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Introduction

There are a number of criteria that a proposed project is required to meet before submission to Congress for solicitation of Deferred Maintenance (DM) funding. In the past, much back-and-forth has taken place between the Department, FWS Budget and Finance, and both FWS headquarters facilities and regional offices in order for specific projects to contain all the necessary elements. The attached check sheet is intended to streamline that process and ensure that Asset Management Coordinators have tagged all bases during their pre-submission review of their region's Five Year Plan.

Objectives

All projects in the DM Five Year Plan (FYP) shall:

1. Have a validating inspection work order from an appropriate inspection within the last six years.
2. Have a cost estimate prepared by an FMC or an otherwise FWS-authorized specialized inspector.
3. Comply with current DOI policy.
4. Be well-written, both grammatically and in terms of justifying content, with clearly stated and specifically described proposed work that supports FWS objectives.
5. Accurately describe costs for improvements, as well as past and projected operating costs.
6. Not require further explanation, justification, or translation to be understood by DOI reviewers. (For examples of well-written projects, refer to Attachment C.)

Any changes to projects scheduled in the first two years of a previously submitted Five Year Plan (cancelations and substitutions) require a written waiver requested through DTS by the regional ARD. Refer to Attachment D.

Process

The review process requires access to the SAMMS database to (1) run a QA/QC report for the plan year, (2) print a Project Data Sheet (PDS) for each project, and (3) compare the proposed project to the deficiencies cited during the most recent condition assessment.

1. Run the QA/QC report from SAMMS for the plan year in question. (See Attachment A for instructions.)
 - a. Fields appearing on the report in yellow may require follow-up and changes.
 - b. Fields in red indicate that the project is ineligible for funding under the current conditions, as based on the official data on record.

Address the flagged elements before pursuing any further in-depth review of a project. If the conditions causing the disqualifying information cannot be rectified, there is little point in spending time on a project that is ineligible for funding.

2. Run a PDS for each project in the plan year being reviewed. (See Attachment B for instructions.) The PDS is the format that those who control funding (FWS Budget, DOI, and Congress) will be viewing the proposed projects. For this reason, you should refer to the PDS when using the Project Review Check Sheet (PRCS, see Attachment E).
3. For each project in the plan year:
 - a. Bring up the DMFP work order in SAMMS. (You can use the plan year's parent work order number to bring up a list of all the FP work orders attached to that plan year.)
 - b. When the DMFP work order screen appears, click on its Five Year Plan tab.
 - c. Under the header, "Associated WOs for locations," toward the center of the FYP screen, will be a list of all DM and inspection (IN) work orders assigned to this asset. You *should* see an INCA for the asset that was completed within the last 6 years.

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- d. Beneath the work order list, under the header “Details” should be the particulars from the most recent Comprehensive Condition Assessment (CCA) and its INCA (or INBS or INFH) work order, including its long description.
- e. Read the inspection findings. Click on the DMFP’s long description field and compare the proposed project description to the inspection findings to determine the validity of the project.
- f. Copy the work order number of the validating IN work order. Return to the DMFP’s “Work Order” tab and scroll down to the “Follow-up Work” header (lower right). Check to ensure that the validating IN work order number appears in the “Originating Record” field. If the “Originating Record” field is blank, or does not contain the number of the most recent IN work order for the asset, paste in the work order number you copied.

The screenshot displays the IBM Work Orders application interface. At the top, there is a navigation bar with options like 'Go To', 'Reports', 'Start Center', 'Profile', 'Sign Out', and 'Help'. Below this is a search and action bar. The main content area is divided into several sections:

- Job Details:** Includes fields for Budget Funding Year, Fund Center, FBMS Funds, Functional Area, General Project Notes, and Job Plan Revision #.
- PM/Job Plan:** Includes a field for PM.
- Account Information:** Includes fields for WBS, Sub Activity, Project #, Project Subcomponent, Amt. Allocated (0.00), and checkboxes for 'Create Capitalize Shell?', 'Create Non Capitalize Shell?', 'Create Betterment?', and 'Repair Only?'. The 'Create Capitalize Shell?' and 'Create Non Capitalize Shell?' fields are highlighted in yellow.
- Priority:** Includes fields for Plan Year (2018) and Requested in FY (2018), with a value of APT: 80.
- Multiple Assets, Locations and CIs:** A table with columns for Asset, Location, Configuration Item, Target Description, Sequence, Mark Progress, and Site. It shows 'There are no rows to display.'
- Scheduling Information:** Includes fields for Target Start, Target Finish, Scheduled Start, Scheduled Finish, Start No Earlier Than, and Finish No Later Than. It also has fields for Actual Start, Actual Finish, and Duration (0:00), along with a checkbox for 'Include Tasks in Schedule?'.
- Funding Information:** Includes fields for Fund Source (RESOURCE), Alt Fund Source, and another Alt Fund Source.
- Follow-up Work:** Includes a field for 'Originating Record' which is circled in red, and a checkbox for 'Follow-up Work?'.

