

**CONSTRUCTION PROJECT LIAISON WITH PARALYZED VETERANS OF  
AMERICA (PVA)**

- 1. REASON FOR ISSUE:** To update policy for coordinating Spinal Cord Injury/Disorders Center (SCI/D) projects, and other Veterans Health Administration (VHA) projects specific to Veterans with SCI/D, with the Paralyzed Veterans of America (PVA). To ensure ongoing communications between the Office of Acquisition, Logistics and Construction's (OALC), Office of Construction & Facilities Management (CFM) and PVA to resolve all issues identified.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** The directive provides overall responsibility to CFM for coordination of all SCI/D projects with PVA and provision of quarterly reports to PVA, whose point of contact is the Director of Architecture and Facilities. This revision also updates office names and mail routing symbols to reflect the current organization as well as updates the reference document. No major changes have been made to the directive in this revision.
- 3. RESPONSIBLE OFFICE:** The Office of Acquisition, Logistics, and Construction (003); Office of Construction & Facilities Management (003C).
- 4. RELATED HANDBOOK:** None.
- 5. RESCISSION:** VA Directive 7501 Construction Project Liaison with Paralyzed Veterans of America (PVA), dated January 15, 2009.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

/s/  
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Assistant Secretary for  
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/s/  
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## **CONSTRUCTION PROJECT LIAISON WITH PARALYZED VETERANS OF AMERICA (PVA)**

- 1. PURPOSE.** This directive establishes policy for overall liaison and coordination responsibilities by the Office of Construction & Facilities Management (CFM) with the Paralyzed Veterans of America (PVA) to allow their involvement in Spinal Cord Injury/Disorders Center (SCI/D) projects.
- 2. POLICY.** The Executive Director, CFM shall provide information on all major, minor and non-recurring maintenance (NRM) SCI/D projects to PVA to allow their involvement in the projects. PVA shall be provided the opportunity to participate with Veterans Health Administration (VHA) and CFM in the development of design manuals and standards involving SCI/D. This policy permits PVA representatives to submit written comments regarding these designs.
- 3. RESPONSIBILITIES.**
  - a. Executive Director, Office of Construction & Facilities Management shall:**
    - (1) Resolve policy issues.
    - (2) Ensure that appropriate coordination is provided by CFM staff for major SCI/D projects.
    - (3) Ensure that PVA is provided with a quarterly listing of all projects that include SCI/D initiatives.
    - (4) Collaborate with VHA and PVA to ensure the structural needs of SCI/D patients are met.
  - b. Veterans Health Administration, Executive Director, Healthcare Environment and Facilities Programs shall:**
    - (1) Upon approval of minor construction projects with SCI/D initiatives, provide information to the Director, CFM, listing the approved projects and the VISN or medical center point of contact for further information.
    - (2) Upon approval of non-recurring maintenance (NRM) funded projects with SCI/D initiatives, provide information to CFM, listing the approved projects and the VISN or medical center point of contact for further information.
    - (3) Provide information requested on minor and NRM projects with SCI/D initiatives to CFM for the quarterly report referenced within ten (10) business days after the end of each quarter.

c. **CFM Regional Directors** shall:

- (1) Serve as primary liaison with PVA for project-specific issues regarding major construction based on the location of the project (Eastern Region (003C1B), Central Region (003C1C), Western Region (003C1D)).
- (2) Provide information as requested by PVA and offer PVA involvement in the project planning and design review to the extent requested by PVA.
- (3) Ensure that CFM representatives and appropriate VHA program staff meet with PVA at the initial phase of a project to solicit information and discuss conceptual approaches and space requirements.
- (4) Ensure that PVA is provided with design program documents which include space summaries and functional narrative.
- (5) Ensure that PVA is notified of site visits, project design reviews, final inspections, etc., so that PVA has the opportunity to participate either in person or via conference call.
- (6) Ensure that PVA is notified of significant functional changes or problems that are identified during the design or construction.

d. **Director, Facilities Standards (003C2B)** shall: serve as the liaison with PVA for issues of a generic nature that are not related to a specific project. This includes coordinating with PVA on development of design manuals and standards involving SCI/D.

NOTE: If PVA representatives have comments regarding the design, the comments should be provided in writing to the extent possible.

4. **REFERENCE.** Spinal Cord Injury Center Design Guide - <https://www.cfm.va.gov/til/dGuide/dgSCID.pdf>.