

ION Website Instructions

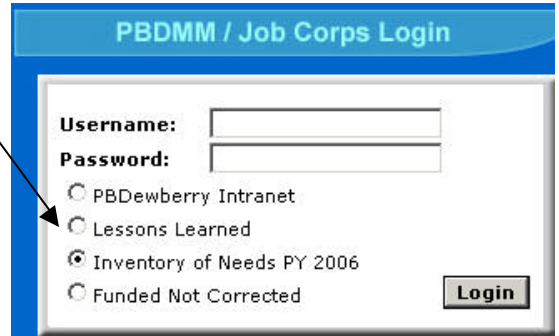
Part 1 – Centers

Instructions for PY 2006 Inventory of Needs Website

Access to the Inventory of Needs Web site

1. Go to www.pbdewberry.com.
2. Click “FNC/ION Login”. This will take you to the ION login page; see below.
3. Enter your username and password *(see below)
4. Select “Inventory of Needs PY 2006”
5. Click Login

Note: The Inventory of Needs (ION) Web site is only available from the JCDC network or the DOL network.



General Instructions

Once you have logged into the Inventory of Needs Web site, selecting and submitting your proposed regional projects is a four-step process:

1. Selecting and ranking deficiencies
2. Providing justification comments
3. Reviewing
4. Submitting

Deadlines
Centers: Wednesday February 1, 2006
Regions: Wednesday March 8, 2006

*Usernames and Passwords

Usernames and passwords will be assigned that are unique for each center and region. These will provide you access to the Inventory of Needs Web site for your specific center or region.

If you have ION Web site questions, please contact Mark Campbell at (703) 516-2261.

ION Website Instructions

Part 1 – Centers

Specific Instructions for Centers

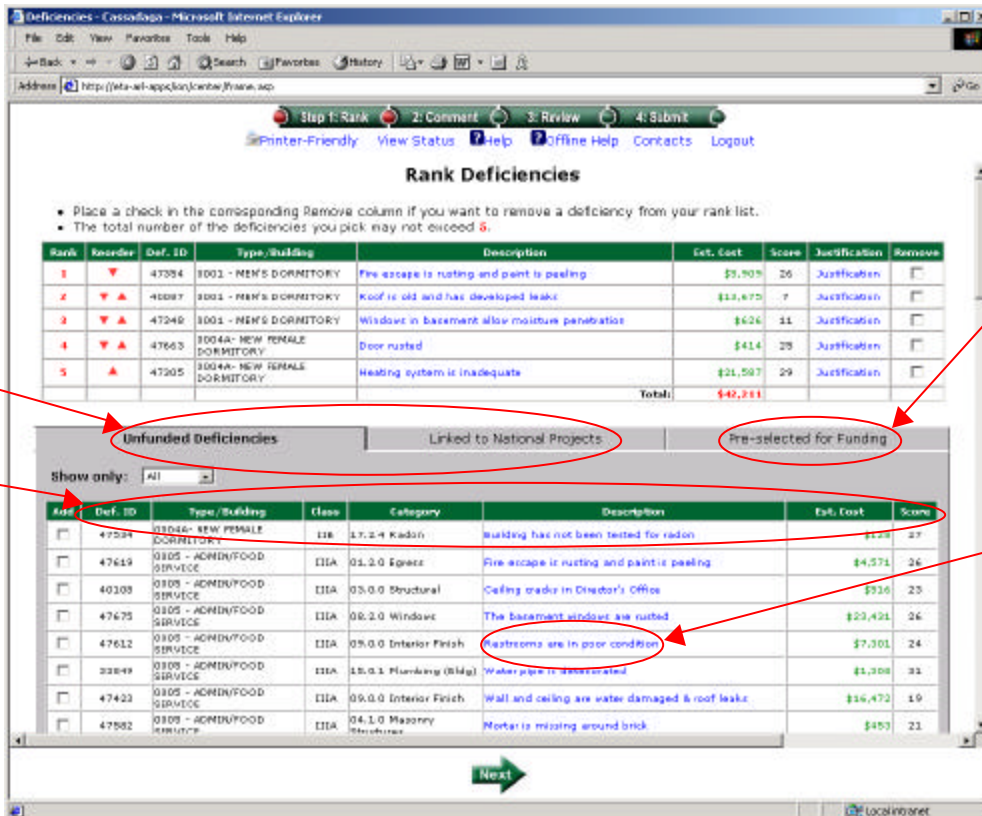
Preparation Steps

It is recommended that you print out and review the list of deficiencies that have been pre-selected for funding and the list of deficiencies that are unfunded (both individual deficiencies and those that are linked to national projects). Those linked to national projects have been included to permit you to recommend that they be funded sooner, even though they are planned to be corrected as part of your long-range plan.