- 4. Refer to each consecutive item on the Project Review Check Sheet (**Attachment E**) to complete the review of the project.

Attachment A

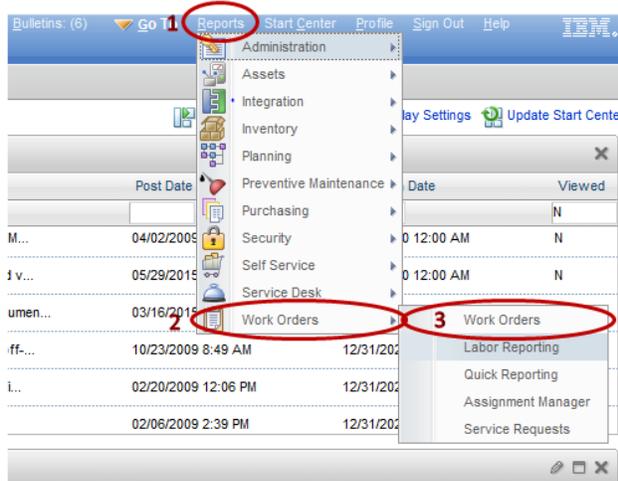
Quality Control Report for DM Five Year Plan Submissions: "QA_QC_Region"

Project Description Sheets (PDSes), are a required element for work orders submitted as part of the Deferred Maintenance Five Year Plan (DM FYP). PDSes contain many elements, creating a challenge for the Asset Management Coordinator (AMC) to fully proof them before submission of the FYP to Headquarters. The "QA_QC_Region" report is intended to make this part of the DM FYP process, proofing PDSes for a plan year, easier for the AMC by flagging the content of specific fields, when that content is likely to cause projects to be rejected by Department of Interior reviewers.

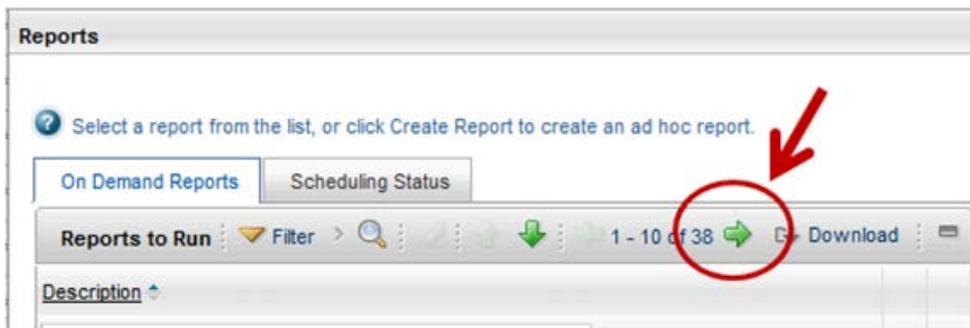
How to Run the QA_QC_Region Report

Log in to SAMMS with your SAMMS user name and password.

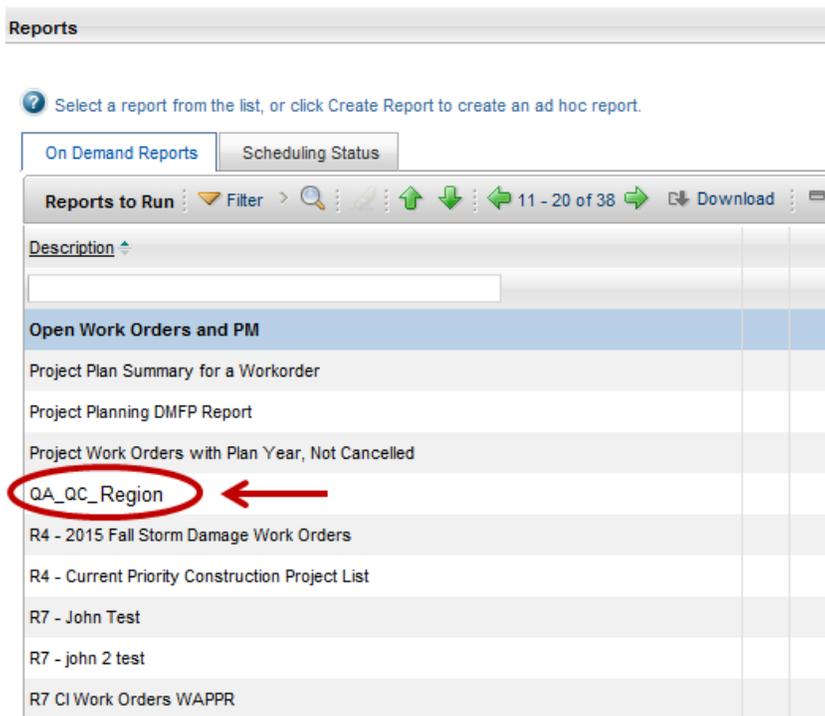
- 1) When the Welcome Screen/Start Center page appears, in the blue bar at the top, click on "Reports."
- 2) From the drop down menu that appears, select "Work Orders."
- 3) Another drop down menu appears; select "Work Orders" again.



