CONSTRUCTION PROJECT LIAISON WITH PARALYZED VETERANS OF AMERICA (PVA)

1. REASON FOR ISSUE: To establish policy for coordinating Spinal Cord Injury/Disorders Center (SCI/D) projects, and other VHA projects specific to veterans with SCI/D, with the Paralyzed Veterans of America (PVA). To ensure ongoing communications between the Office of Construction & Facilities Management (CFM) and PVA to resolve all issues identified.

2. SUMMARY OF CONTENTS: 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 National Architecture Director, PVA Architecture.

3. CHANGES: This directive replaces a VHA directive that required the Director, CFM and VHA Director, Capital Asset Management and Planning Service (CAMPS) to coordinate all SCI/D initiatives with PVA. This directive makes the overall point of contact with PVA the Director, CFM.

4. RESPONSIBLE OFFICE: The Office of Construction & Facilities Management (00CFM) is responsible for the content of this directive.

5. RELATED HANDBOOK: None.


/s/
Gordon T. Mansfield
Deputy Secretary

CERTIFIED BY:

/s/
Stephen W. Warren
Acting Assistant Secretary for Information and Technology

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CONSTRUCTION PROJECT LIAISON WITH PARALYZED VETERANS OF AMERICA (PVA)

1. PURPOSE: This VA 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 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 comments regarding the design, the comments should be provided in writing to the extent possible.

3. RESPONSIBILITIES:

   a. Director, Office of Construction & Facilities Management.
      (1) Resolves policy level issues.
      (2) Ensures that appropriate coordination is provided by CFM staff for major SCI/D projects.
      (3) Ensures that PVA is provided with a quarterly listing of all projects that include SCI/D initiatives.
      (4) Collaborates with VHA and PVA to ensure the structural needs of SCI/D patients are met.

   b. Veterans Health Administration, Director, Capital Asset Management and Planning Service (CAMPS).
      (1) Upon approval of minor construction projects with SCI/D initiatives, provides 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, provides information to CFM, listing the approved projects and the VISN or medical center point of contact for further information.
      (3) Provides 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 Project Manager (00CFM3B). Serves as primary liaison with PVA for project-specific issues regarding major construction.
(1) Provides information as requested by PVA and offer PVA involvement in the project planning and design review to the extent requested by PVA.

(2) Ensures 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.

(3) Ensures that PVA is provided with design program documents which include space summaries and functional narrative.

(4) Ensures 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.

(5) Ensures that PVA is notified of significant functional changes or problems that are identified during the design or construction.

d. **Chief, Facilities Quality Service (00CFM1A)**. Serves as the liaison with PVA for issues of a generic nature that are not related to a specific project. This would include 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. **REFERENCES**: Spinal Cord Injury Center Design Guide -