User Manual
For the Gustav/Ike Parish Program Infrastructure/Planning/Coastal Pre-Application and Application

March 29, 2010

OVERVIEW

In an attempt to provide for a more efficient means for parishes to submit project applications for Community Development Block Grant funds, the Louisiana Recovery Authority (LRA) has developed an online system for application submittal. Applications for parish level infrastructure, planning, and coastal projects are submitted to our Infrastructure Department for review and approval through this system. Once they are approved, you will receive an electronic notice with further instructions.

This manual is meant to serve as a set of instructions for navigating the online screens for entry of the application or pre-application. For detailed information about the actual content that needs to be in the application or pre-application, please see the actual forms on the LRA website.

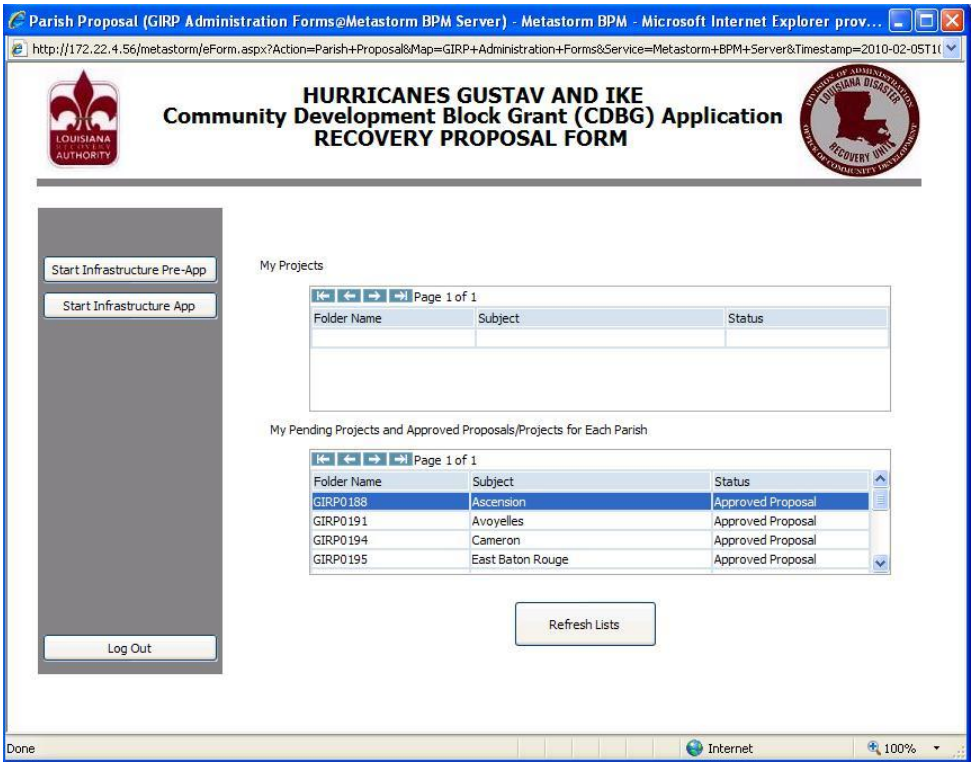
Should you have any questions about this system, please contact Hugh Hyman at 225-342-1923 or hugh.hyman2@la.gov.

ACCESSING THE SYSTEM

In order to login into the website, you will first need to make a change in your Internet Explorer program to allow pop-up windows from the website. To do this:

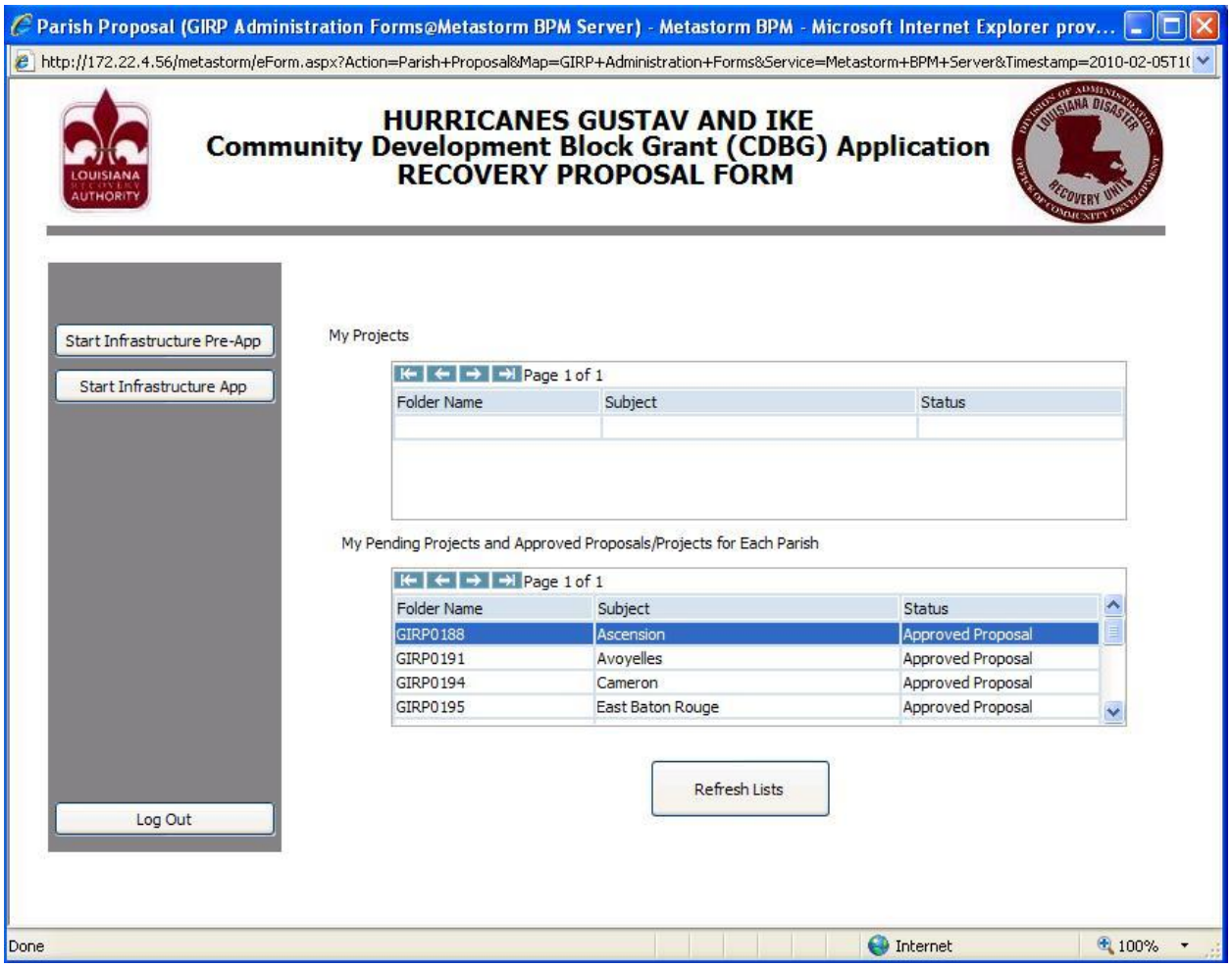
1. Go the the Tools menu in Internet Explorer.
2. Selected Pop-up Blocker. (If this is not listed, you have a third-party popup blocker and will need to consult the instructions for that program).
3. Click Pop-up Blocker Settings.
4. In the Pop-up Blocker Settings window, type gustavikerecovery.com as the "Address of Web site to allow" and click the Add button.
5. Close the Pop-up Blocker Settings window.

To access the proposal entry system, go to http://www.lra.louisiana.gov. Once there, click on the "Gustav Ike Resources" button on the left side of the screen. You will see a link for "Gustav/Ike Recovery Proposal Entry System". The user manual for the system can also be found there. Click the link and you will be taken to the entry system.. You will be prompted to login. Use your First Name. Last Name for the User Name and the password that was provided to you in the email sent when your account was setup. Once logged in, this is the main (default) screen.