- 4) A pop-up will appear that lists all available reports. However, not all reports appear on the first page of this pop-up. You may need to click the green arrow (that points to the right) in order to see the QA_QC_Region report listed.



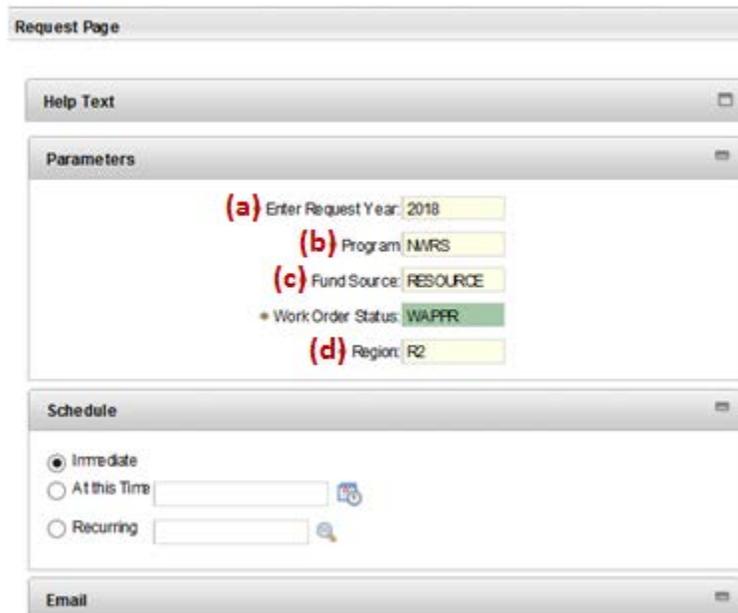
5) Click on **QA_QC_Region**:



6) A "Request Page" pop up will appear. Type in the parameters of your report:

- a) "Request Year"
- b) "Program" (NWRS or NFHS),
- c) "Fund Source" (RESOURCE for DM FYP projects) and
- d) "Region"

Do **not** use the equal sign when doing so:



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- 7) A default value is already entered for “Schedule” (Immediate). Click **Submit**.
- 8) Your report will appear.

ReqYear	Region/ Area/ District	Facility or Unit Name	Project Title	Wonum	CCA Date	CRV Base Year	API	Total DOI Score	CI (%)	Total (\$000)	Current O&M	Projected O&M	Change in Annual O & M Costs (\$)	FCI
2018	8	Ash Meadows National Wildlife Refuge	Phase 1 [p/d]: Replace Shop Building - ASH	2014243210	1/3/06	2009	100	90	0	545	372.14	298	-74.14	0.97
2018	8	Lower Klamath NWR	Replace WCS 4C-1C 48" Combination Gate w/40' Hancor Plastic Pipe - LKL	2010132725	10/26/09	2012	100	80	0	130	131,032.93	128,500	-2,532.93	0.01
2018	8	Kern NWR	Phase 2 [cc] Install 20-KW PV System HQ Office Complex - KRN	2014246318	2/5/14	2014	100	80	100	250	2,013.65	1,151	-862.65	0.03
2018	8	Stillwater NWR	Rehabilitate West Nutgrass/South Nutgrass Dike - STL	2009953593	3/4/13	2002	100	70	0	217	489.65	489.65	0	0.17

Certain fields may appear in yellow or red.