This is the most important part of your ION process, making an informed decision about your recommendations to the region.

Steps to complete your ION submission

1. Rank up to five deficiencies for input to the region
2. Provide justification comments
3. Review
4. Submit to the region



Unfunded and **eligible** to be ranked

Column heads which can be clicked to change the sort order in which they are displayed

Pre-selected for funding and **not eligible** to be ranked

Each description is linked; you can click on the link to bring up in a separate window a full text description of the deficiency

ION Website Instructions

Part 1 – Centers

Specific Instructions for Centers

Step 1 - Rank

Once you have completed preparations, the remaining steps to make your ION submission are quick and easy. This step only requires you to:

- Click the “Add” checkbox in the bottom half of the screen to select that deficiency as one of your five picks. You can “Add” deficiencies from either the “Unfunded Deficiencies” tab or the “Linked to National Projects” tab.
- Click the “Reorder” arrows in the top half of the screen to change the rank of your picks.
- Click the “Remove” checkbox in the top half of the screen to remove that deficiency as one of your picks.

When finished, click the “Next” arrow at the bottom.

Rank Deficiencies

Place a check in the corresponding Remove column if you want to remove a deficiency from your rank list.
The total number of the deficiencies you pick may not exceed 5.

Rank	Reorder	Def. ID	Type/Building	Description	Est. Cost	Score	Justification	Remove
1	▼	47619	0005 - ADMIN/FOOD SERVICE	Fire escape is rusting and paint is peeling	\$4,571	26	Justification	<input type="checkbox"/>
2	▼ ▲	47675	0005 - ADMIN/FOOD SERVICE	The basement windows are rusted	\$22,431	26	Justification	<input type="checkbox"/>
3	▲	47348	0001 - MEN'S DORMITORY	Windows in basement allow moisture penetration	\$624	11	Justification	<input type="checkbox"/>
Totals:					\$28,626			

Unfunded Deficiencies

Show only: All

Add	Def. ID	Type/Building	Class	Category	Description	Est. Cost	Score
<input type="checkbox"/>	47254	0001 - MEN'S DORMITORY	11IA	05.1.0 Metal Structures	Fire escape is rusting and paint is peeling	\$5,909	26
<input type="checkbox"/>	40087	0001 - MEN'S DORMITORY	11IA	07.1.0 Roof Repair/Replacement	Roof is old and has developed leaks	\$13,679	7
<input type="checkbox"/>	47663	0004A - NEW FEMALE DORMITORY	11IA	06.1.2 Interior Doors/Frames	Door rusted	\$434	28
<input type="checkbox"/>	47308	0004A - NEW FEMALE DORMITORY	11IA	19.3.2 Heating	Heating system is inadequate	\$21,587	29
<input type="checkbox"/>	47534	0004A - NEW FEMALE DORMITORY	11B	17.2.4 Radon	Building has not been tested for radon	\$128	27
<input type="checkbox"/>	40109	0005 - ADMIN/FOOD SERVICE	11IA	03.6.0 Structural	Ceiling cracks in Director's Office	\$544	23
<input type="checkbox"/>	47612	0005 - ADMIN/FOOD SERVICE	11IA	09.6.0 Interior Finish	Restrooms are in poor condition	\$7,201	24
<input type="checkbox"/>	32849	0005 - ADMIN/FOOD SERVICE	11IA	15.6.1 Plumbing (Bldg)	Water pipe is deteriorated	\$1,200	21
<input type="checkbox"/>	47423	0005 - ADMIN/FOOD SERVICE	11IA	09.6.0 Interior Finish	Wall and ceiling are water damaged & roof leaks	\$16,472	19