PRE-APPLICATION

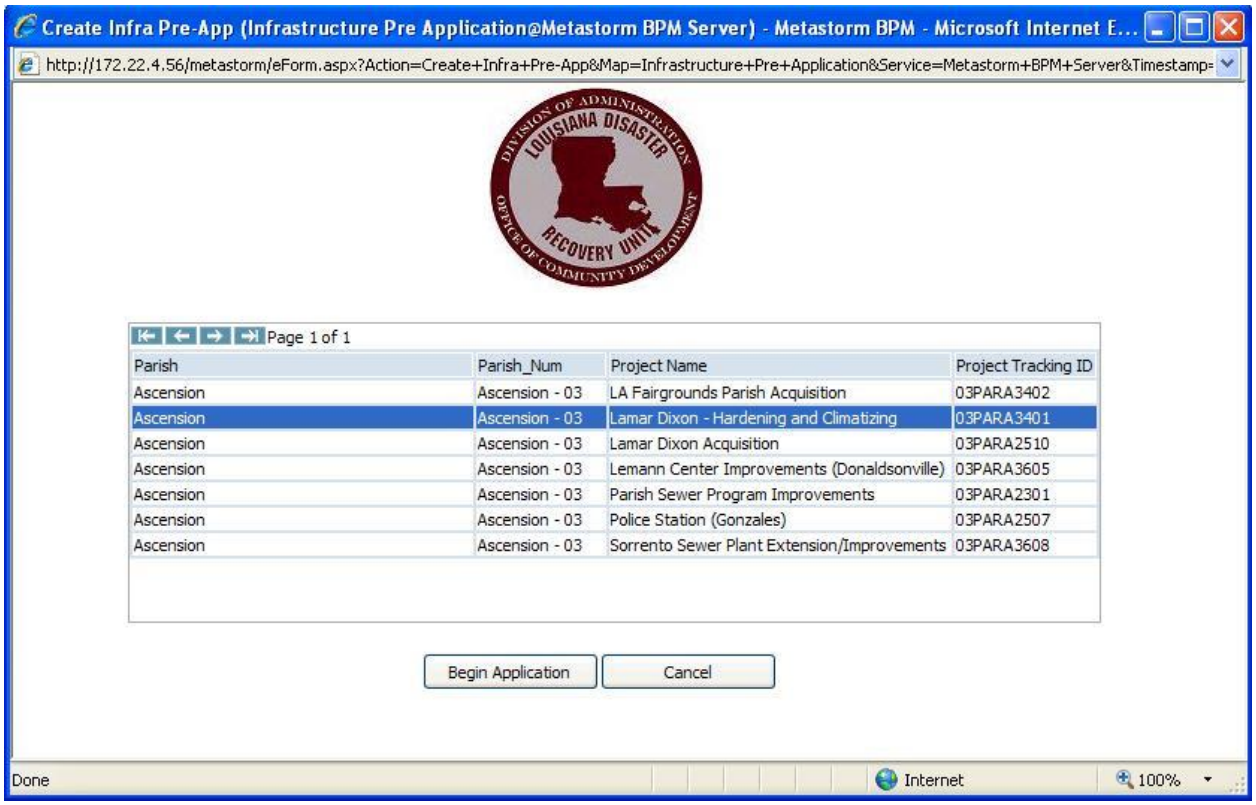
If you have access to the system and your parish's proposal has been approved, you will see two buttons on the left. One is "Start Infrastructure Pre-App" and the other is "Start Infrastructure App". Click "Start Infrastructure Pre-App" if you are submitting a pre-application.



Note: Throughout the process, emails will be sent from the system, but you should always log-in and check to make sure you do not have projects sent back from the state. The projects would be listed under "my projects".

After submission, always select the "notes" tab to read comments or requests from the OCD-DRU staff.

The below screen will pop up. Projects submitted in parish proposals have been pre-assigned project numbers and will be listed by parish name. Immediately above the "parish" column, there are arrows which will allow you to scan all of the parishes and projects currently in the system. Once you locate the project you wish to work on, select a project to start. The "Begin Application" button will appear. Click it.



Note: If the project name is not listed, but was included in the approved proposal, contact Hugh Hyman (225-342-1923 or hugh.hyman2@la.gov) for assistance.

Some fields will be populated from the parish proposal. Change/Fill out the fields accordingly.

Gustav/Ike Infrastructure Pre-Application

Submitted (signature):	
Name:	
Title:	
Date:	2/5/2010

Project Name: Lamar Dixon - Hardening and Climatizing **Project Number** 03PARA3401

1. APPLICANT CONTACT PERSON

Name: Cedric Grant or Martha Collins
Phone: 25-621-5709
Email: cgrant@apgov.us or mcollins@apgov.us

2. PROJECT ADDRESS

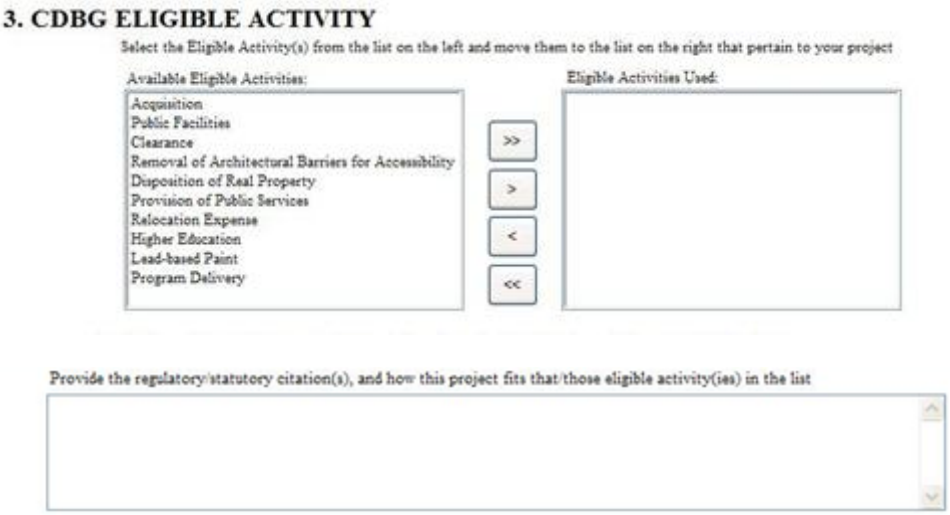
Give the physical address of the project, or the entity if a program

Address
Address 2
City State LA Zip

State the geographic area or limited clientele to benefit from this project.

Target Area

For #3, select an Eligible Activity from the left list. And click ">" to move to the right side if your project falls into this category. Choose as many as the project calls for and provide the requested citation information and how the project fits the eligible activity.



3. CDBG ELIGIBLE ACTIVITY

Select the Eligible Activity(s) from the list on the left and move them to the list on the right that pertain to your project

Available Eligible Activities:

Acquisition
Public Facilities
Clearance
Removal of Architectural Barriers for Accessibility
Disposition of Real Property
Provision of Public Services
Relocation Expense
Higher Education
Lead-based Paint
Program Delivery

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>
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<<

Eligible Activities Used:

Provide the regulatory/statutory citation(s), and how this project fits that/those eligible activity(ies) in the list

For #4, after selecting the national objective, do not forget to describe how this project meets that national objective.

4. NATIONAL OBJECTIVE

(State the selected national objective and how this project meets that national objective.)

National Objective

For #5, do not forget to include the source and status of funds as well as the use of funds.

5. TOTAL PROJECT COST, SOURCE, STATUS AND USE OF FUNDS

Project Funds	Amount	Source and Status of Funds	Use of Funds
CDBG	$4,200,000		
Local Funds	$0		
Private Funds	$0		
Other State Funds	$0		
Federal Funds	$0		
Other Funds	$0		
TOTAL FUNDS	$4,200,000		

For #6, respond to each part of this question below each subtitle. Make sure you address in your response all of the questions listed alongside the subtitle.

6. PROJECT DESCRIPTION

Concise Description: (What is the project? What's being torn down, built, provided? What are the objectives of the project? what are the expected results?)

Project Context: (Is this part of a larger plan/project? Is it separate, in the sense that it doesn't rely on those other projects and does not trigger CDBG requirements on the other parts of the plan/project?)

Beneficiaries/Public Benefit/Target Area: (Who are the beneficiaries, what are the benefits to these beneficiaries, and where do they live?)

Recovery Rationale: (How does this project address the effects of the covered disaster? How does it foster the recovery of the community?)

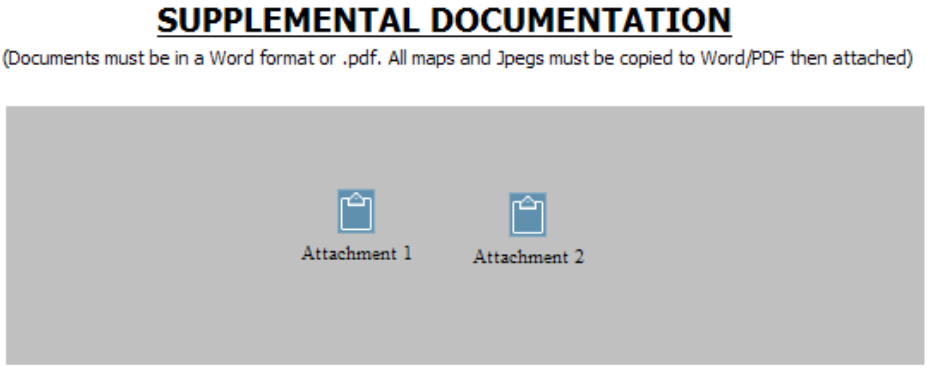
Description of Construction Involved: (How intrusive is the proposed construction? Is there digging/earthwork/etc.? Purpose here is to help determine level of environmental review required.)