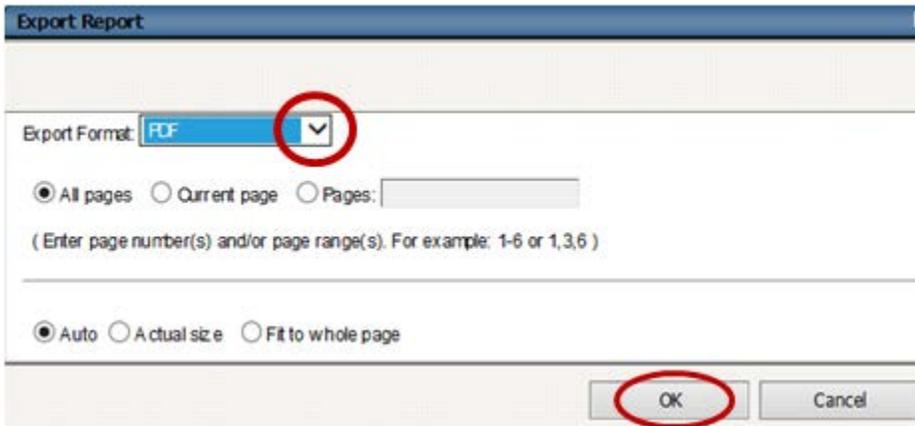
- **Red fields** indicate a full “whoa!” That is, elements that could well exclude the project from funding:
 - a comprehensive condition assessment (CCA) date greater than six years;
 - a current replacement value (CRV) base year more than six years ago [consult the FMC];
 - a low Asset Priority Index (API) [not necessarily a fail; the project could be for demolition];
 - a Facility Condition Index (FCI) of 0.00 (This indicates the asset is already in good shape);
 - a low Total DOI Score.
- **Yellow fields** highlight information that is likely to require explanation for the reviewer. Sometimes there a very reasonable explanation – the yellow is meant for the AMC to double-check that an appropriate and sufficient explanation is in the project description.
 - Capital Improvement (CI) costs greater than 25% of the project’s total cost (CI%).
 - An increase in projected operations and maintenance (O&M) costs.

- 9) To export the report, click on the icon at the right end of the bar, the page with a green arrow:



- 10) A pop-up titled "Export Report" appears.

- 11) At the end of the "Export Format" field, click on the down arrow. A drop down list will appear. If you wish to be able to sort the contents of your report, select **Excel**.

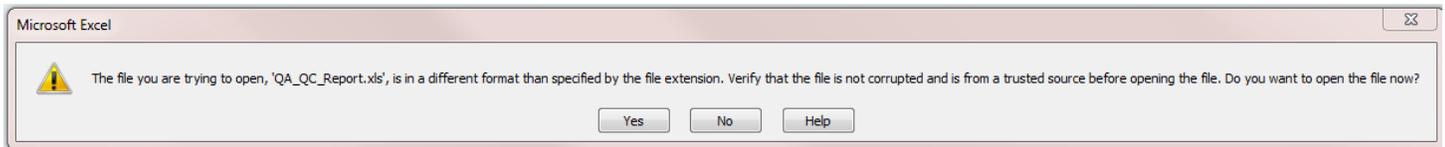


- 12) Click **OK**.

- 13) A pop-up message will appear:



- 14) When you select "Open," you may get a message that says:



- 15) Click **Yes**. Your report will appear.

- 16) Be sure to re-name the report something more descriptive of its contents and save it to a memorable location.

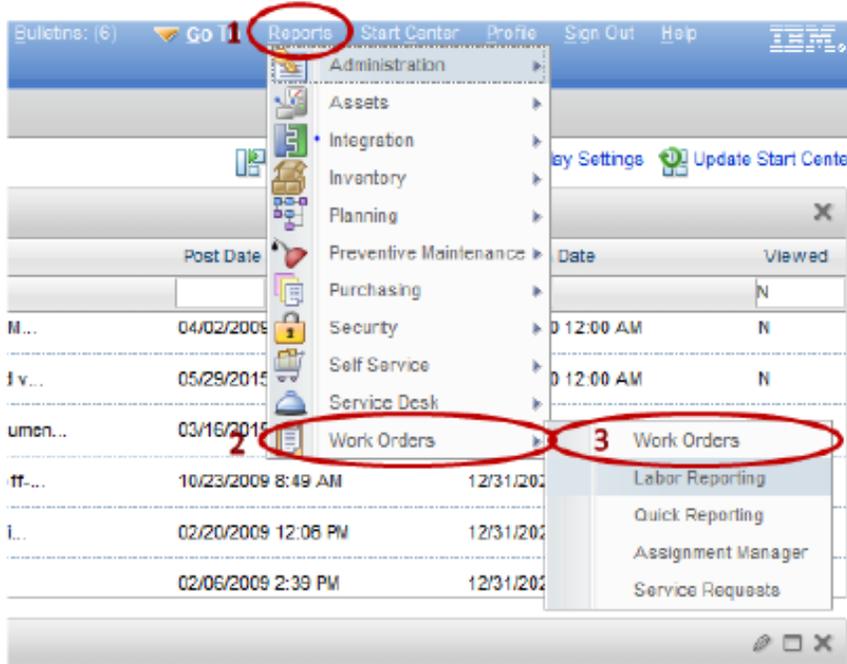
NOTE: This report is intended to assist in finding errors or anomalies in specific fields (the most common errors). **This report does not address the elements of the project description, or the score assignments of those elements for the cumulative DOI score.** The AMC must read and review the descriptions in the PDS per guidance that follows in Attachments B, C, and E.