Next

Next arrow

ION Website Instructions

Part 1 – Centers

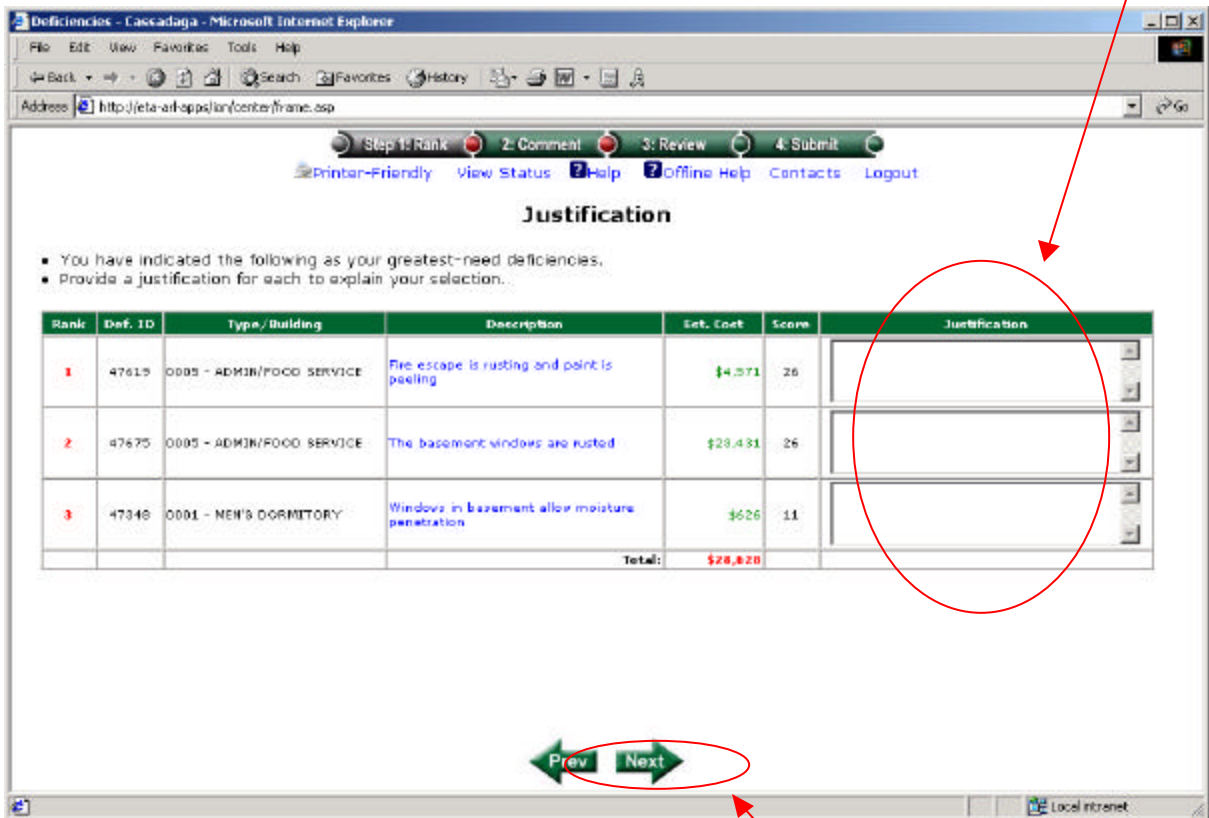
Specific Instructions for Centers

Step 2 - Comment

Once you have selected and ranked your five picks, provide a justification comment for each deficiency. This is your opportunity to explain to your region your reasons for recommending these deficiencies. Since there is a limited amount of funds your region has available from which to make its recommendations to the National Office, clear justification comments are essential.

When finished, click the “Next” arrow at the bottom.