Description of Acquisition Involved:

Mitigation Plan: (Describe how the design of the project considers and/or proposes a mitigation plan to minimize damage in the event of future floods or hurricanes)

Answer the questions accordingly for #8. If you have to enter FEMA Worksheet numbers, fill out the text box and click "Add Worksheet Number". It will appear in the list on the left. You may add up to 8. To remove one, select it and click "Remove Selected" that appears below the list. If information was provided in the pre-application, it will

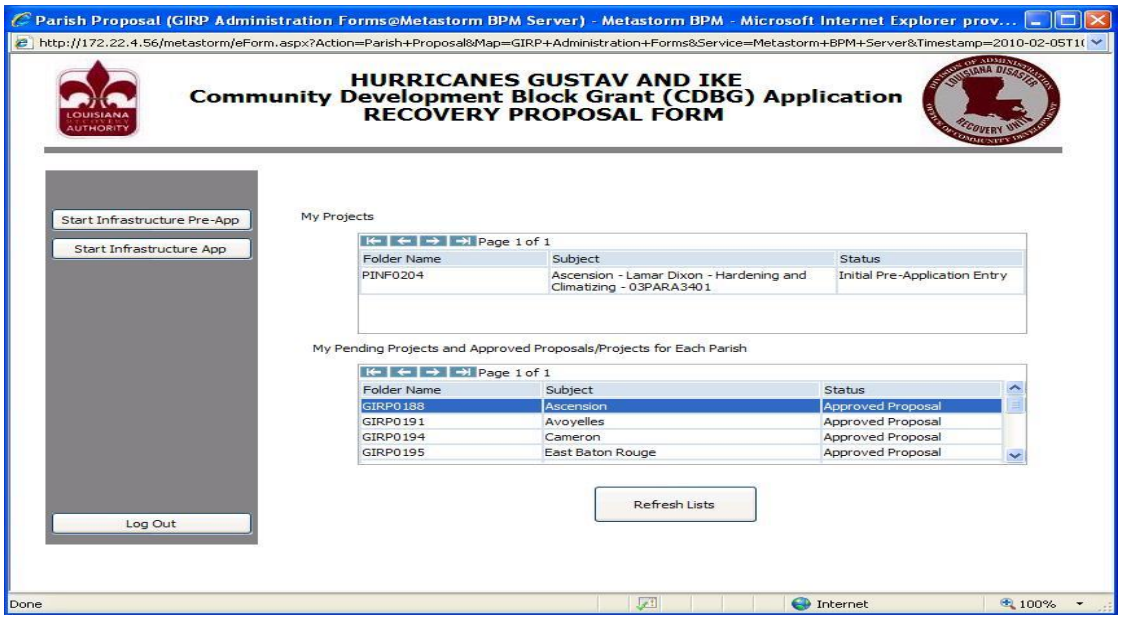
You may also attach any maps or additional information under "Supplemental Documentation".



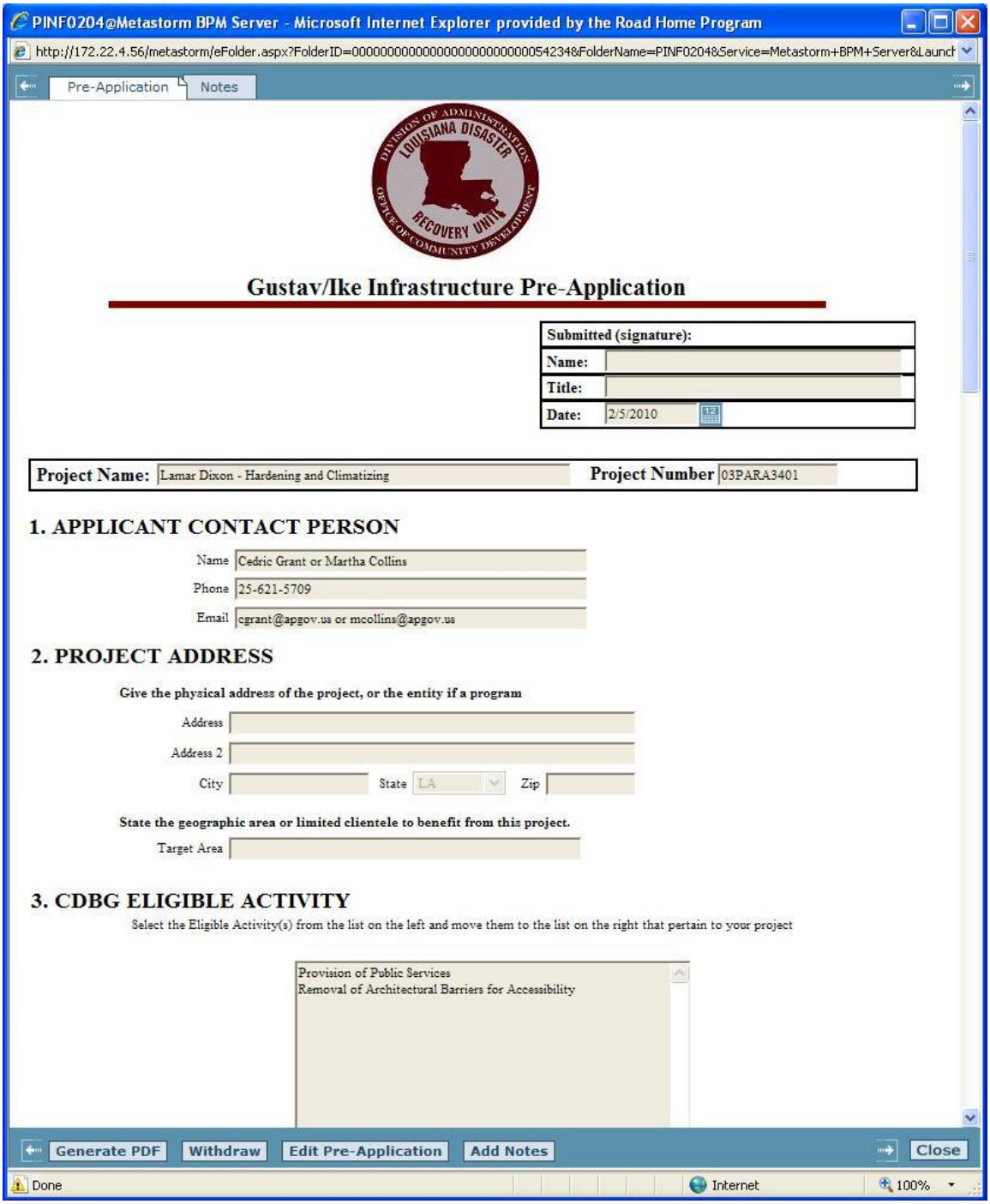
Click "Save and Close" to save your work. This does not submit the pre-application to the State, this only saves the information entered on this page.

The following screen will pop up after you click save and close. You may need to click "Refresh Lists" after working on an application. The project you just started and any others that you are still working on will appear under "My Projects". To see the application and move it forward to the state, just click on the one you would like to open.

This would be considered your "default screen" when you are not in a specific application.



Once you open the pre-application, at the top, you will see the Pre-Application and any notes that have been added along the way. Across the bottom, there are actions you can take on this application. You can generate the pdf, withdraw, edit, or add notes.



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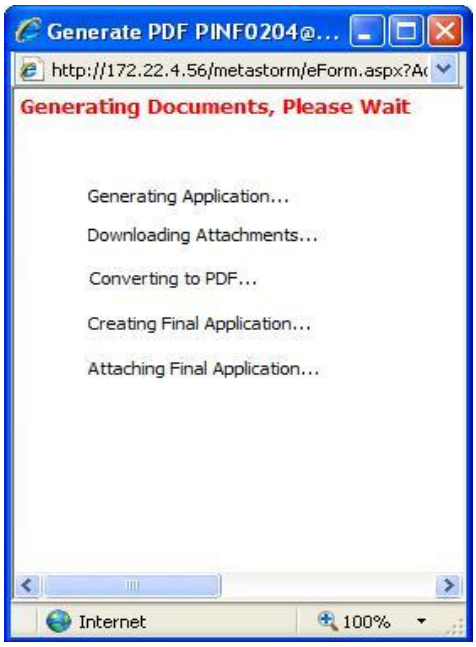
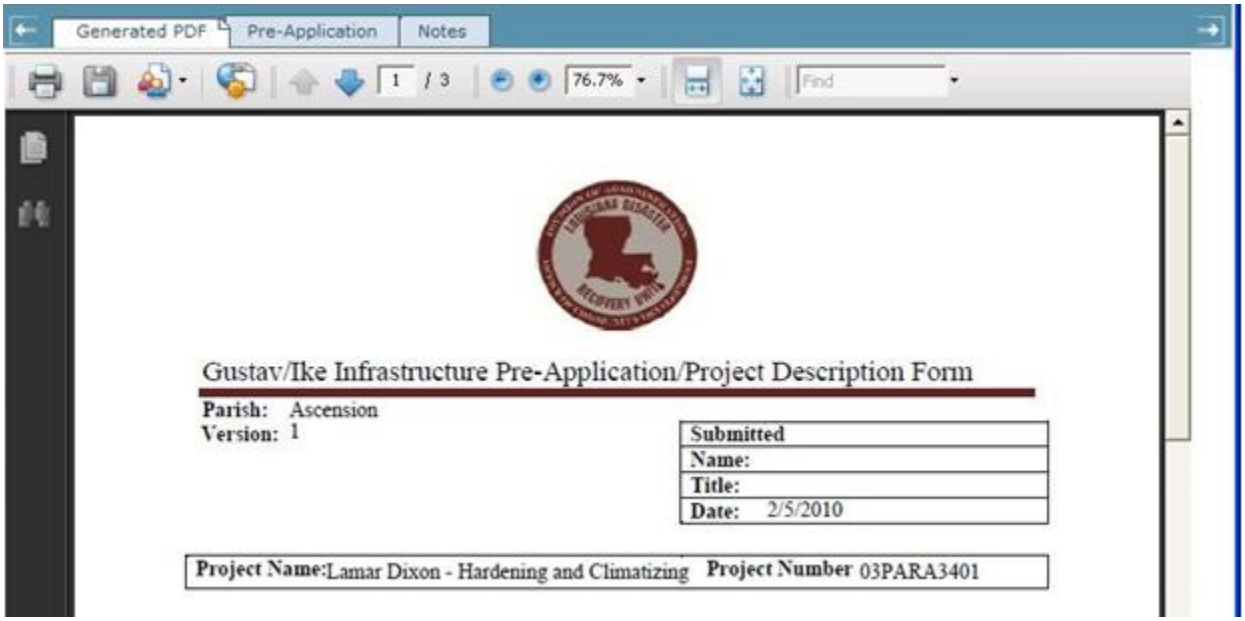


When the generating is complete, this screen will close and you will see a third tab added to the top, which is the PDF.