Attachment B

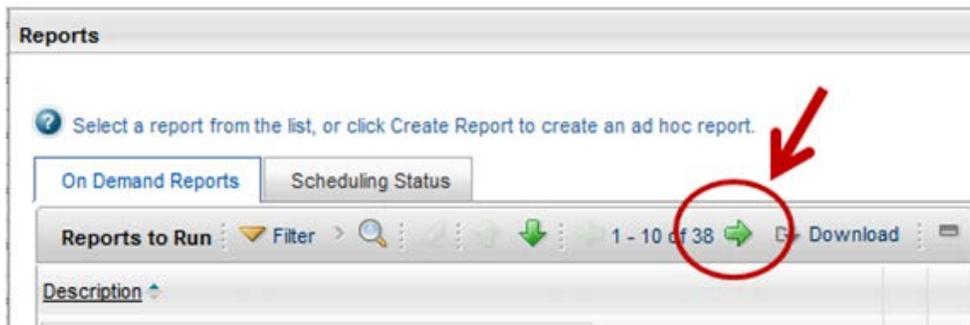
How to Run the Project Description Sheet (PDS) Report: “FWS_PDS_Region”

The “FWS_PDS_Region” report provides a Project Description Sheet (PDS) for every project in a region’s specified plan year. One need enter only the Request Year and Region as the report’s parameters.

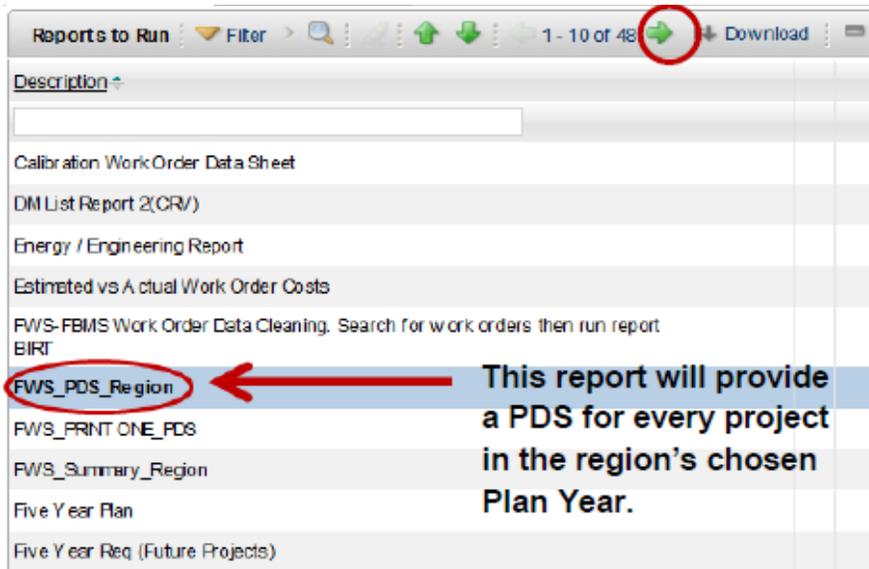
- 1) Log in to SAMMS with your SAMMS user name and password. The Welcome Screen/Start Center page will appear. In the blue bar at the top, click on **Reports**.



- 2) From the drop down menu that appears, select **Work Orders**.
- 3) Another drop down menu appears; select **Work Orders** again.
- 4) A pop-up will appear that lists all available reports. Note that not all reports appear on the first page of this pop-up. You may need to click the green arrow (pointing to the right) in order to see the FWS_PDS_Region report listed.



5) Click on **FWS_PDS_Region**.



6) A pop-up titled “Request Page” will appear. Type in the parameters of your report by entering a value for “Request Year” and “Region.” Do **not** use the equals sign when doing so.

Request Page

Help Text

Parameters

Enter Request Year: [text input]

* Program: NVRS

* FUNDSOURCE: RESOURCE

* Work Order Status: WAPPR

* Region: [text input]

Schedule

Immediate

At this Time: [calendar icon]

Recurring: [calendar icon]

Email

To: [text input]

Subject: [text input]

Comments: [text area]

File Type: PDF XLS

Report Delivery Format: Email with a file attachment Email with a file URL

7) A default values is already entered for “Schedule” (Immediate). Click **Submit**.

8) Your report will appear.

(Note: Due to a glitch, the digit representing the number of reports provided is not accurate.)