Justification
Comments



Next arrow

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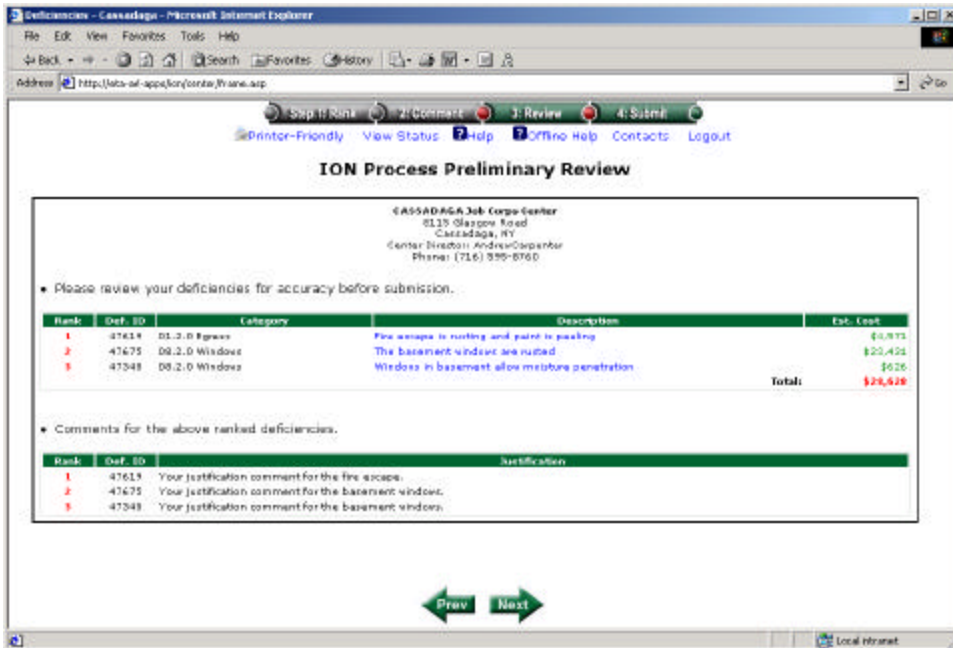
Part 1 – Centers

Specific Instructions for Centers

Step 3 - Review

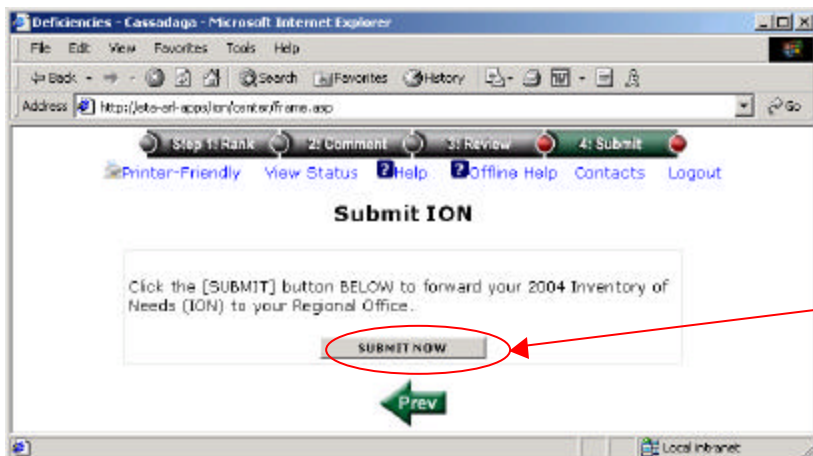
Once you have provided your justification comments, please review your selections, rankings, and comments.

When finished, click the “Next” arrow at the bottom.



Step 4 - Submit

Once you have completed your review and are ready to submit, click the “Submit Now” button. Note: If you wish to change your submission, you may do so at any time up to your deadline of February 1, 2006, by simply repeating steps 1-4.



Submit Now button

ION Website Instructions

Part 2 – Regions

Specific Instructions for Regions

Steps to complete your ION submission

(Review the deficiencies pre-selected for funding)

(Review the unfunded deficiencies, including those linked to national projects)

1. Rank up to the dollar limit for deficiencies for input to National Office
2. Rank up to three projects
3. Provide justification comments
4. Review
5. Submit to National Office

Preparation Steps

It is recommended that you print out and review the list of deficiencies that have been pre-selected for funding and the list of deficiencies that are unfunded (both individual deficiencies — those that have been picked in the top five by each center and those that did not make the top five — and those that are linked to national projects). Those linked to national projects have been included to permit you to recommend that they be funded sooner, even though they are planned to be corrected as part of a center's long range plan.

There is no numeric limit to the number of deficiencies that you can select. You are only limited by the available funds for your region, i.e., that portion of the \$3M that has been allocated to you based on your region's contract strength.

This is the most important part of your ION process, making an informed decision about your recommendations to the National Office.

