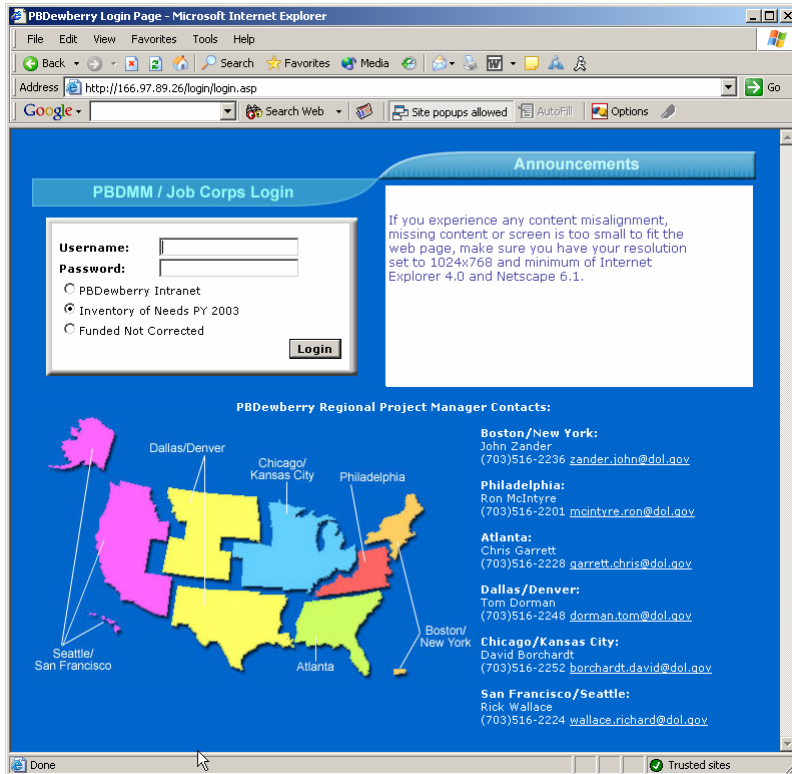


Attachment B: Detailed Instructions

Login (same username and password as last year's ION, however, if you require a separate username having access only to the FNC website please contact Mark Campbell at (703) 516-2261)

1. Go to www.PBDewberry.com
2. Click Login on left hand side (this will take you to page below)
3. Enter your username and password
4. Ensure the Funded Not Corrected option is selected
5. Click Login



Notes:

1. Unlike the ION website, the FNC tracking website is an ongoing application intended to be used from this point forward to track the status of all deficiencies funded by:

- Emergency Funding requests
- Life Safety memos
- Annual CRA budget (as a result of the ION process)

2. You will find that upon first access you will be prompted to type in the name, phone, and e-mail of the primary point of contact at your center, this should be the person to whom your region or national office can pick up the phone to call should there be any questions about any of your entries.

3. You will also find upon first access that many of the deficiencies already have a status. These reflect the status' that have been collected by your PBDewberry project manager over the past year. They may be somewhat dated and will not have complete information, thus →→→

In the first month you should update all of your FNC. After the first month the National Office will begin using the FNC tracking website for its quarterly status reports to the Job Corps Director.

After the first month you should update any FNC whenever they change status.

4. IMPORTANT – This FNC tracking website will not affect the current processes that are in place for obtaining emergency funding or other funding. It will only provide a means for tracking the status of FNC from National Office funding to final completion and closeout.

Funded Not Corrected Tracking – Summary Page (first page upon login)

Show:


By default shows "Outstanding Deficiencies", but you can also select those that are awaiting PBDewberry verification.

This will refresh the summary section to reflect the selected criteria.

Group By:

Changes the sort order of the deficiencies shown in the navigation section. By default they are sorted by Building such that all deficiencies within a building are grouped together. This simply provides you a method of rearranging the list of your deficiencies in the most convenient manner.

Emergency Funding Identifier:

This little  identifies a deficiency as being funded via an Emergency Funding request.