Reporting

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2017

U.S Fish and Wildlife Service
PROJECT DATA SHEET

Total Project Score/Ranking:	90
Planned Funding FY:	2017
Funding Source:	RESOURCE

Project Identification

Project Title: Removing Lower Peverly Dam by Breaching Dam (d) - Phase 1 Design					
Project No:	2008865094	Unit/FacilityName:	Great Bay NWR		
Region/Area/District:	R5	Congressional District:	01	State:	NH

Project Justification

DOI Asset Code	FRPP Unique Id #	API	Actual FCI	FCI-Projected
40161900	10024279	100	1.12	0.00

Project Description (PD):
Remove the failing dam and other associated infrastructure at Lower Peverly Pond, and restore the existing 7 acre pond to 1,100 feet of native riparian habitat reconnecting a portion of a fragmented river system, reestablishing natural stream flow and enhancing habitat for migratory native fish. The Lower Peverly Pond has an antiquated spill way that is deteriorating and has no water control capabilities. Beaver activity in the area is significantly affecting the integrity of the dam and accelerating the likelihood of total failure. Water and sediment sampling will need to be conducted for baseline and to ascertain if they meet clean up targets. It will be essential to work with other state, federal and local agencies and experts in the field of dam removal and utilize their expertise. This is the preferred alternative identified in the 2012 Final Great Bay CCP.

Scope of Benefits (SB):

9) To export the report, click on the icon at the right end of the bar, the page with a green arrow:

Reporting

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U.S Fish and Wildlife Service

10) A pop-up titled "Export Report" appears.

11) Use the down arrow in the "Export Format" field to select the format you desire. A drop down list will appear. If you wish to be able to sort the contents of the report, select **Excel**.

Export Report

Export Format: PDF

All pages Current page Pages: []

(Enter page number(s) and/or page range(s). For example: 1-6 or 1,3,6)

Auto Actual size Fit to whole page

OK Cancel

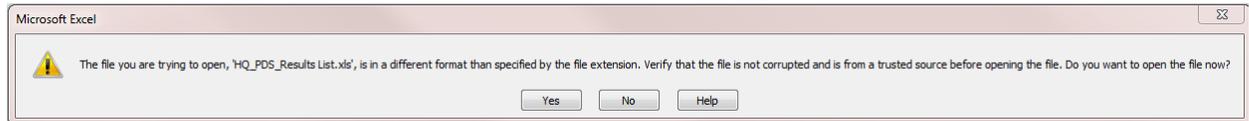
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12) Click **OK**. A pop-up message will appear:



13) Click on **Open**. You may get a message that says:



14) Click **Yes**. Your report will appear.

15) Be sure to re-name the report something more descriptive of its contents and save it to a memorable location.

Well-written Project Descriptions with Substantiated Sub-element Scores

EXAMPLE (NWRS)

Replace Visitor Center, Phase 1 of 2 [p/d/ic] ←*Note that title contains abbreviations for the phases covered.*

This project will replace the refuge's current 5,244 square foot, 30-year-old visitor center (VC), which is structurally deficient and at the end of its useful life. The project will demolish the existing visitor center and the 2,884 square foot Munse Tract Quarters (real property inventory #10065501). The new VC will be 8,108 square feet, resulting in decrease of 20 square feet of overall building space at the refuge.

A Comprehensive Condition Assessment in 2013 (WO 2013228763) uncovered numerous code deficiencies with the current building and its systems. Additionally, extensive mold and rot was discovered throughout the facility, affecting both the structural integrity of building and posing a respiratory threat to the occupants. The replacement VC will be completed in two phases: This first phase will include planning and design of the entire building and, within that, the construction of a 5,224 SF exhibit hall with public facilities, administrative space for FWS employees and volunteers, and an office for a National Park Service representative. The second phase (WO 2013230986, scheduled for 2018) will address the remaining 2,884 SF, and will focus on an environmental education area, the balance of administrative space, and the construction of a new parking area. Office space shall not exceed 180 SF per person. The total planned cost of both phases is \$4,062,620. The new VC shall be designed and constructed in accordance with current Federal design standards with regard to safety, security, accessibility, ecological/environmental principles, and applicable local building codes and other criteria as defined in the technical requirements specification.

API Information Standard Index Points: 100; Calculated Point Score: 40 ←*Score is automatically calculated based on API and FCI, but why the API is what it is should be explained.*

API of the Visitor Center is 80, as public outreach and education are essential to the mission of this refuge, and there is no other building available for public education and interpretation.

Scope of Benefits (SB) Standard Index Points: 100; Calculated Point Score: 20

Project will create a safe and healthy facility for staff and will comply with both Executive Order 13423 and the Energy Independence and Security Act. The new VC will utilize the latest technologies in heating, cooling, and lighting, yielding energy savings that either meet or exceed the current Federal sustainability standards. This project also contributes directly to the FWS's strategic mission of public outreach through increased visitation to the refuge.

Investment Strategy Standard Index Points: 100, Calculated Point Score: 20

Because this project will replace an aged and poorly insulated building and its associated electrical appliances, energy use will be reduced. Replacing the current water heater with a higher efficiency storage tank or demand heater will result in a 10% to 45% reduction in energy consumption.

Consequences of Failure to Act Standard Index Points: 100, Calculated Point Score: 20

Failure to complete this project would have major and measureable direct impacts on public or employee health and safety because of the mold found throughout the building, and the rot negatively affecting the structural integrity of the building.