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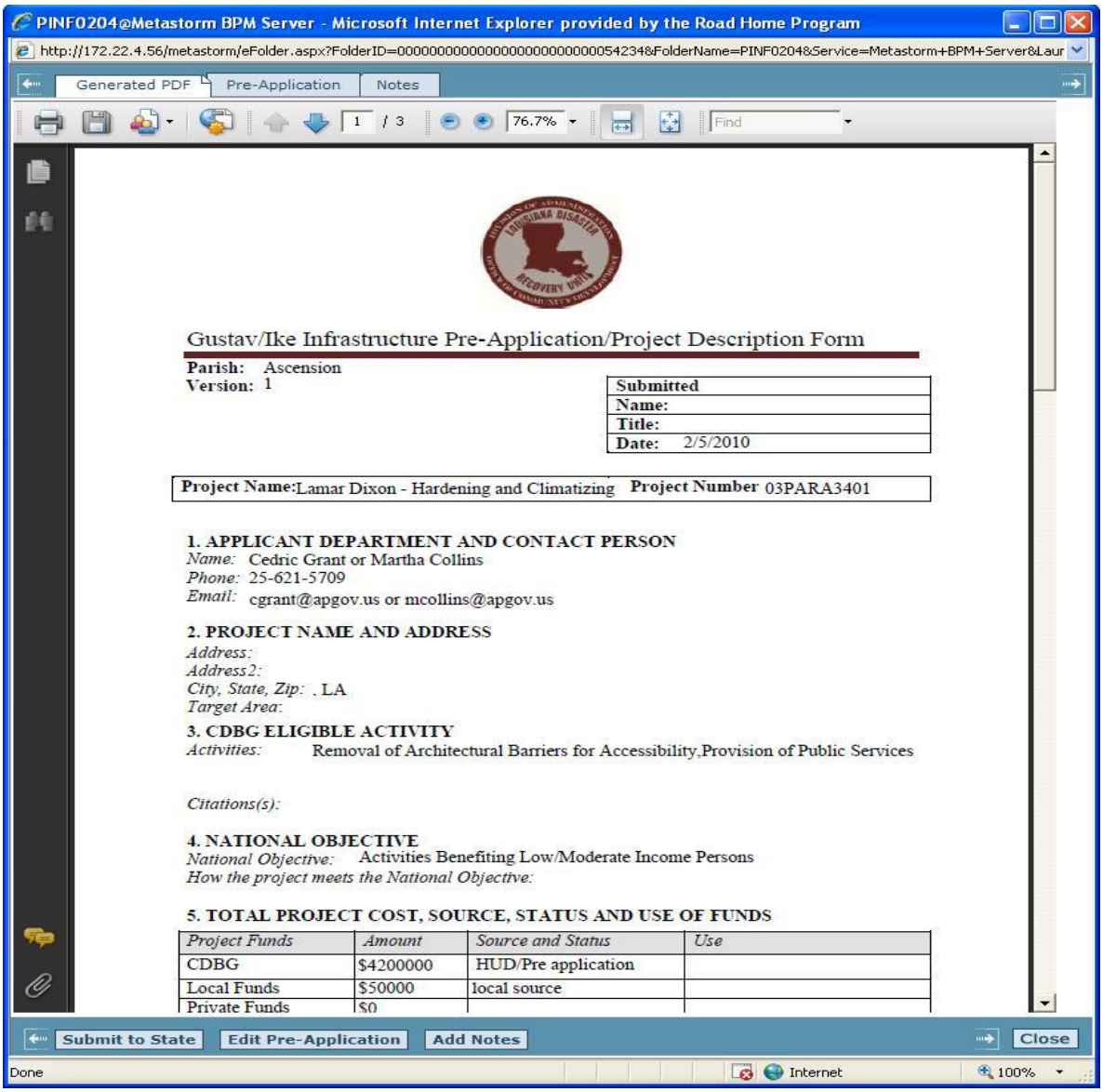
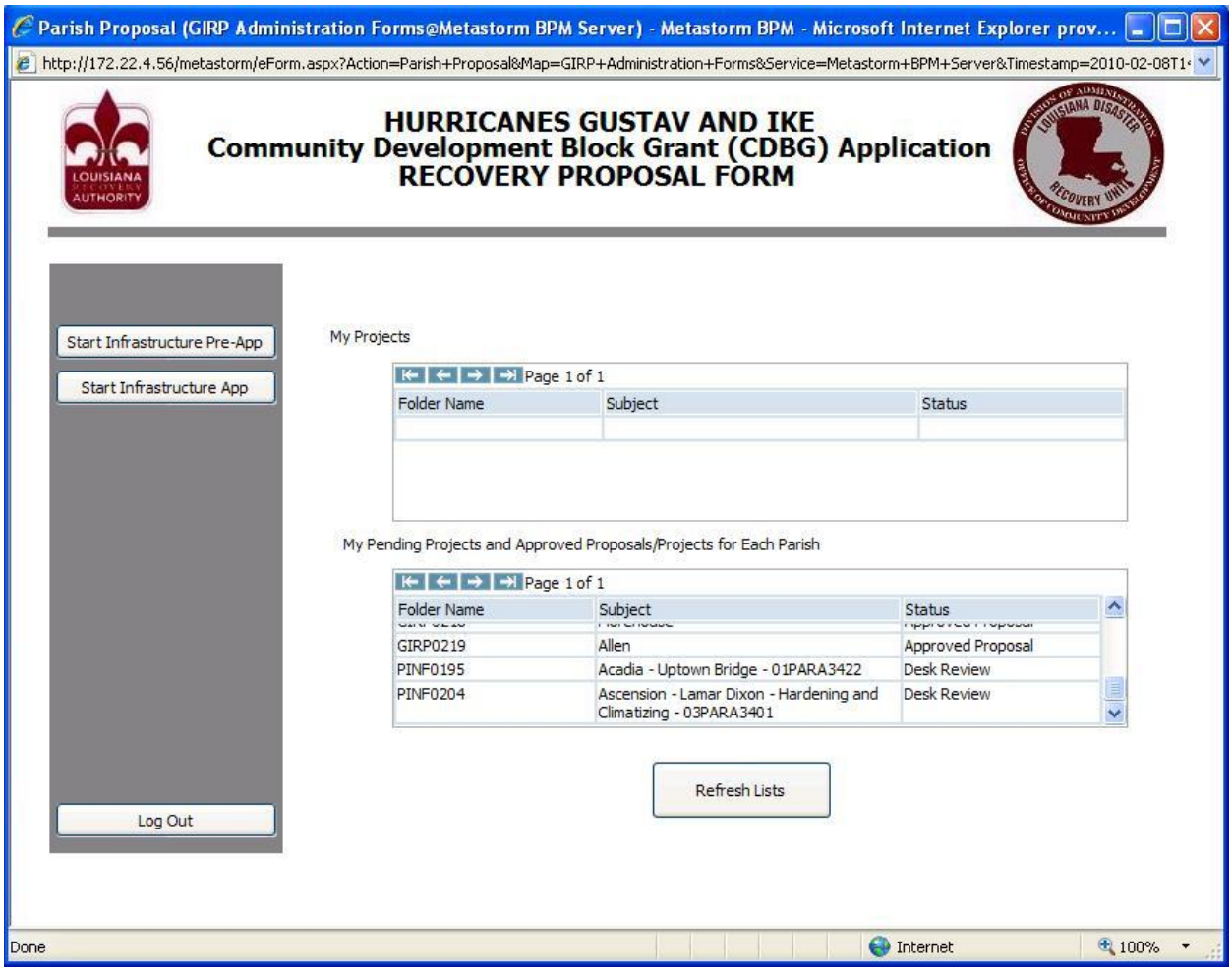


If you exit the pre-application, your screen will default to the following screen. You can edit your pre-application prior to submitting to the state while it is still listed in "my projects". If you submitted to the state, your project will have been moved to your "My Pending Projects and Approved Proposals/Projects for Each Parish". You can still click to open and view the pre-application, but you will not be allowed make changes.