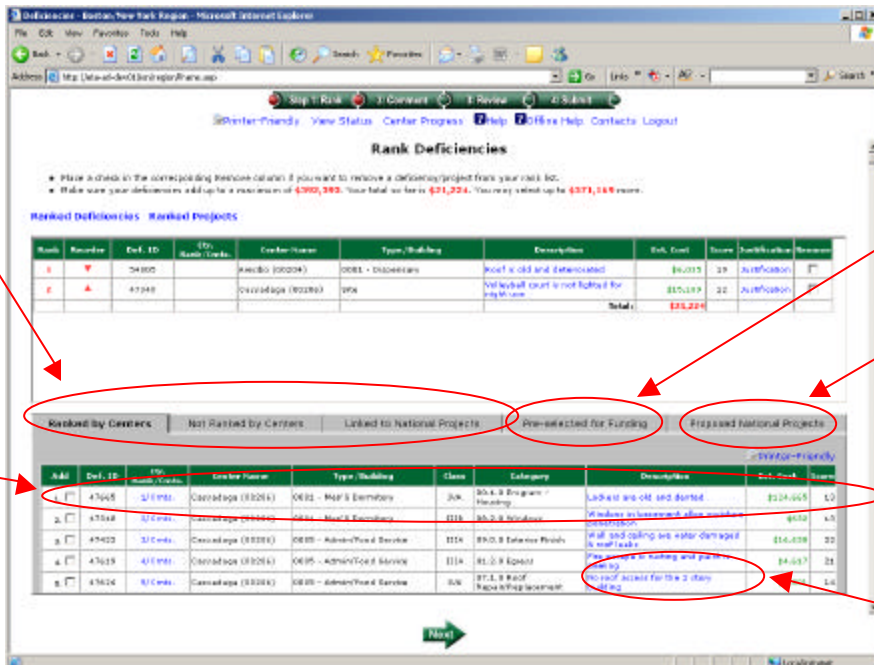
Unfunded and **eligible** to be ranked

Pre-selected for funding and **not eligible** to be ranked

You may select up to three National Office projects to be considered for funding

Column heads which can be clicked to change the sort order in which they are displayed

Each description is linked, you can click on the link to bring up in a separate window a full text description of the deficiency



ION Website Instructions

Part 2 – Regions

Specific Instructions for Regions

Step 1 – Rank Deficiencies

Once you have completed preparations, the remaining steps to make your ION submission are quick and easy. This step only requires you to:

- Click the “Add” checkbox in the bottom half of the screen to select that deficiency as one of your picks. You can “Add” deficiencies from either the “Ranked by Centers” tab or the “Not Ranked by Centers” tab or the “Linked to National Projects” tab.
- Click the “Reorder” arrows in the top half of the screen to change the rank of your picks.
- Click the “Remove” checkbox in the top half of the screen to remove that deficiency as one of your picks.

When finished, click the “Next” arrow at the bottom.

The screenshot shows the 'Rank Deficiencies' page in a Microsoft Internet Explorer browser. The page has a progress bar at the top with steps: 1: Rank, 2: Comment, 3: Review, 4: Submit. Below the progress bar are links for Printer-Friendly, View Status, Center Progress, Help, Offline Help, Contacts, and Logout. The main heading is 'Rank Deficiencies'. Below the heading is a note: 'Place a check in the corresponding Remove column if you want to remove a deficiency/project from your rank list. The total of your deficiencies add up to a maximum of \$392,293. Your total so far is \$21,224. You may select up to \$371,169 more.' There are two tabs: 'Ranked Deficiencies' and 'Ranked Projects'. The 'Ranked Deficiencies' table has columns: Rank, Reorder, Def. ID, Ctr. Rank/Units, Center Name, Type/Building, Description, Est. Cost, Score, Justification, and Remove. The 'Ranked Projects' table has columns: Add, Def. ID, Ctr. Rank/Units, Center Name, Type/Building, Class, Category, Description, Est. Cost, and Score. At the bottom of the page is a 'Next' button with a right-pointing arrow.