Total DOI Score (sum of all calculated points): **100**

Well-written project descriptions with substantiated sub-element scores, cont. -- Attachment C

EXAMPLE (NFHS)

Repair Fish Raceways, Phase 1 of 3 [p/d] ←*Note that title contains abbreviations for the phases covered.*

Asset: 30 reinforced concrete 8ft x 80ft raceways built in 1956. This project is for the planning and design services required for determining the best course of action to repair the current lower raceways at Eagle Creek NFH. The current raceways are over 50 years old, have severe concrete deterioration, leak water, and have met the end of their useful life. The raceways consist of three banks with ten raceways each. The water system is a serial reuse system with the outflow of the first bank going to the second bank then the third. This leads to fish health issues and limits hatchery operational flexibility. The design will address water quality, water demand, and concrete restoration/repair; re-use system alternatives, and hatchery current and future programs. The Comprehensive Condition Assessment conducted in 2014, WO 2014250612, identified numerous deficiencies with the current raceways.

This project will be executed in several phases. Planning and design will be completed in this phase. Construction will be done in two phases to address hatchery operational needs, funding requirements, and construction work windows.

Phase I: Planning and Design (WO 2007713893, FY 2018) \$225,000

Phase II: Demolition and Construction Bank 1 (WO 2014247385, FY 2020) \$829,000

Phase III: Demolition and Construction Banks 2 and 3 (WO 2015260490, FY 2021) \$1,641,000

API Information Standard Index Points: 75, Calculated Point Score: 30 ←*Score is automatically calculated based on API and FCI, but why the API is what it is should be explained.*

The API is 100 as the raceways are critical to the mission of raising steelhead and Coho salmon. [Because the FCI of the entire asset is still fairly high, the API/FCI calculation did not result in a maximum score.]

Scope of Benefits (SB) Standard Index Points: 100; Calculated Point Score: 20

Eagle Creek NFH raises steelhead and Coho salmon to compensate for anadromous salmonid losses in the Columbia River Basin due to dams in the main stems of the Columbia River. The hatchery also works with the Oregon Department of Fish and Wildlife and numerous local tribes to support restoration projects in various watersheds.

Investment Strategy Standard Index Points: 100, Calculated Point Score: 20

The replacement of these raceways will result in significant O&M savings through water conservation and fewer required repairs.

Consequences of Failure to Act Standard Index Points: 50, Calculated Point Score: 10

If this project is not completed, the raceways will continue to deteriorate and eventually fail. Without these raceways, Eagle Creek NFH will not be able to raise steelhead and Coho salmon.

Total DOI Score (sum of all calculated points): **80**

Attachment D

Substitutions and Cancellations of Projects in the First Two Years of a Five Year Plan

Projects in the first two years of the DM and Transportation Five-Year Plans (FYPs) must remain essentially unchanged. Cancellations and emergency substitutions require the approval of a written waiver to effect a change in the plan year.

- a. To add or remove projects from these plan years, regions must submit **via the Document Tracking System (DTS)** a “Work Order Status Change Form.” (See next page for an example.)
- b. The FAC ARD must sign and submit such requests to the FAC AD. The Regional Refuge Chief must sign and submit them to the NWRS Chief.
- c. The FAC AD may approve changes due to emergencies, natural disasters, or critical health and safety needs at the regional level, but must use the form in Attachment 2 to notify the appropriate FAC AD.

In short, submit the Work Order Status Change Form in DTS to your Program AD when you:

- cancel an FY 17-19 project,
- substitute an emergency project in FY 17-19,
- change the plan year of an FY 17-19 project, or
- create a new project for a new phase of an FY 17-19 project.

(Example of phasing: An FY 17 project is for PD/CC. The Region contracts PD, uses the balance to cover cost overruns on other projects, and creates a new project for CC.)

Since the national coordinator may not have access to DTS, regional coordinators should send the national coordinator a copy of the form submitted through DTS when the region requests cancellation of a project, approval of the parent work order of a substitute project, or when requesting a change to a project’s plan year.

Reprogramming Appropriated Funds

If the request also involves reprogramming appropriated funds between subactivities, or funding non-emergency projects that aren't in the Five Year Plan, the below also applies.

Reprogramming: All requests to reprogram budget allocations for DM or Transportation funding within or outside the sub-activity in order to fund needs other than those identified in the current five-year plans require a **memorandum** from the FAC ARD/Regional Refuge Chief to the program AD for approval. Reprogramming requests for construction projects or needs that exceed regional reprogramming authority must follow established reprogramming procedures.