Summary by Status: Outstanding Deficiencies

	FY 2001 B Before	FY 2002	FY 2003	FY 2004	Total
Awaiting Funds	---	---	20/\$113,700	20/\$196,429	40/\$310,129
In Purchase/Procurement	---	3/\$31,201	---	---	3/\$31,201
In Repair/Construction	---	1/\$136,076	---	---	1/\$136,076
Awaiting ESC Verification	---	---	---	---	---
Other	1/\$3,008	2/\$115,839	---	---	3/\$118,847
Total	1/\$3,008	6/\$288,116	20/\$113,700	20/\$196,429	47/\$598,258

Summary by Building: Outstanding Deficiencies

Building	FY 2001 B Before	FY 2002	FY 2003	FY 2004	Total
0001 - Admin/Health Services	---	---	2/\$16,703	---	2/\$16,703
0002 - Cafeteria/Culinary Arts	---	1/\$22,150	4/\$37,038	---	5/\$59,188
0003 - Classrooms/Shops	---	1/\$93,609	2/\$30,298	2/\$4,645	5/\$128,552
0004 - Recreation	---	---	3/\$924	1/\$262	4/\$1,186
0005 - Female Dormitory	---	1/\$10,443	3/\$924	4/\$29,903	8/\$41,269
0006 - Male Dormitory	1/\$3,003	1/\$10,379	2/\$645	5/\$22,260	9/\$36,287
0007 - Warehouse	---	---	---	2/\$103,584	2/\$103,584
0009 - Co-Ed Dormitory	---	1/\$10,379	2/\$1,101	4/\$30,471	7/\$41,951
0010a - Security/Education	---	---	2/\$4,469	---	2/\$4,469
0014 - Multipurpose	---	---	---	2/\$4,224	2/\$4,224
0019 - Ctr (Trailer Unit)	---	---	1/\$164	---	1/\$164
Site	1/\$3,008	6/\$288,116	20/\$113,700	20/\$196,429	47/\$598,258

Will bring back up the Points of Contact/Information window.

Summary by Status:

This shows the total number and total \$\$ of FNC in each status according to the program year in which they were funded.

Summary by Building:

This shows the total number and total \$\$ of FNC in each building according to the program year in which they were funded.

This is your total FNC.

All of these #'s and \$\$'s in both summary tables are linked such that when you click the link, you will be taken to a page listing those specific deficiencies.

This is the total FNC that was funded during program year 2004 from all sources including emergency funding requests, life safety letters, annual CRA budget, and any other National Office directed funding. For right now this represents the deficiencies funded by the PY 2004 CRA budget.

When you click any of the links for a deficiency in the navigation pane, the right-hand side summary tables are replaced with details for that deficiency. (See next page.)

Funded Not Corrected Tracking – Status Update Page

Allows you to return to the summary tables

The screenshot shows the 'Funded Not Corrected Deficiencies' page for Batesville. It features a navigation bar with links for 'Summary', 'Instructions/Contact Info', and 'Logout'. The main content is divided into two sections: a 'Navigation Section' on the left with a table of deficiencies, and a 'Summary and Status Update Section' on the right showing details for deficiency 842.

Navigation Section Table:

Year	Def. ID	Class	Category	Amount
Building: 0001 - ADMIN/HEALTH SERVICES				
2003	41406	IIIA	16.3.2 Fire Alarm (Bldg)	\$14,966
Building: 0002 - CAFETERIA/CULINARY ARTS				
2002	19212	IIIB	20.1.1 Nev Construction	\$22,150
2003	833	IIIB	09.0.0 Interior Finish	\$8,904
2003	842	IIIA	15.0.1 Plumbing (Bldg)	\$12,340
2003	41447	IIIA	16.3.2 Fire Alarm (Bldg)	\$15,253
2003	53973	IIA	15.4.1 Fire Protection (Bldg)	\$520
Building: 0003 - CLASSROOMS/SHOP				
2002	29629	IIIA	15.2.1 HVAC (Bldg)	\$99,409
2002	43449	IIIA	16.2.2 Fire Alarm (Bldg)	\$10,919
2003	51609	IIA	16.3.2 Fire Alarm (Bldg)	\$419
2004	772	IIIA	15.3.1 HVAC (Bldg)	\$306
2004	41674	IIIA	15.2.1 Waste Plumbing	\$4,339
Building: 0004 - RECREATION				
2003	43449	IIIA	16.3.2 Fire Alarm (Bldg)	\$10,450
2003	53950	IIIA	15.3.1 HVAC (Bldg)	\$22,845
2004	41676	IIIA	07.1.0 Roof Repair/Replacement	\$262

Summary and Status Update Section:

Deficiency Text: 842 - (0992 - CAFETERIA/CULINARY ARTS) - Hot water heater is in poor condition. 15.0.1 Plumbing (Bldg) IIIA Region 2003 \$12,340

Findings: The 250-gallon gas-fired water heater/storage that serves the kitchen is in poor condition and appears to be very old. There is no backup water heater available for food service.