Rank	Reorder	Def. ID	Ctr. Rank/Units	Center Name	Type/Building	Description	Est. Cost	Score	Justification	Remove
1	▼	34003		Arecibo (00204)	0001 - Dispensary	Roof is old and deteriorated	\$6,035	39	Justification	<input type="checkbox"/>
2	▲	4724E		Caesadaga (E02E6)	Site	Volleyball court is not lighted for night use	\$15,189	32	Justification	<input type="checkbox"/>
Total:							\$21,224			

Add	Def. ID	Ctr. Rank/Units	Center Name	Type/Building	Class	Category	Description	Est. Cost	Score
<input type="checkbox"/>	47668	1/Cmb.	Caesadaga (E02E6)	0001 - Men'S Composites	IWA	00.L.3 Program - Reusing	Ladders are old and dented	\$124,668	13
<input type="checkbox"/>	47249	2/Cmb.	Caesadaga (E02E6)	0001 - Men'S Composites	IIIB	06.2.3 Windows	Window in basement allow moisture penetration	\$622	13
<input type="checkbox"/>	47428	3/Cmb.	Caesadaga (E02E6)	0005 - Admin/Food Service	IIIA	06.0.4 Interior Finish	Wall and ceiling are water damaged & roof leaks	\$18,638	22
<input type="checkbox"/>	47619	4/Cmb.	Caesadaga (E02E6)	0005 - Admin/Food Service	IIIA	01.2.3 Egress	Fire escape is rusting and paint is peeling	\$4,637	21
<input type="checkbox"/>	47624	5/Cmb.	Caesadaga (E02E6)	0005 - Admin/Food Service	IWA	07.1.3 Roof Repair/Replacement	No roof access for the 2 story building	\$2,601	14

Next arrow

ION Website Instructions

Part 2 – Regions

Specific Instructions for Regions

Step 2 – Rank Proposed National Projects

This is basically the same as ranking deficiencies except you may select up to three proposed projects from the list (the fifth tab). These projects are those that are currently in your long range plan.

If you wish to propose a new project, click the “Propose a New Project” link (see next page) where you will be directed to complete details of the new project. This new project will be evaluated for addition to the long-range plan, and, if approved, then that project will be added to the list. (It may take several days before it shows up on the list.)

When finished, click the “Next” arrow at the bottom.

Click here to propose a new project

Add checkbox

Rank	Recorder	Proj. ID	Center Name	Project Name	Justification	Extent of Work	Class	Est. Cost	Comments	Remove
1		1214	Rames (00205)	New 68 Bed Dormitory	The construction of a new dormitory would eliminate the overcrowding condition in the existing dorms. In addition, once vacated, Unky Hall (Women's Dormitory) Building 4, would be converted to CDSS and CDP. This would provide adequate space for CDP and consolidate these related functions now located in several buildings.	Design and construct a 3-story 68 bed Prototype I dormitory (13,800 SF). Renovate Building 4 for CDP and CDSS (7,245 SF).	New Construction	\$3,922,000	Comments	<input type="checkbox"/>
								Total:	\$3,922,000	

Project ID	Center Name	Project Name	Justification	Extent of Work	Class	Est. Cost
13370	Rames (00205)	Design/Construct New Recreational Facility	There are no recreational facilities on or adjacent to the center's main site where all student housing and administrative functions are located. All resident students located at the main site are bused to the remote North site where all recreational activities take place. The access roads are unsafe and hazardous for bus traffic since the streets are residential with parking on both sides. This prohibits two moving vehicles to pass at the same time. The existing covered court (Gymnasium) is inadequate in size and function for a center with contact strength of 325 students, of which 30% reside at the center.	Design and construct a new 17,000-SF Recreation Building in the parking area adjacent to existing Men's Dormitory and Administration Building. Phase the relocation of all existing recreational activities, currently located in the Vocational/Education/Recreation Building #702 at the North site, to the new Recreation Building to be constructed at the main site, including the following recreational activities: gymnasium/multi-purpose auditorium, ceramics, library, arts & crafts, weight room, T.V. room, and game room. Construct a new parking lot and drive (21,000 SF of parking and 12,000 SF of roadway, which is 4,500 SF) adjacent to the academic building. Note: Upon completion of the new recreation facility, the VST forces will be able to renovate the vacated recreation space in Building 702.	New Construction	\$3,564,000
13399	Rames (00205)	Renovation of Dome Building 750A & 760A	The first floor housing infirmary and dayroom have inadequate ventilation and air conditioning. Window air conditioning units are in poor condition.	Renovate the existing floor space occupied by the Women's and Men's Dormitories Buildings No. 750A and No. 760A (Approximately 25,000 sq. ft. in each dorm or 50,000 SF total) Install a central air	Alteration/Enhancement	\$4,755,000

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Part 2 – Regions

Specific Instructions for Regions

Step 2 – Rank Proposed National Projects (cont.)