Examples:

- A new Project Leader wants to shoot a brand new project straight to the top of the FYP. The project is valid DM because it's a follow-up to a CCA, but it isn't in the FYP because the CCA was completed this morning. Since it isn't in the FYP, it needs a reprogramming memo.
- A Region wants to use DM funds to cover shortfalls in annual maintenance. This is reprogramming within 1262, but they're using DM funds for non-DM purposes, so it needs a reprogramming memo.
- A Region needs to use DM funds for an environmental cleanup. This change involves reprogramming from 1262 to 1261, so it needs a reprogramming memo.

The Division of Engineering manages Construction projects, and Budget and Finance is responsible for the movement of funds. Refer to regional contacts in those divisions as well as the Budget Allocation Handbook for guidance.

DM FYP Project Review Check Sheet -- Attachment E

Project Qualification (Requires Consultation in SAMMS)

1. Does the asset have an INCA work order in SAMMS that was completed within the last six years?
2. Does the DMFP work order cite the most recent INCA as follow-up work order? (N/A for CIFP)
3. Does the written assessment by the FMC support the need for and description of this project?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	

Project Title and Description

4. Does the title start with "Replace", "Repair", "Rehabilitate" or "Remove and Demolish"? _____
5. Are words completely spelled out the first time (no unexplained acronyms or abbreviations)? (Use "FWS" rather than "Service" for "Fish and Wildlife Service;" there are other Services.) _____
6. Is the proposed work in line with the asset classification type? (Are we proposing that rehab work to an office be done to an asset classified as a dwelling?) _____
7. Does the description include the asset's:
 - a. Age? (gravel roads are exempted) _____
 - b. Size? _____
 - c. Current condition? _____
8. Is the work proposed clearly described and quantified (i.e., place 4 inches of gravel for ¼ mile)?
9. If the project includes improvements (costs other than DM), is the purpose for the CI explained and justified? _____

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For phased projects as well as projects for offices, quarters, or other buildings, see questions 18 – 23.

Scope of Benefits

10. Does the Scope of Benefits tell *how* the project supports the score given, citing DOI & FWS initiatives? _____

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Investment Strategy

11. Is O&M for the previous year reported? _____
12. If the O&M for the last year ("Current Year") is zero, and the project is not for demolition, does the justification provide a reasonable explanation? _____
13. Is the projected O&M reported? _____
14. If a significant increase in O&M is projected, does the description explain why? _____
15. Is the assigned score validated in the Investment Strategy narrative? _____

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	

Consequences of Failure to Act

16. Does the narrative name the risk that will or may occur if the project does not take place? _____
17. Does the narrative validate the score assigned for this section? _____
18. If this is a phased project, are all phases identified by:
 - a. year? _____
 - b. work order number? _____
 - c. cost? _____
 - d. appropriate title indicators (p/d/ic/cc)? _____
 - e. deliverables to be completed for that phase? _____
 - f. "Phase X of Y" in the work order title? _____

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	N/A
19. If the project is for a building replacement, does the narrative include:			
a. How the asset will be disposed? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. How "Reduce the Footprint" is addressed? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. If the size of an existing building is being increased, is the increase completely off-set by other building disposals identified by asset number, building type, and size? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. For office replacement, major rehab, or expansion, does the narrative address:			
a. how DOI space utilization requirements will be met? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. the number of personnel who will be accommodated? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. if potential co-locations have been considered? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. If the total project amount is \$1.5 million or greater, has Value Engineering been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. If the project is for quarters, does the description:			
a. Identify the planned number of occupants? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Tell why on-site housing is needed? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Include a DI-1871? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scoring Criteria for Scope of Benefits, Investment Strategy, and Consequences of Failure to Act

Scope of Benefits

The score for this section is either:

- 0 (minimal or no demonstrated contribution to FWS goals and objectives),
- 50 (moderate contribution to goals and objectives is demonstrated), or
- 100 (major contribution to goals and objectives is demonstrated).

Justification for the score must be explained in the comments block.

Investment Strategy

This refers to the future impact of the project on Operations and Maintenance (O&M) costs, as well as if there are any non-DOI resources involved in funding the project. A score in this section is either:

- -25 (significant increase in O&M, regardless of outside construction or repair funds),
- 0 (no reduction in O&M, no leveraging of outside funds),
- 50 (no reduction in O&M, moderate leveraging of outside resources), or
- 100 (measurable savings). Measurable savings may include savings to the FWS that are beyond the typically reported O&M for a building, such as space no longer leased, or fuel savings to transport equipment, such as when a shop is relocated closer to operations.

An explanation of the assigned score should be in the comment block.

Consequences of Failure to Act

Possible scores for this section are:

- 0 (Failure to complete this project would not have major, measurable, direct impacts on public health and safety, or natural or cultural resources),
- 50 (major and measurable direct impacts on natural or cultural resources), or
- 100 (major and measurable direct impacts on employee or public health and safety).

Once again, the comment block must contain an explanation to justify the chosen score and describe what those impacts are.