and safety hazards using Risk Assessment Codes (RAC).
- ❑ Review and prioritize based on the RAC sequence

# WORK ORDER PRIORITIZATION

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## RAC Code Table

1 (Emergency)	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 (Emergency/MI&R)	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 (MI&R)	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 (FI&R)	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 (FI&R)	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 identified in IA-FMS Deferred Maintenance (DM), to assist in providing safe and functional Indian Affairs facilities.
  
- b. Funding thresholds;
  - Minimum \$2,500 per work order item
  - Maximum \$250,000 per work order item

\* Work orders greater than the threshold should be considered under the DFMC FI&R Program. Under limited circumstances, DFMC may choose to fund critical life safety deficiencies that exceed the threshold on a case by case basis based on urgent need.

# MINOR IMPROVEMENT AND REPAIR

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



# MINOR IMPROVEMENT AND REPAIR

## New Strategy:

DFMC will provide 2% of the Allotted Education MI&R to cover administrative expenses to the Regions. However, these requirements must be met before the funds are released.

- The first 1% of MI&R will be released upon submitting their priority plan at the beginning of the Fiscal Year.
- The second 1% of MI&R when a 50% obligation rate is reached.

# EMERGENCY REIMBURSEMENT

## 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 REIMBURSEMENT

## 3. Policy

- a. It is the policy of the Indian Affairs' 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.
  
- b. Funding Thresholds:
  - Minimum \$2,500 per work order item
  - Maximum \$100,000 per work order item

\* Emergency requests less than threshold or in excess of threshold normally is not considered. However, under extenuating circumstances may necessitate a funding level and the requestor must provide substantial documentation to support the variance over the threshold. This is evaluated on a case by case basis by DFMC.



# EMERGENCY REIMBURSEMENT

## 4. Procedures

- a. Once the emergency has been identified the location with the emergency must go through the proper channels before notifying DFMC. 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 Deferred Maintenance Work Order in IA-FMS.

# EMERGENCY REIMBURSEMENT

## Procedures cont'd...

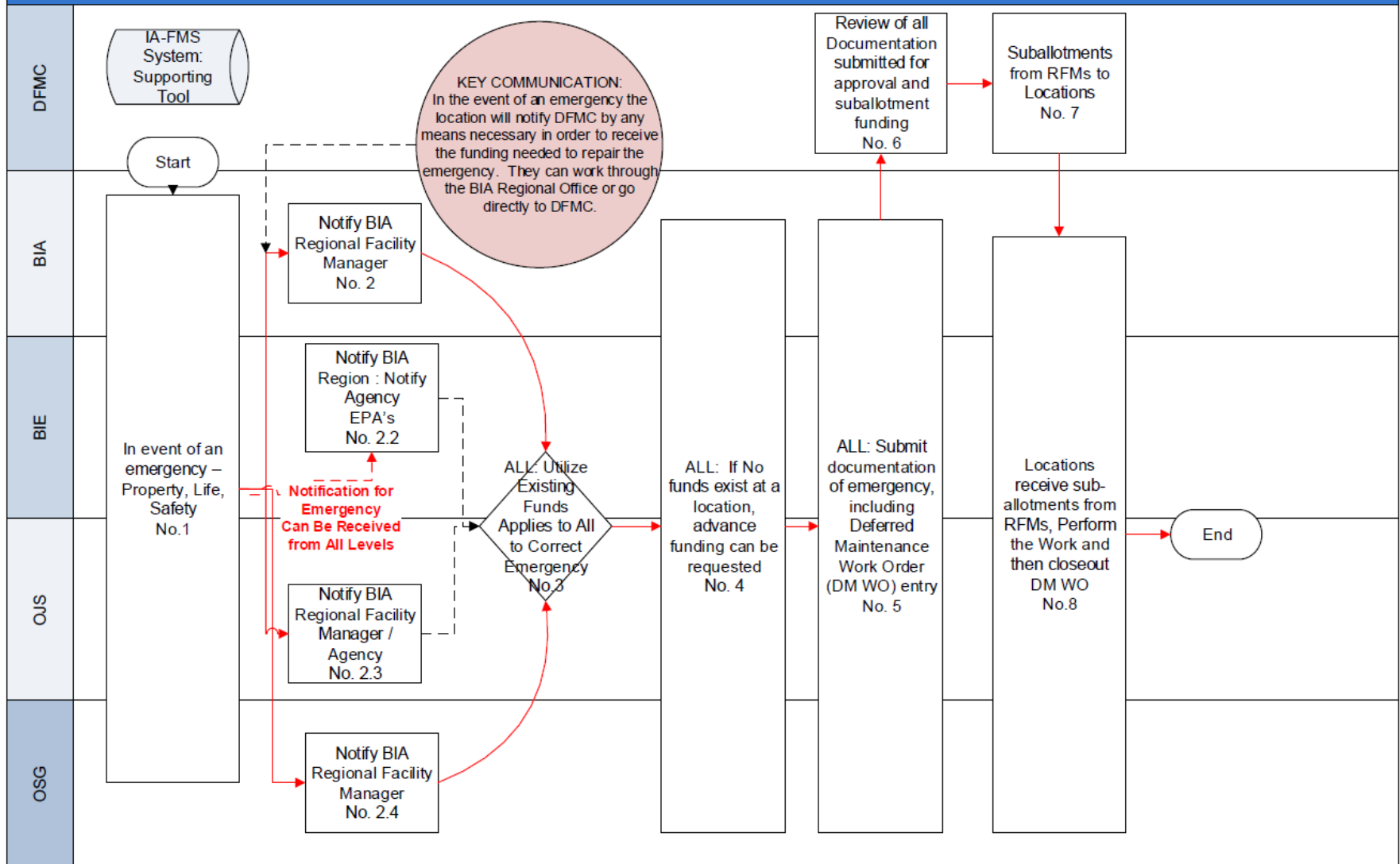
- The Agency/location submits to the Region documentation supporting the emergency. (*Ex: Written request, check list, invoices, proposal, etc.*)
- The Region submits emergency request to DFMC with written support and supporting documentation.
- DFMC reviews documents and provides funding reimbursement.

# EMERGENCY REIMBURSEMENT

5. Advance funding
  - a. Under special circumstances on a case by case basis, advance emergency funding may be granted.
  - 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



# Emergency Reimbursement Program



# SUMMARY

- **Prioritization and project identification**
  - Completed annually before the end of the fiscal year
  - Confirm that funded projects can be obligated within the fiscal year.
  - DM ratings follow RAC and other weighting criteria to support better filtering and selection
- **Minor Improvement and Repair**
  - Regionally selected and executed
  - Cost range of \$2,500 to \$250,000
  - Must meet 60/40 distribution criteria
  - 2% funding provided to Region to administer and obligate within the FY
- **Emergency Reimbursement**
  - Reimbursement program, with limited advance funding
  - When authorized the Site may use any available funds to address the emergency and then pay that back from DFMC
  - Still requires a DM entry and authorization but it compressed decision and funding timeline
  - Emergency Reimbursement must meet the definition of an emergency.
- Programs are for use by Indian Affairs, P.L. 100-297 Grant and P.L. 93-638 operations. If the facility is in the IA-FMS inventory it is eligible for funding.