You may view previously submitted/saved new projects by clicking the “Open” link.

If you enter a new project, **MAKE SURE** you click **SAVE** and then **SEND**.

If you do not do this before closing this browser window, you will lose all work.

Suggestion: Type up your project description and justification separately (in Microsoft Word) and then copy and paste into this form.

The screenshot shows a web browser window displaying the 'Project Proposal Form'. The form is titled 'Project Proposal Form' and contains several fields for user input. The fields are: 'To:' (pre-filled with 'Orsley.Mitchell@bc.ca'), 'CC:' (pre-filled with 'Hubert@bc.ca'), 'Subject:' (pre-filled with 'Project for a new...'), 'Project Title:' (empty), 'Estimated Project Cost:' (with a placeholder 'Please do not enter commas.'), 'Project Description:' (a large text area), 'Justification:' (a large text area), 'Submitted by:' (with sub-fields for 'Name:', 'Phone:', and 'Email Address:'). At the top of the form, there are three buttons: 'Save', 'Send', and 'Clear'. These buttons are circled in red. A red arrow points to the 'Save' button. The browser window title is 'Project - Microsoft Internet Explorer' and the address bar shows 'http://beta-01-dev-03/bc/regions/projects_en.asp'. The status bar at the bottom indicates 'Local intranet'.

ION Website Instructions

Part 2 – Regions

Specific Instructions for Regions

Step 3 – Justification Comments

Once you have selected and ranked your picks, provide a justification comment for each deficiency and project. This is your opportunity to explain to the National Office your reasons for recommending these deficiencies and projects. Clear recommendations are essential in effectively communicating why these are needed.

When finished, click the “Next” arrow at the bottom.

Justification
Comments

Justification

- You have indicated the following as your greatest-need deficiencies.
- Provide a justification for each deficiency to justify your selection.

ION Deficiencies:

Rank	Def. ID	Ctr. Rank	Center	Type/Building	Description	Est. Cost	Score	Justification
1	34003		Newcomb (00204)	0001 - Dispensary	Roof is old and deteriorated	\$6,035	13	
2	47340		Cassadaga (00206)	3He	Volleyball court is not lighted for night use	\$15,189	12	
Total:						\$21,224		

- You have indicated the following as your greatest-need projects.
- Provide a comments for each project to justify your selection.

Projects:

Rank	Project ID	Center	Project Name	Justification	Est. Cost	Comments
1	1214	Inquire	New 60 Bed Dormitory	The construction of a new dormitory would eliminate the overcrowding condition in the existing dorms. In addition, since vacated, Uvity Hall (women's dormitory) building 4, would be converted by CDS and CDP. This would provide adequate space for CDP and consolidate these related functions now located in several buildings.	\$2,932,500	
2	1270	Rames	Design/Construct New Recreational Facility	There are no recreational facilities on or adjacent to the center's main site where all student housing and administrative functions are located. All resident students located at the main site are bused to the remote North site where all recreational activities take place. The access roads are unsafe and hazardous for bus traffic since the streets are residential with parking on both sides. This prohibits two moving vehicles to pass at the same time. The existing covered court (Symposium) is inadequate in size and function for a center with contact strength of 225 students, of which 60% reside at the center.	\$2,564,000	
3	1298	Rames	Renovation of Dorms Buildings 755A & 760A	The first floor housing infirmary and classrooms have inadequate ventilation and air conditioning. Window air conditioning units are in poor condition. The window A/C units in sleeping rooms and offices are old, inefficient, and do not provide adequate cooling. The showers and toilets in the dormitories are in poor condition. The shower mixing valve leak. The water leaks penetrate the concrete walls into the adjacent sleeping rooms. The firefighter and the locker doors are deteriorated.	\$4,705,900	

