



United States Department of the Interior

INDIAN AFFAIRS

Office of Facilities, Environmental and Cultural Resources
Office of Facilities Management & Construction
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IN REPLY REFER TO:
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MAR 23 2015

EMAIL DELIVERY

Memorandum

To: All Regional Directors, BIA
All Regional Facility Managers
Director, Bureau of Indian Education
All Associate Deputy Director(s), BIE
President, Southwest Indian Polytechnic Institute
President, Haskell Indian Nations University

Through: Deputy Director, Office of Facilities Management & Construction *Emerson Eskels*

From: Chief, Division of Operations & Maintenance, OFMC *[Signature]*

Subject: Facilities Operations and Maintenance Funding Formula Development and Review Schedule for Fiscal Year 2016

Although Indian Affairs is in the process of transitioning from FMIS to the Indian Affairs Facilities Management System/Maximo (IAFMS), we still need to have all locations enter their Actual Location Cost data into FMIS in accordance with the included due dates.

The following schedule is to develop and review the FY 2016 Operations and Maintenance (O&M) funding formula, which will ensure the timely issuance of O&M funding by October 1, 2015. New and updated inventory data plus current actual cost data will need to be encoded into the Facilities Management Information System (FMIS) by the scheduled dates.

If your location does not have access to FMIS, please work with the Education Line Office or Regional Facilities Management Office to ensure the data is encoded. Failure to encode required data may result in your location receiving inadequate or no O&M funding.

Development and Review Schedule

May 29, 2015	Completion of encoding Utility Cost and Consultations. No Waivers on this Deadline
July 10, 2015	Completion of Regional Office review of new actual cost data and the average employee benefit cost (EBC) into the FMIS. See attached Fixed Cost Definitions

August 7, 2015	Closeout of inventory review and inventory data encoding
August 28, 2015	Initial run of FMIS “Need” for field review
September 4, 2015	Submission of field comments on initial “Need” run.
September 18, 2015	Final run of “Need”
September 25, 2015	Completion of “Constrained” O&M Funding Formula run based on the most current Conference Committee Recommendations.

Only new inventory space approved by the Director, Bureau of Indian Education Programs, Director of the Office of Justice Services or the Director, Office of Facilities Management and Construction will be entered into FMIS inventory. No new space will receive O&M funding without receiving a Certificate of Occupancy from the Division of Safety and Risk Management. New space inventory pending approval may be entered into FMIS, but will not be recommended for application toward the FY 2016 O&M Funding Formula until proper approvals are obtained. Pending new space inventory will be placed on the New Space list to be funded when approvals are received.

Each BIA Regional Director and BIE Associate Deputy Director and/or Education Line Officer is responsible for making certain all eligible new space at their administrative or education locations is entered into the FMIS system by the August 7, 2015 deadline. Inventory approved after this date will be added to the New Space list for FY 2016.

The respective Education Line Office and/or Regional Facilities Management Office must confirm the accuracy of actual costs reported for the period of **April 1, 2014 to March 31, 2015**. No extensions to the scheduled dates will occur, as the dates have been moved to allow the locations and regions as much time as possible to provide accurate information. FY 2016 O&M budgets are derived from FMIS data, therefore, it is mandatory that these dates be adhered to. If your data is not correct, it will affect your FY 2016 O&M allocation.

Please provide this information to all area Agency Superintendents and all Education Line Officers. Any FMIS problems or delays should be immediately reported to the help desk at (866) 703-7100 or at biahelpdesk@bia.gov. If you have questions regarding the O&M costs, new space, etc., please contact Irvin Bekis at (505) 563-5174.

Attachments

Fixed Cost Definitions

The following definitions apply to allowable program support and utilities fixed costs. Read all definitions, as they will be applied to the formula for FY 2016. If your costs do not adhere to these definitions, you will be required to justify the costs with written documentation to the regional Facility Management Office for review.