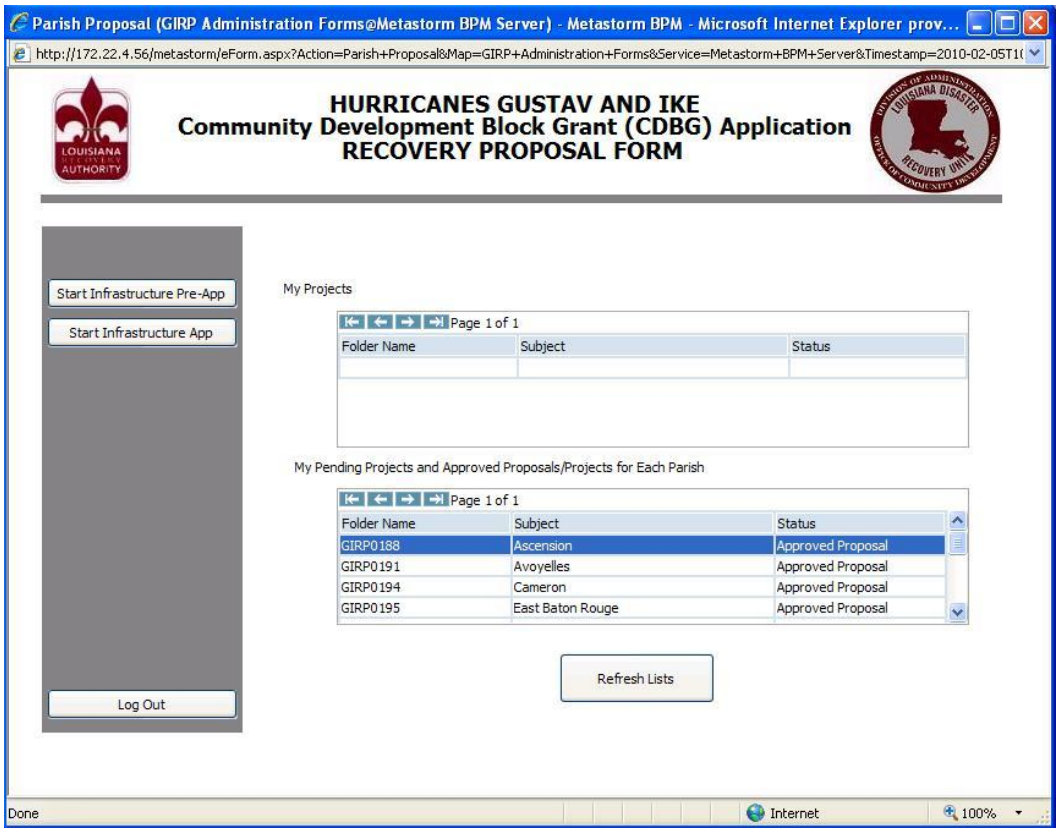


If the state requires changes or additional information, the application will appear back on your "My Projects" list. The requested changes or additional information will be in under the "notes" tab after you click to open the pre-application. If the state approves it, it will remain on your "My Pending Projects" list and the status will say "Pre-Application Approved".

APPLICATION

To begin an application, you will click the "Start Infrastructure App" on the main screen.

If you have access to the system and your parish's proposal has been approved, you will see two buttons on the left. One is "Start Infrastructure Pre-App" and the other is "Start Infrastructure App". Click "Start Infrastructure App" if you are submitting an application.



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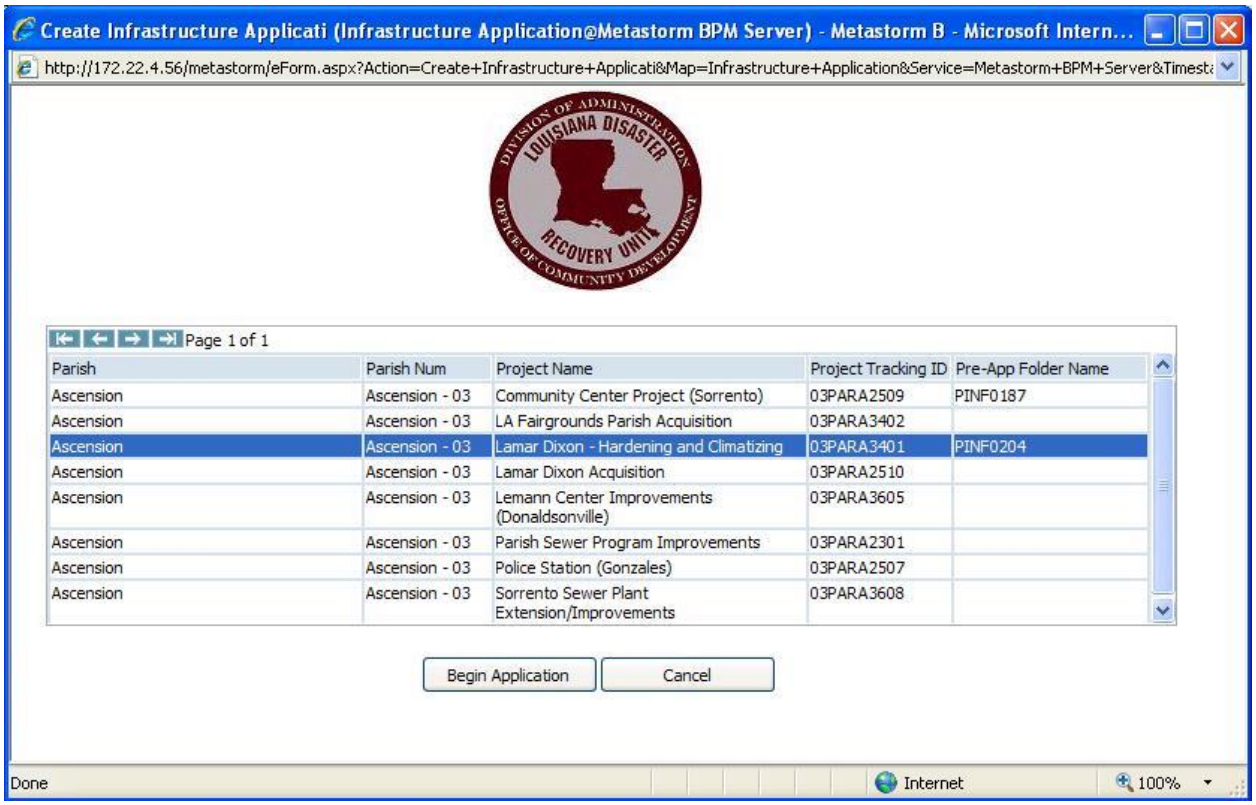
After submission, always select the "notes" tab to read comments or requests from the OCD-DRU staff.

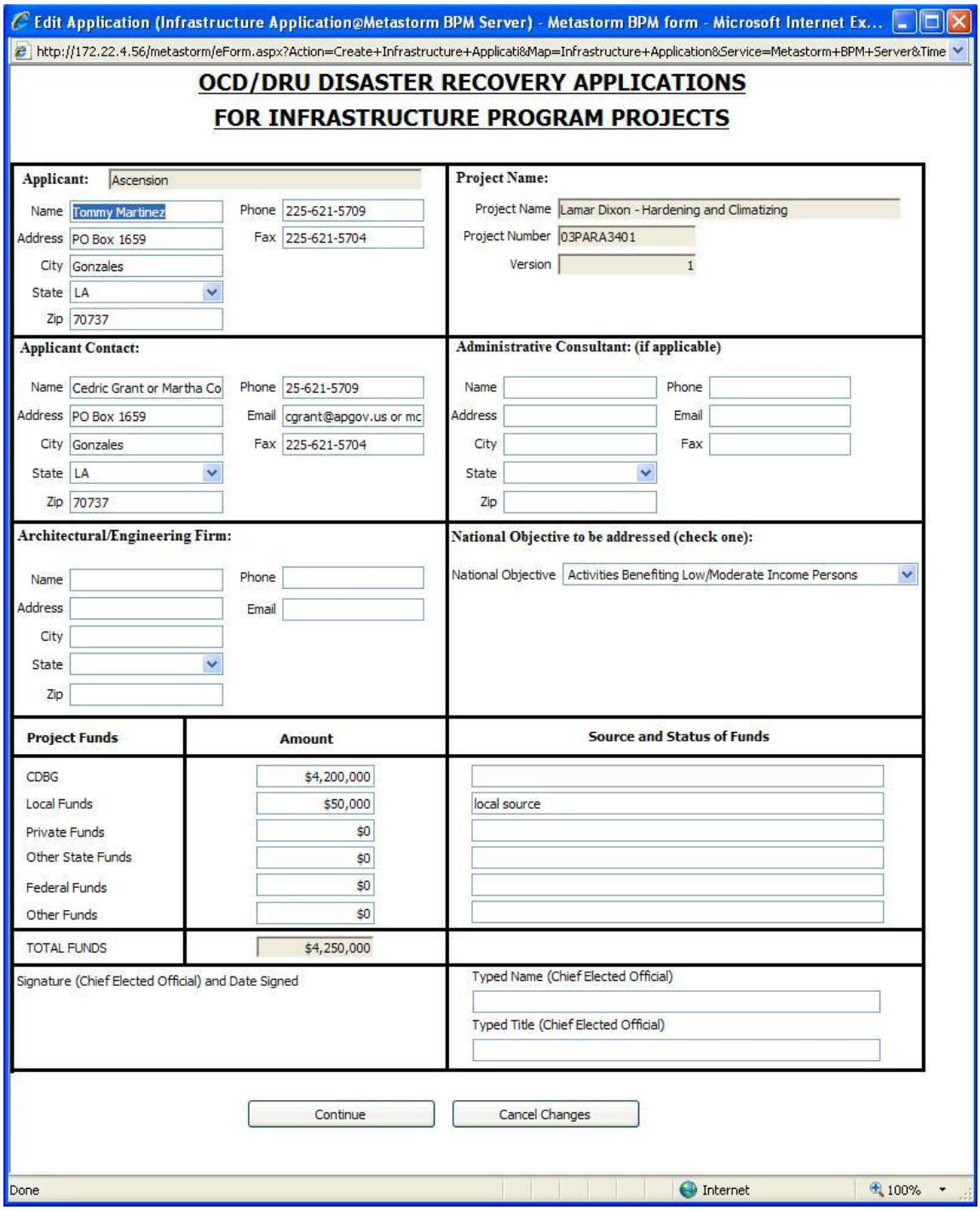
The following screen will pop up. Projects submitted in parish proposals have been pre-assigned project numbers and will be listed by parish name. Immediately above the "parish" column, there are arrows which will allow you to scan all of the parishes and projects currently in the system. If the project has a Pre-Application submitted, its folder name will appear in the last column on the right.