Recommendations: Replace the existing gas-fired water heater/storage with one of the same capacity (250 gallons, 605 gallons/hr. recovery, 720 MBH input).

Notes: Emergency funding in the amount of \$12,340 was approved in a memorandum from D&FS dated March 31, 2004 to replace the hot water heater in the cafeteria.

Status Update Form:

Click on **Begin** to provide information and verify completion for funded-not-corrected deficiency 842.

- Information fields are optional, but we encourage you to fill in as much as possible to inform the National Office.
- You may use the timeline to navigate or skip to various stages. Your information should at least reflect the deficiency's current status/stage.
- Use the **Continue** button to go to the next stage.
- Use the **Save** button to save your changes.
- If this deficiency has been completed, you may jump to the **Completion** stage.

Begin

Deficiency Test:

This shows the exact details of the deficiency that was funded. Your scope of work for the funds you receive for this deficiency are detailed in the Recommendations. If there is any doubt about the nature of the work necessary to complete the deficiency, please contact your PBDewberry project manager ASAP.

Status of an individual deficiency:

This is the entire reason for the FNC tracking website.

This is where you will update the status of each of your FNC as it progresses along the FNC cycle.

A deficiency will "show up" on your FNC list when it is funded by the National Office, and then it will progress through the various status' as you update the status.

There are 5 status':

- Awaiting Funds** – time between National Office funding and when you receive your funds (contract mod)
- In Procurement** – time between receiving funds and when you procure the services of a contractor or purchase the materials if the work is not being done by a contractor
- Other** – if for some reason you are unable to proceed with the scope of work per the deficiency text recommendation, e.g. insufficient funds, scope of work is unclear, no longer needed, etc.
- In Construction** – time between procuring a contractor and when the work is finished, i.e. the scope of work IAW the deficiency text recommendation is 100% complete
- Awaiting ESC Verification** – time between when the work is 100% complete and your PBDewberry project manager (or PBDewberry facility survey team) verifies that the work was completed

Navigation Section

Summary and Status Update Section

Funded Not Corrected Tracking – Status Update Page

Funds Received and Procurement Completed

Deficiency Text

842 - (0002 - CAFETERIA/CULINARY ARTS) - Hot water heater is in poor condition

15.0.1 Plumbing (Bldg) IIIA Region 2003 \$12,360

Findings: The 250-gallon gas-fired water heater/storage that serves the kitchen is in poor condition and appears to be very old. There is no backup water heater available for food service.

Recommendations: Replace the existing gas-fired water heater/storage with one of the same capacity (250 gallons, 605 gallons/hr. recovery, 720 MBH input).

Notes: Emergency funding in the amount of \$12,360 was approved in a memorandum from DBFS dated March 31, 2004 to replace the hot water heater in the cafeteria.

Emergency Funded

Def. Funded Funds Received? Purchase/Procurement Repair/Construction Completion Status

2003

Def. 842: Funds Received?

I. Have You Received Any Funds For This Deficiency?

I have received the funds for deficiency 842.

Please Supply the Following Information.

Date Received: 05/04/2004 Mod. No.: 4

Amt. Received: \$12,360 FOP No.: 327

II. Region Comments:

III. Your Comments:

Continue Save

This will be updated as you fill in the dates for each step, so that, at a glance, you can get a sense of the progress

Def. Funded Funds Received? Purchase/Procurement Repair/Construction Completion Status

2003 receive funds 7/2/2004

Def. 842: Purchase of Material/Procurement of Contractor

I. Have You Purchased Any Materials/Procured a Contractor to Fix this Deficiency?

I have procured/purchased a contractor/material.

Please Supply the Following Information (if applicable).

Contractor Name: Campbell Construction

Date Procured: 07/02/2004

Contract/Material Amount: \$11200

II. Region Comments:

III. Your Comments:

Continue Save

When you have completed procurement or the materials purchase

If you are unable to procure or purchase

Def. Funded Funds Received? Purchase/Procurement Repair/Construction Completion Status

2003 receive funds 8/4/2004

Def. 842: Purchase of Material/Procurement of Contractor

I. Have You Purchased Any Materials/Procured a Contractor to Fix this Deficiency?

I have NOT procured/purchased a contractor/material.

