CHAPTER 71-1 INTRODUCTION

71-1.1 PURPOSE . . . . . (71-1) 1
71-1.2 SCOPE . . . . . (71-1) 1
71-1.3 SUBMISSION . . . . . (71-1) 2
71-1.4 IMPLEMENTATION . . . . . (71-1) 3
71-1.5 AMENDMENTS TO THE FEPP . . . . . (71-1) 4

71-1.1 PURPOSE

The purpose of the Facilities Engineering Program Plan (FEPP) is to ensure that Indian Health Service (IHS) facilities are maintained at the highest level possible to ensure the delivery of comprehensive quality health care services. The FEPP is a document that enables IHS service units and Area facilities offices to assess facility needs and allocate resources efficiently. IHS Headquarters uses the document to assess national needs and plan the facilities maintenance and improvement (M&I) program on a national basis.

71-1.2 SCOPE

A. FEPPs document the facilities engineering workloads to be performed the upcoming fiscal year and report on the workload accomplishments of the previous fiscal year. The FEPP is based on a local strategic process which assesses future needs in relation to a planning methodology, past experience, and available funding. Each service unit and/or tribal owned and operated health care facility within an IHS Area is required to submit a FEPP annually to their respective Area facilities office. Each Area facilities office in turn consolidates the individual service unit FEPPs into an Area FEPP and submits it to IHS Headquarters, Office of Public Health (OPH), Division of Facilities and Environmental Engineering (DFEE). Much of the information required for this plan can be derived from the Facilities and Equipment Deficiency System (FEDS) database.

B. A FEPP is composed of two separate submissions.

(1) Phase I - Chapter 71-3 describes the requirements for developing Phase I.

The following sections are required:

- Cover Sheet and Table of Contents

- Description of Existing Facilities
- Minutes of the Facilities Board Meeting
- Distribution of Funds
- Work Plan

(2) Phase II - Chapter 71-4 describes the requirements for developing Phase II.

The following sections are required:

- Cover Sheet and Table of Contents
- Status of Accreditation Survey Recommendations
- Status of Program Review Recommendations
- Utilization of Funds
- Management Control

71-1.3 SUBMISSION

The required FEPP Phase I submission sections varies between facilities that are Government owned and those that are tribal owned. In order to receive the total M&I funding allocation for each fiscal year, IHS and tribal facilities are required to submit an acceptable FEPP submission for both Phases by the required deadlines outlined below.

A. GOVERNMENT OWNED FACILITIES - IHS owned and operated and IHS owned but Public Law (P.L.) 93-638 Title III or Title I Contract Compact operated facilities are required to submit a FEPP Phase I and II as outlined in these instructions.

(1) A copy of the approved Area consolidated Phase I submission is due in IHS Headquarters DFEE on August 1, and

(2) A copy of the approved Area consolidated Phase II submission is due in Headquarters DFM on December 1.

B. ELIGIBLE TRIBAL OWNED FACILITIES - In order for an eligible tribal owned facility to receive their M&I funding allocation they must submit the FEPP Phase I and II requirements outlined below:

(1) Tribal Contractors with M&I Allocation Greater Than $20,000

a. Phase I Submittal:

- Exhibit 71-3.5-A
  Service Unit Work Plan,
  Section I - Routine Activities.

- Exhibit 71-3.5-B
  Service Unit Work Plan,
  Section II - Projects (if any)

b. Phase II Submittal:

- Status of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Facilities Related Accreditation Recommendations

- Status of Facilities Program Review Recommendations

- Utilization of Funds

(2) Tribal Contractors with M&I Allocation Less Than $20,000

a. Phase I Submittal

Exhibit 71-3-5-A
Section II - Projects (if any)

b. FEPP Phase II - NOT REQUIRED

71-1.4 IMPLEMENTATION

The Engineering Services, Dallas/Seattle cannot take action on projects unless projects are included in the FEPP and accompanied by an approved Project Summary Document (PSD) or Project Justification Document (PJD)/ Project of Requirements (POR) if project is estimated to exceed $1,000,000 or if project will increase program space. They

also cannot accept any additional workload from Area facilities offices after the FEPP has been approved by the Associate Area Director, Office of Environmental Health and Engineering (OEHE), without additional approval. Service units must therefore, submit for approval any changes to the initial submission. Changes will not be implemented until amendments are approved by the Area Associate Director OEHE offices.

71-1.5 AMENDMENTS TO THE FEPP

A. SUBMISSION REQUIREMENTS - Occasionally it becomes necessary for a service unit or tribal owned facility to modify or amend a FEPP that already has been approved by the Area office. This could be as a result of an unforeseen emergency breakdown, a change in priorities since the FEPP was submitted and approved or other reasons.

B. PROCEDURE - Facilities managers will FAX amendment requests to the Area facilities office along with a hard copy follow up through the mail. The Area facilities office will FAX approved amendments to the facilities manager and the respective Engineering Services office for coordination with the respective Area office.

Amendment submissions include the following:

(1) Cover Memo - A cover memo must accompany the amendment submission.

Subject - The subject of the memorandum should contain a clear indication of its purpose. Each amendment must be numbered consecutively for each fiscal year.

For Example:

Subject: Amendment No. 2, FEPP Phase I FY 1995.

The memorandum should contain the following two separate section for each item being presented for approval:

a. Justification - Justifications for each change must be clearly stated individually for each item.

For Example:

Item 1, If a project from the approved FEPP is being canceled, all the pertinent information to clearly identify the project as shown on the approved FEPP work plan must be provided (i.e., service unit, installation number, project number, and construction cost).

b. Funding - Any changes to funding previously approved for a project must be accounted for in the requested item.

For Example:

If the funding for a new project is more than the funding for an approved project being deleted or a new project is being proposed using the funding from the deleted project and supplement funding from another source such as Medicare/Medicaid, this must be explained in the funding section of each item that is being amended. In other words, the total project cost for each change must be accounted for in the amendment narrative for each item.

(2) Approval Block - The cover memo must include the signature of the service unit director and a signature and date block for approval of the Associate Area Director OEHE. The signature block should be placed at the end of the memo to the right side of the last page, under the signature of the service unit director.

(3) Attachment - Attachment to the cover memorandum should follow the format shown on exhibit 71-3.5-A. The attachment should consist of a copy of the previously approved exhibit 71-3.5-A and a copy of the revised exhibit 71-3.5-A. The revised exhibit should have the changes indicated in bold or highlighted with marker to enable a reviewer to easily observe the changes. When one page is being changed in the exhibit only the previously approved page and the revised page need be submitted as an attachment to the amendment. On the upper right-hand corner of the revised page(s) of the attachment indicate:

Amendment No. 2 Revised (Date)

C. CUT-OFF DATES - Since funding for the IHS Facilities appropriation can be carried from one fiscal year to the next, it is important that a cut off date be established for submission of FEPP amendments. Amendments will be determined by the date the amendment is approved by the Associate Area Director OEHE. For example, amendments for the current fiscal year will not be accepted after August 1 of the current year. Changes in the workload after that date will be included in the FEPP submission for the next fiscal year without the need for an amendment. However, the PSD, PJD/POR may need to be amended. If the current fiscal year FEPP plan has been approved then the amendment will be for the current fiscal year FEPP even if prior fiscal year funding is being used. It is extremely important that funding be obligated before the end of each fiscal year even if carry over is allowed. Maintenance and Improvement (M&I) and Facilities Support (FS) funds that are projected to be carried over should be used to cover routine activities (i.e., service contracts, bench stock, equipment replacements) for the upcoming fiscal year in order that carry over funds are expended prior to expending new fiscal year funds.