Once you locate the project you wish to work on, select a project to start. The "Begin Application" button will appear. Click it.



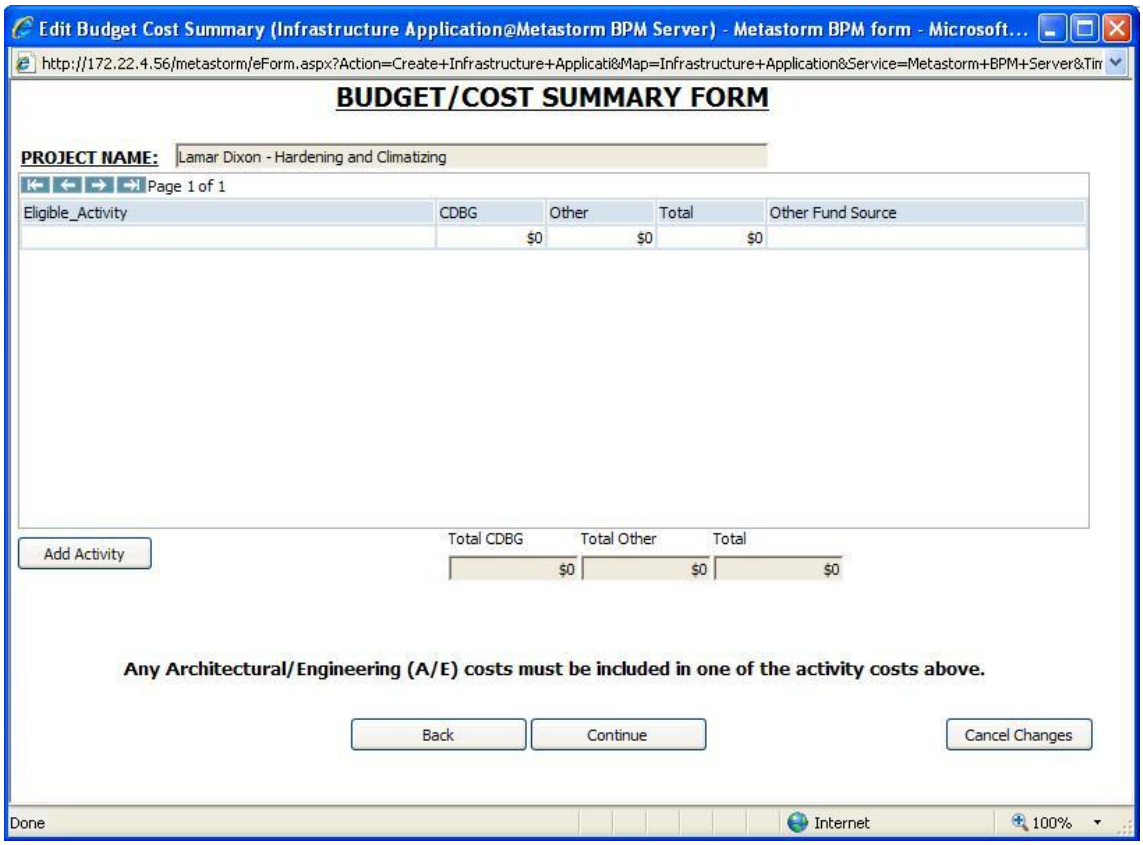
Note: If the project name is not listed, but was included in the approved proposal, contact Hugh Hyman (225-342-1923 or hugh.hyman2@la.gov) for assistance.

If the information is available to be pulled from the Pre-Application, the Application copies from it first and the original proposal second. Again, all values can be over written. Change/Fill out the fields accordingly.

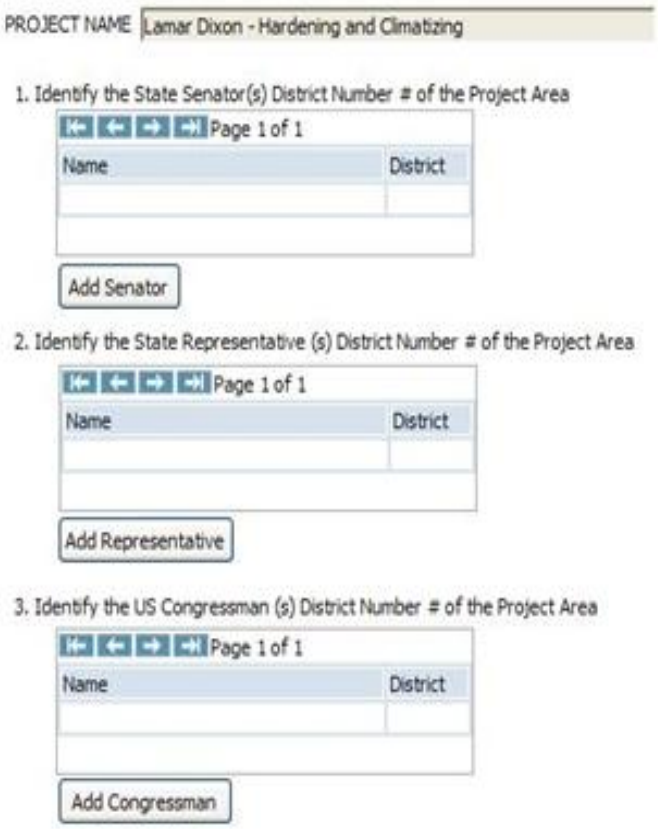


To fill out the Budget/Cost Summary form, click “Add Activity”.

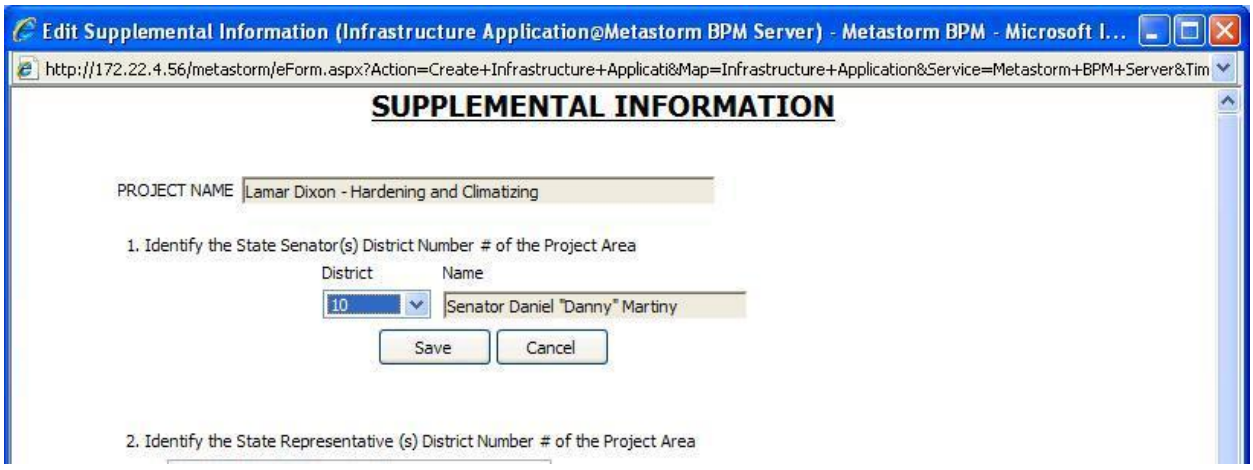
Select an eligible activity and fill out the CDBG amount. If there is a value for “Other”, then “Source of Other” is required. Click “Save” to continue. If the project has another eligible activity, click “Add Activity” and repeat the above until finished. If the CDBG amount of all the activities added up is not equal to the CDBG amount from the original proposal (or pre-app if it exists), a warning will appear.



To Add a State Senator, State Representative or US Congressman, click “Add”.