Please provide a reason why you have not purchased materials/a contractor:

Select one of the following:

Insufficient funds

Project no longer needed

Do not understand scope of work

No available human resources

Need to change scope of work

Task requires design

Task too complicated

II. Region Comments:

III. Your Comments:

Continue Save

When you use this option, please use the comments section. You should also follow this up with a phone call to your PBDewberry project manager or your regional office project manager to begin the process of getting the issue resolved.

Once you click Begin (from previous page):

You will normally begin this process once you have received funds. When you have received the funds you will click the button "I have received funds for deficiency..." and you should fill in the date you received the funds, the amount of money you received, the contract modification number and the FOP number.

Note: Normally it will be you, the center, who will go in and begin this process, but the region, on their corresponding FNC screens, does have the capability to fill in this information. If the region does exercise this prerogative, then you will not be able to modify any of this information.

Funded Not Corrected Tracking – Status Update Page

Construction Begin and Construction Completed



When you have completed procurement or the materials purchase

Def. 842: Repair/Construction

I. Have you started construction/repair/replacements?
 I have started construction/repair/replacement.
 Please Supply the Following Information.

Start/Estimated Start Date:

Completion/Estimated Completion Date:

Percent/Estimated Percent Complete:

I have NOT started construction/repair/replacement.

II. Region Comments:

III. Your Comments:

When you have completed construction



Def. 842: Completion Status

I. You have provided the following information for this deficiency:

Start/Estimated Start Date:
 Completion/Completion Date:

This deficiency is completed and pending ESC verification.

II. Region Comments:

III. Your Comments:

Questions:

Your points of contact are:

- Your PBDewberry project manager or PBDewberry regional project manager (see names and numbers at the left on the login page)

- Mark Campbell (703) 516-2261

Once you check this box

You have now indicated that this deficiency is finished and ready for your PBDewberry project manager (or facility survey team) to verify that the work was completed.

Note that this will “remove” it from the navigation pane by default, that is when you are showing outstanding deficiencies. If you wish to view any information about this deficiency again, you will need to select the other option in the Show dropdown box.

Funded Not Corrected Tracking – Region

Overall Summary, Overall Summary by Center, and Other Reports

Region

Philadelphia - Funded Not Corrected

Overall Summary

	PY 2001 & Before	PY 2002	PY 2003	PY 2004	Total
Life-safety Summary					
Awaiting Funds	12/\$21,228	14/\$9,461	35/\$70,877	---	61/\$101,566
In Purchase/Procurement	---	---	---	---	---
In Repair/Construction	18/\$32,481	---	6/\$5,992	---	24/\$38,473
Awaiting ESC Verification	14/\$568,556	17/\$11,239	4/\$2,260	---	35/\$582,055
Other	77/\$243,508	4/\$3,544	9/\$77,762	---	90/\$324,814
Total	121/\$865,773	35/\$24,264	54/\$156,891	---	210/\$1,046,928
Non-life-safety Summary					
Awaiting Funds	16/\$106,155	1/\$2,251	30/\$2,267,517	159/\$2,331,212	206/\$4,707,135
In Purchase/Procurement	---	---	---	---	---
In Repair/Construction	3/\$46,983	7/\$374,437	5/\$555,961	---	15/\$974,381
Awaiting ESC Verification	5/\$71,652	10/\$234,208	10/\$387,588	---	25/\$995,448
Other	29/\$813,113	16/\$501,304	31/\$954,352	---	76/\$2,268,769
Total	53/\$1,037,903	34/\$1,109,200	76/\$3,865,418	159/\$2,331,212	322/\$8,343,733

Two of the views available to the region as well as the "Other Reports" screen.

All of the numbers and \$\$ are linked such that when clicked, they will show the list of those specific deficiencies.