Next arrow

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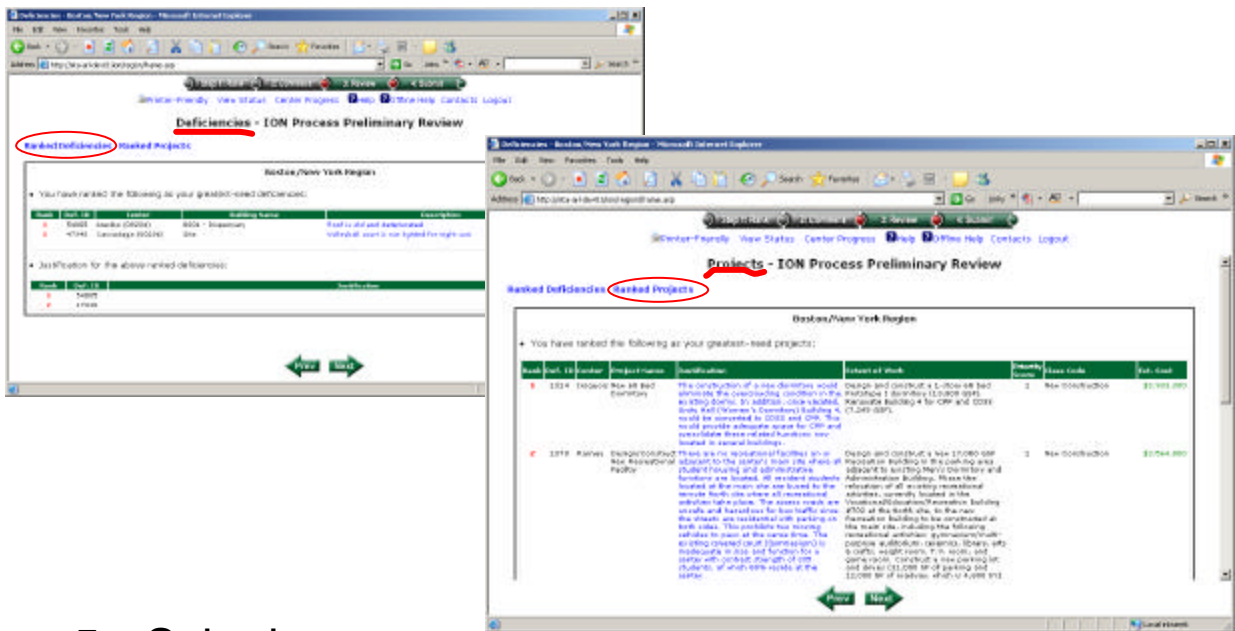
Part 2 – Regions

Specific Instructions for Regions

Step 4 - Review

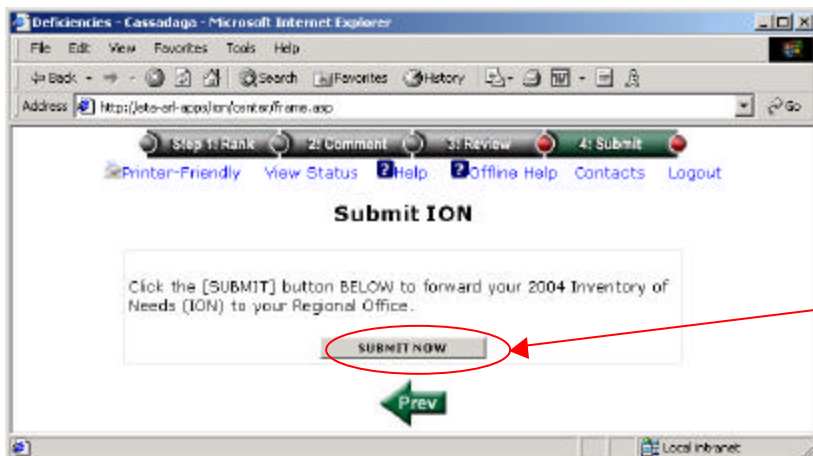
Once you have provided your justification comments, please review your selections, rankings, and comments. Click on the appropriate link to review deficiencies and projects — they are shown separately.

When finished, click the “Next” arrow at the bottom.



Step 5 - Submit

Once you have completed your review, and are ready to submit, click the “Submit Now” button. Note: If you wish to change your submission, you may do so at any time up to your deadline of March 8, 2006, by simply repeating steps 1-4.



Submit Now
button