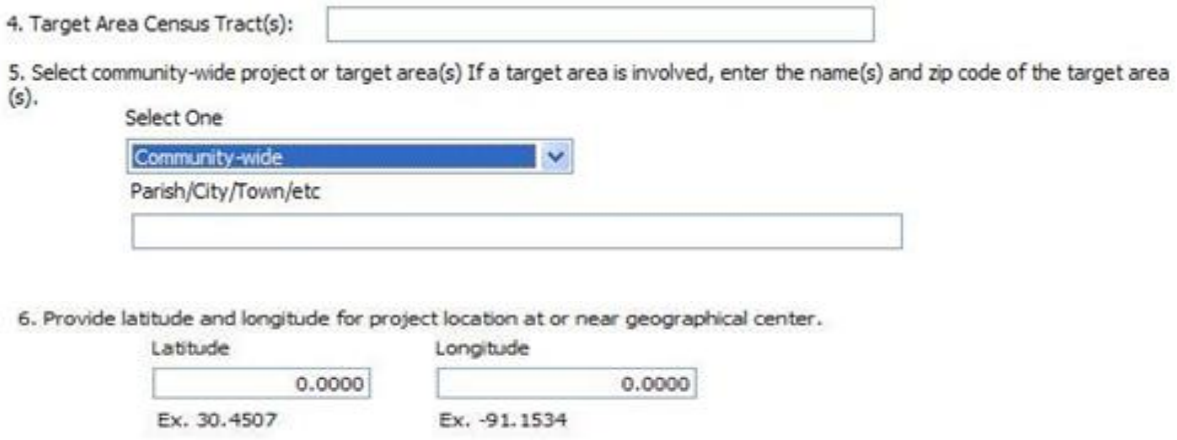


Select the appropriate district from the drop down list, then click “Save”.

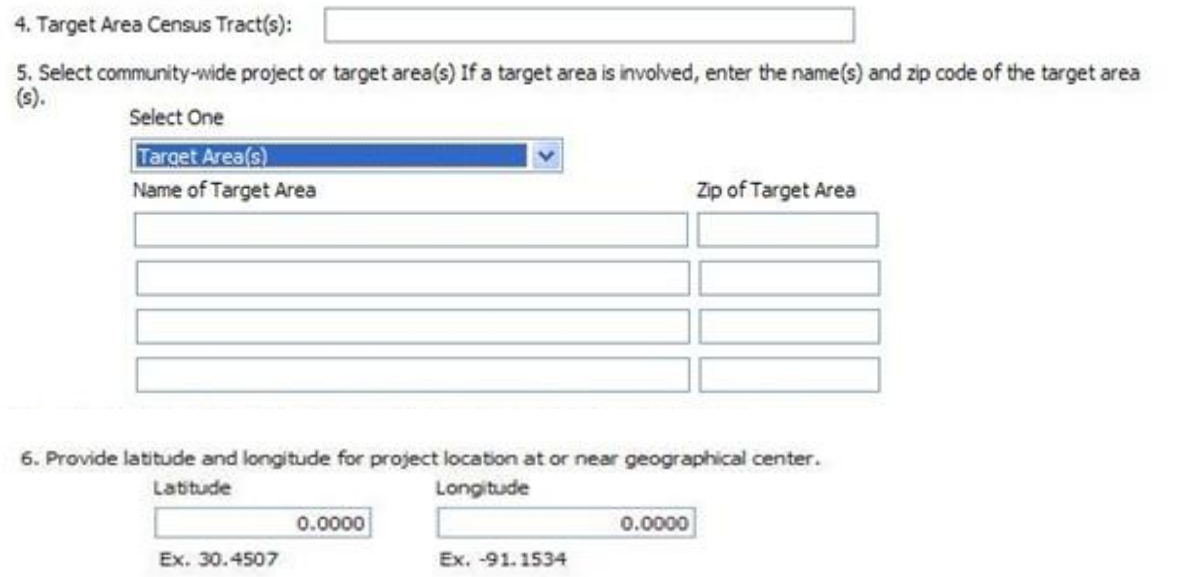


For #4, #5 and #6 on the Supplemental Information, select community-wide or target area and fill out the fields that appear.

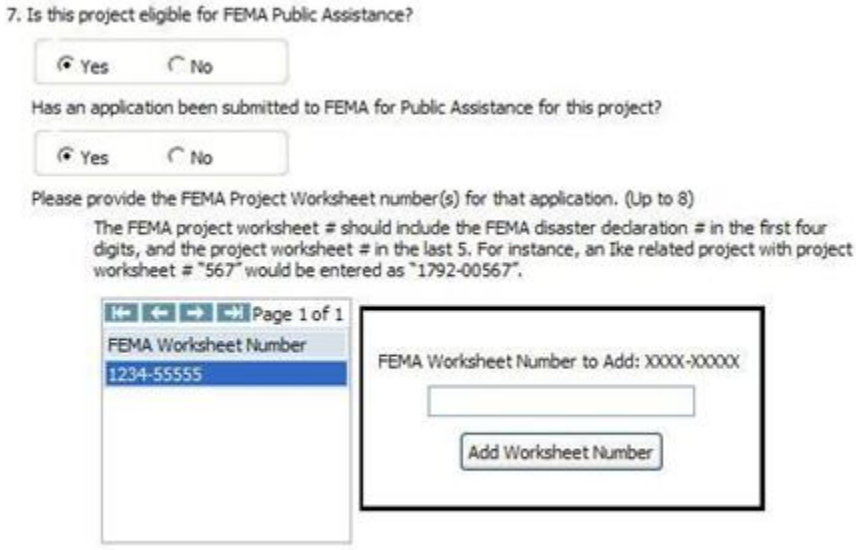
Community-Wide



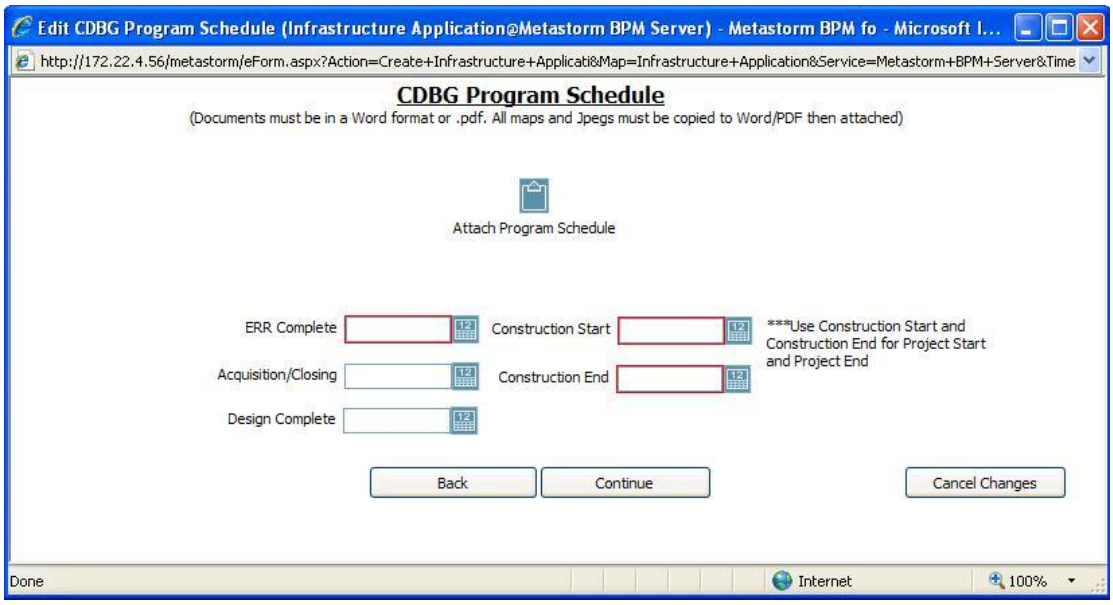
Target Area(s)



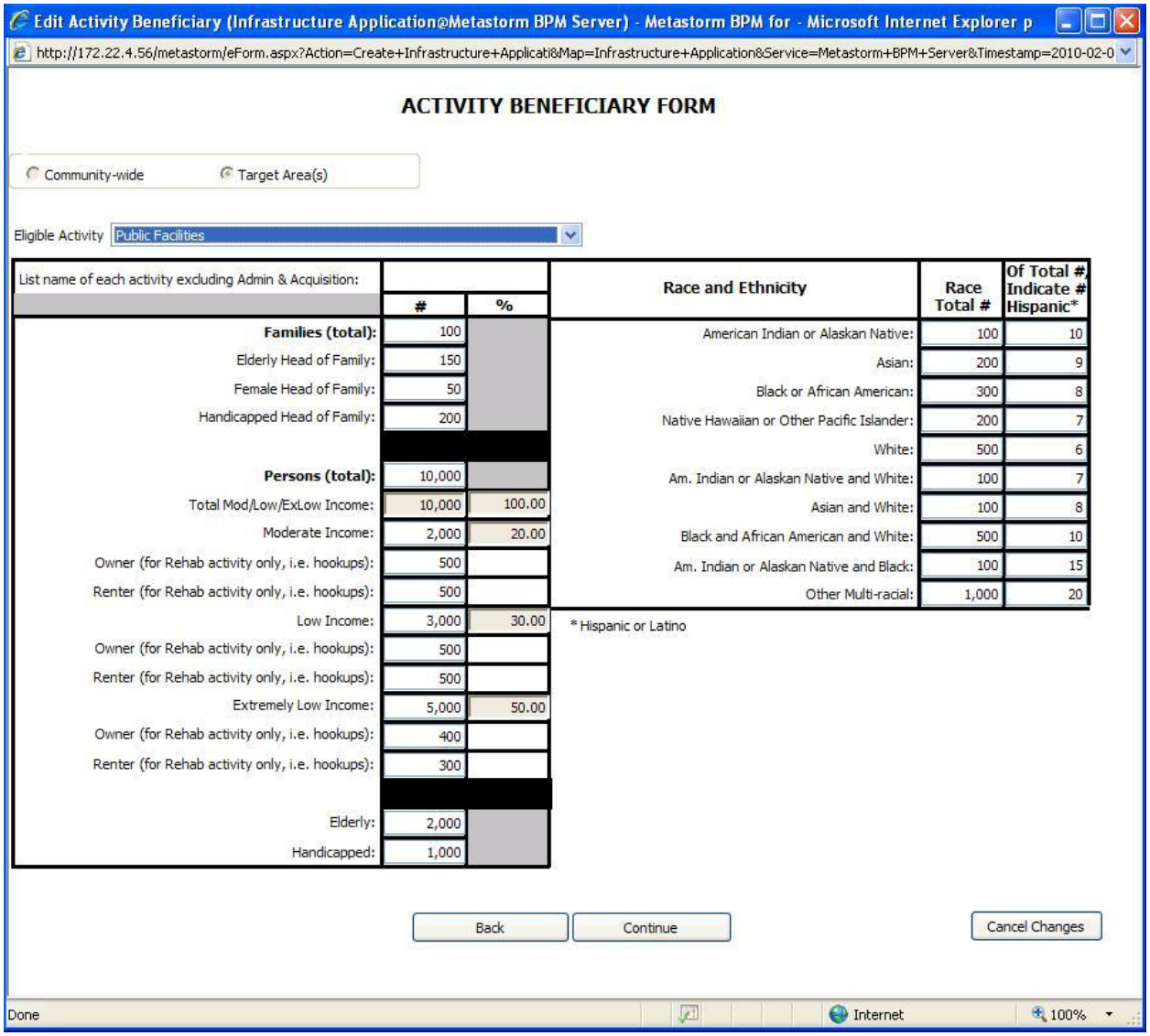
Answer the questions accordingly for #7. If you have to enter FEMA Worksheet numbers, fill out the text box and click "Add Worksheet Number". It will appear in the list on the left. You may add up to 8. To remove one, select it and click "Remove Selected" that appears below the list.