Program Support:

Communications – Communications costs are expenses incurred by the Facilities Management Program for the use of **Facilities Management telephones**. Backbone telephone equipment is equipment that services more than one program such as switchgear in an administrative building **and cabling/trunk lines from the switchgear to individual buildings**. The costs for replacement and repair of handsets is a user program cost. Line charges for any line, data or voice **equipment is also** a program use cost. Trunk lines, backbone radio equipment, radio and microwave towers, and base stations that service more than one program are the cost of Facilities Management. **All telephone call charges are the responsibility of the program creating the cost. Facilities Management pays only for these calls charged to their lines.** Long distance telephone charges on the FTS Network are borne by Central Office. **All facilities management cellular phone costs are program cost and require coordinating usage through the Telecommunication Program. Facilities Management pays only for these cellular calls charged to their lines.** All portable and hand held radio purchase and repair costs are the responsibility of the program using the equipment. Any radio or telephone system that services a single program is the responsibility of that program. The maximum allowable cost to input into the Actual Location Data Sheet is **\$5,000** unless more funding is justified and approved by Central Office for that location. The Regional Facilities Manager must substantiate this justification.

GSA Vehicle Rental – GSA vehicle rental costs incurred by Facilities Management for lease of GSA vehicles that are used by **Facilities Management only** for the performance of their duties. Vehicles that are used by other programs or for student transportation such as buses and vans are not to be included in this cost.

Protection Services – Costs incurred by Facilities Management for the **protection** of the building (seasonably staffed fire watch service, electronic surveillance or intrusion detection system). The cost for this service must be only for the **protection** of the physical facilities. The base for this cost will be one fire watch person, GS-2, or GS-3 level, for one eight-hour shift, seven days per week if personnel are used. **Any costs for personnel security guard services will not be borne by the Facilities Management Program (FMP).** The repair and maintenance of the fire alarm and intrusion systems are funded in the preventive maintenance portion of the O&M fund and should not be used for this fixed cost. (The maximum allowable cost for protection service is \$45,905 and must be justified and approved by the Official in Charge of the Location.)

Pest Control – Pest Control costs incurred by Facilities Management through service agreements, contracts, or expenses for centralized crews to perform pest control. If the Agency

or Location performs their own Pest Control, then a complete breakdown of all expenses and personnel charged to pest control is required. If a centralized crew is used, then a complete breakdown of all expenses and personnel charged to pest control is required. In addition, proper certification is required by application of pesticides and other chemicals. Any pest control performed in employee housing is to be paid through the 57000 Account and for Contract/Grant locations, this cost should be out of the rental receipts.

Refuse Collection/Disposal – Refuse costs incurred by Facilities Management for collection and disposal of solid waste. Refuse costs eligible for consideration are those for facilities that are currently on the Facilities Management Information System (FMIS) inventory. Refuse costs for BIA employee housing are to be paid through the 57000 Account and for Contract/Grant housing locations, this cost is to be paid out of the rental receipts. Any special costs such as chemical disposal, used oil, hazardous waste will be borne by the program generating the waste. Any location that performs their own refuse collection/disposal must submit a breakdown of all costs related to this function upon request. This amount should include personnel, equipment, mileage for hauling costs and tipping fees per cubic yard.

Utilities – Utility costs include the actual services expense for electrical, fuel oil, propane, natural gas, wood/coal, steam, water, and sewer for the operation of a building or site currently on the FMIS inventory. It does not include expenses for employee housing nor does it include expenses for tribally owned **or operated** programs. Region wide inflation factors will not be applied to these costs. Should submissions for actual cost be questionable and documentation is required, it will consist of the actual receipts of payment for these services. No personnel costs are included, only the purchased service.

Energy Reporting – As mandated by the National Energy Conservation Policy Act (NECPA), Energy Policy Act of 2005 (EPAct 05), and Executive Order 13123 Greening the Government through Efficient Energy Management, each Federal agency is required to submit an annual report on energy management conservation activities and accomplishments as well as an Annual Energy Implementation Plan.

All Agencies and Locations must **report** actual Energy consumption units and the cost associated with each utility type **for the period of April 1, 2014 to March 31, 2015** in the Actual Costs Module of FMIS. **No exceptions or waivers are permitted.**

NOTE: Enter \$0.00 if Program Support is not applicable to your program. For example, if your location does not receive funding for Communication, Pest Control, or GSA Vehicle Rental, please enters \$0.00 into FMIS. **Do not leave any blank spaces.**