Philadelphia - Funded Not Corrected

Other Reports

- FNC Points of Contact
- Funded Not Corrected Deficiencies by Status Date

Philadelphia - Funded Not Corrected

Overall Summary by Center

Center	PY 2001 & Before	PY 2002	PY 2003	PY 2004	Total
Blue Ridge	1/\$1022	2/\$67,177	12/\$93,700	5/\$51,999	20/\$213,906
C.D. Perkins	---	1/\$23,450	4/\$24,380	2/\$11,366	7/\$59,196
Charleston	---	---	2/\$8,300	3/\$41,274	5/\$49,574
Earle C. Clements	69/\$194,941	---	9/\$747,890	15/\$458,027	93/\$1,400,788
Flatwoods	18/\$134,778	2/\$33,477	22/\$71,976	3/\$12,574	45/\$242,802
Frenchburg	3/\$50,850	10/\$140,701	7/\$90,326	21/\$134,773	50/\$586,350
Great Onyx	2/\$32,388	2/\$21,074	7/\$73,620	---	12/\$127,082
Harpers Ferry	26/\$106,722	3/\$21,744	2/\$263,078	10/\$57,001	40/\$548,544
Keystone	2/\$12,260	2/\$76,183	4/\$915,412	---	10/\$1,003,955
Muhlenberg	8/\$41,966	4/\$100,606	7/\$394,158	6/\$25,429	25/\$532,159
Old Dominion	4/\$59,805	3/\$56,006	9/\$335,038	5/\$10,427	21/\$551,473
Philadelphia	5/\$15,187	---	---	3/\$512	8/\$16,699
Pine Knot	5/\$25,839	2/\$10,287	13/\$22,882	8/\$19,883	28/\$68,891
Pittsburgh	2/\$87,854	2/\$83,273	3/\$26,879	18/\$159,372	23/\$387,478
Potomac	---	3/\$15,595	---	1/\$1,611	4/\$17,206
Red Rock	8/\$56,249	21/\$223,708	3/\$29,133	13/\$86,340	45/\$395,430
Whitney M Young	4/\$17,933	6/\$257,806	18/\$256,096	6/\$28,555	34/\$560,390
Wilmington	---	---	3/\$800,000	---	3/\$800,000
Woodland	12/\$31,079	---	7/\$72,095	20/\$175,417	39/\$278,591
Woodstock	---	---	---	13/\$479,005	13/\$479,005
Total:	174/\$1,983,878	69/\$1,133,484	130/\$4,822,188	159/\$2,331,212	532/\$9,300,651

Center	Awaiting Funds	In Purchase/Procurement	In Repair/Construction	Awaiting ESC Verification	Other	Total
Blue Ridge	14/\$72,558	---	2/\$65,069	---	4/\$75,269	20/\$213,906
C.D. Perkins	4/\$13,666	---	1/\$23,450	2/\$18,100	---	7/\$59,196
Charleston	5/\$49,574	---	---	---	---	5/\$49,574
Earle C. Clements	20/\$205,906	---	1/\$800,000	2/\$45,672	70/\$331,225	93/\$1,400,788
Flatwoods	23/\$44,339	---	2/\$120,030	1/\$3,838	7/\$576,050	50/\$586,350
Frenchburg	40/\$196,441	---	---	---	---	40/\$196,441
Great Onyx	3/\$9,350	---	---	1/\$12,941	8/\$44,791	12/\$127,082
Harpers Ferry	35/\$202,832	---	1/\$20,000	---	4/\$10,882	40/\$548,544
Keystone	13/\$1,307,775	---	---	---	2/\$76,183	15/\$1,383,958
Muhlenberg	10/\$155,876	---	---	12/\$125,604	3/\$20,599	25/\$532,159
Old Dominion	6/\$35,065	---	2/\$36,890	3/\$23,390	8/\$374,168	21/\$551,473
Philadelphia	4/\$15,187	---	---	---	3/\$512	7/\$16,699
Pine Knot	11/\$23,073	---	7/\$10,900	4/\$552,609	4/\$40,229	28/\$626,891
Pittsburgh	15/\$155,201	---	2/\$5,449	---	5/\$140,827	23/\$387,478
Potomac	9/\$82,951	---	---	1/\$599	2/\$14,596	12/\$99,146
Red Rock	12/\$96,240	---	---	21/\$24,673	13/\$25,417	45/\$395,430
Whitney M Young	7/\$33,955	---	6/\$282,917	5/\$87,097	16/\$158,421	34/\$560,390
Wilmington	17/\$800,000	---	---	---	---	17/\$800,000
Woodland	22/\$190,501	---	7/\$11,566	---	10/\$76,524	39/\$278,591
Woodstock	13/\$479,005	---	---	---	---	13/\$479,005
Total:	282/\$4,888,271	---	39/\$1,812,584	68/\$975,583	166/\$2,583,583	532/\$9,300,651