

15 FAM 650 FUNDING GUIDELINES

(CT:OBO-5; 03-21-2006)
(Office of Origin: OBO)

15 FAM 651 ROUTINE MAINTENANCE AND REPAIR (M&R) FOR U.S. GOVERNMENT-OWNED/LONG-TERM LEASED (GO/LTL) PROPERTY

(CT:OBO-5; 03-21-2006)
(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. The Bureau of Overseas Buildings Operations (OBO) funds routine maintenance and repair (M&R) for U.S. Government-owned/long-term leased (GO/LTL) property under function code 7901, except for USAID-held properties (see 15 FAM 1000).
- b. Within limitations, the post may use routine M&R funds for projects that would otherwise qualify as special *maintenance and improvement (M&I)*. This exception provides post management the latitude to execute small projects. To qualify for this *provision*, no individual project may exceed *\$20,000* in cost. No more than *10* percent of a post's annual allotment for routine M&R may be used for special projects in a given year. *No more than one project per fiscal year may be performed on any single residence using routine M&R funds for projects that would otherwise qualify as special M&I.* Further, posts must be able to absorb the cost of such projects in their routine M&R budgets without impairing regular routine and preventive maintenance programs. OBO will not augment routine M&R allotments when funds are used for such projects.
- c. A post may elect to request funds for special *maintenance and improvement (M&I)* projects under *\$20,000* from OBO. In *this* case OBO *evaluates* and *prioritizes* the projects along with all others submitted by posts for special *M&I* projects.
- d. Posts may not use routine M&R funds for any special *maintenance and improvement (M&I)* project, regardless of cost, that alters the structure of a building, increases the net square footage of a building, or requires an increase in the amount of electrical service to a building. To ensure proper technical review, OBO must approve designs for these types of projects. Thus, posts should continue to submit them for funding as

special *M&I* projects.

15 FAM 652 SPECIAL MAINTENANCE AND IMPROVEMENT (M&I) PROJECTS FOR U.S. GOVERNMENT-OWNED/LONG-TERM LEASED (GO/LTL) PROPERTY

(CT:OBO-5; 03-21-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The Bureau of Overseas Buildings Operations (OBO) funds special *maintenance and improvement (M&I)* projects under function code 7902, except for USAID-held properties (see 15 FAM 1020).

15 FAM 653 CHANCERY LIFE EXTENSION PROGRAM (CLEP)

(CT:OBO-5; 03-21-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

As U.S. Government facilities abroad age and deteriorate, it is not always possible or economically feasible to replace them. The Chancery Life Extension Program (CLEP) seeks to extend the useful life of the buildings while increasing the efficiency of operations at post by replacing worn-out major building systems. The Bureau of Overseas Buildings Operations (OBO) generally funds rehabilitation projects through the Facilities Rehabilitation and Support Systems Replacement Program, function code *7911*.

15 FAM 654 SUBMISSION OF SPECIAL MAINTENANCE AND IMPROVEMENT (M&I) PROJECTS FOR U.S. GOVERNMENT-OWNED/LONG-TERM LEASED (GO/LTL) PROPERTY

(CT:OBO-5; 03-21-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. Posts submit funding requests for *special* maintenance and *improvement (M&I)* in the *International Cooperative Administrative Support Services (ICASS)* field budget plan (FBP).

- b. Posts submit proposed special *maintenance and improvement (M&I)* projects at the budget call for these projects.
- c. Posts may submit emergency requests for special *M&I* projects at any time of the year. The Bureau of Overseas Buildings Operations (OBO) will fund them *when possible*, although this may be at the expense of projects previously slated for execution.

15 FAM 655 PROCEDURES TO REQUEST FUNDS FOR SPECIAL *MAINTENANCE AND IMPROVEMENT (M&I)* PROJECTS

(CT:OBO-5; 03-21-2006)

(Uniform State/USAID/Commerce/Agriculture/DIA)

- a. **Call for projects:** *Each year* the Bureau of Overseas Buildings Operations (OBO) issues a call for special *maintenance and improvement (M&I)* projects for the upcoming fiscal year. *Upon receipt of proposals*, OBO evaluates projects and prioritizes them in terms of urgency. Based on a worldwide priority listing of projects, OBO informs each post which projects it plans to fund in the new fiscal year. The resulting list of priority projects constitutes OBO's program for special *M&I* projects for the new fiscal year.
- b. **Funding requests:** Project requests submitted separately from the *field budget plan* (FBP) should be addressed to OBO for the attention of the Area Management Division in the Operations and Maintenance Office (OBO/OM/AM), or for USAID-owned or leased properties to the Overseas Management Support Office in the Bureau for Management, USAID/Washington (USAID/W - M/OMS). Constituent posts should clear requests through their embassy before submittal to OBO. Requests should include the following information:
 - (1) *An* OBO property identification number (PropID), and property designation, e.g., OBC, COB, *chief of mission residence* (CMR), *deputy chief of mission residence* (DCMR);
 - (2) A justification, including reason for improvement or repair, and narrative description of the proposed project; and
 - (3) A cost estimate showing the price of each separate portion and explanation of basis of estimate, including shipping and transportation costs (*bearing in mind that the* total cost for a minor improvement project, including architecture and engineering (A&E) and all other related costs, should be less than \$500,000).

15 FAM 656 THROUGH 659 UNASSIGNED