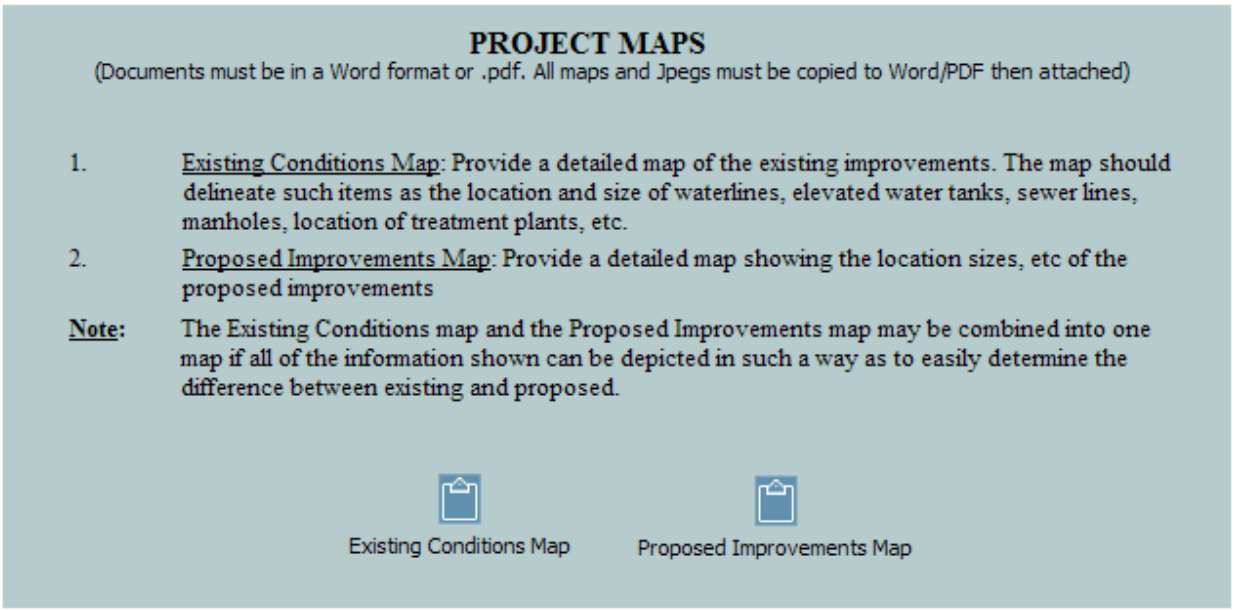
The CDBG Program Schedule calls for the 5 dates in which it is estimated the project status will change. ERR must come before Construction Start and Construction Start must come before Construction End.

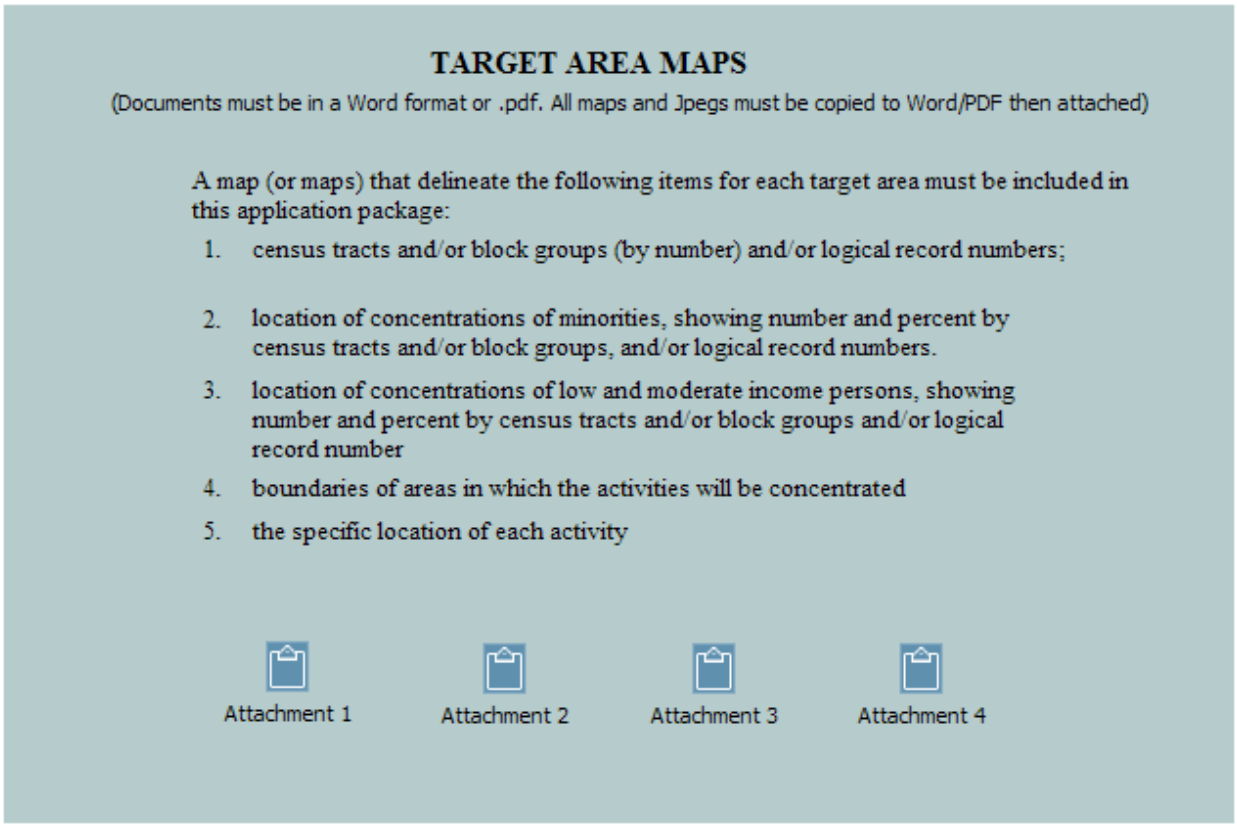


For the Activity Beneficiary form, select an Eligible Activity from the drop down. These are the activities selected back on the Budget/Cost form. Fill out the appropriate numbers. Changing to another activity will automatically save your changes. "Continue" and "Back" also save your changes.



The remainder of the application is to be used to attach the required documents. To add an attachment, click the icon that looks like a clipboard and browse for the file you want to add.





PROJECT DESCRIPTION

(Documents must be in a Word format or .pdf. All maps and Jpegs must be copied to Word/PDF then attached)

Attach Project Description

Architect/Engineer's Cost Estimate

(Documents must be in a Word format or .pdf. All maps and Jpegs must be copied to Word/PDF then attached)

Attach SIGNED copy of Architect/Engineer's Cost Estimate

OTHER FUNDS SUPPLEMENTAL DOCUMENTATION

(Documents must be in a Word format or .pdf. All maps and Jpegs must be copied to Word/PDF then attached)

The applicant may propose to use other funds in conjunction with the CDBG funds. These other funds must be identified and committed to the project. If these funds involve loans or grants from other state, federal, or private sources, the monies must have already been awarded or be in the bank. To substantiate the immediate availability of the other funds, one of the following items of supporting documentation will be required: a letter and/or adopted resolution from the local governing body stating the specific source, amount, and location of local cash; a line of credit letter from a financial institution stating the amount available as a loan; specific evidence of funds to be received from a tax or bond election that has already passed; or a letter from another funding agency stating that the funds have been awarded and are currently available for expenditure.

Attach the supporting documentation to this application.

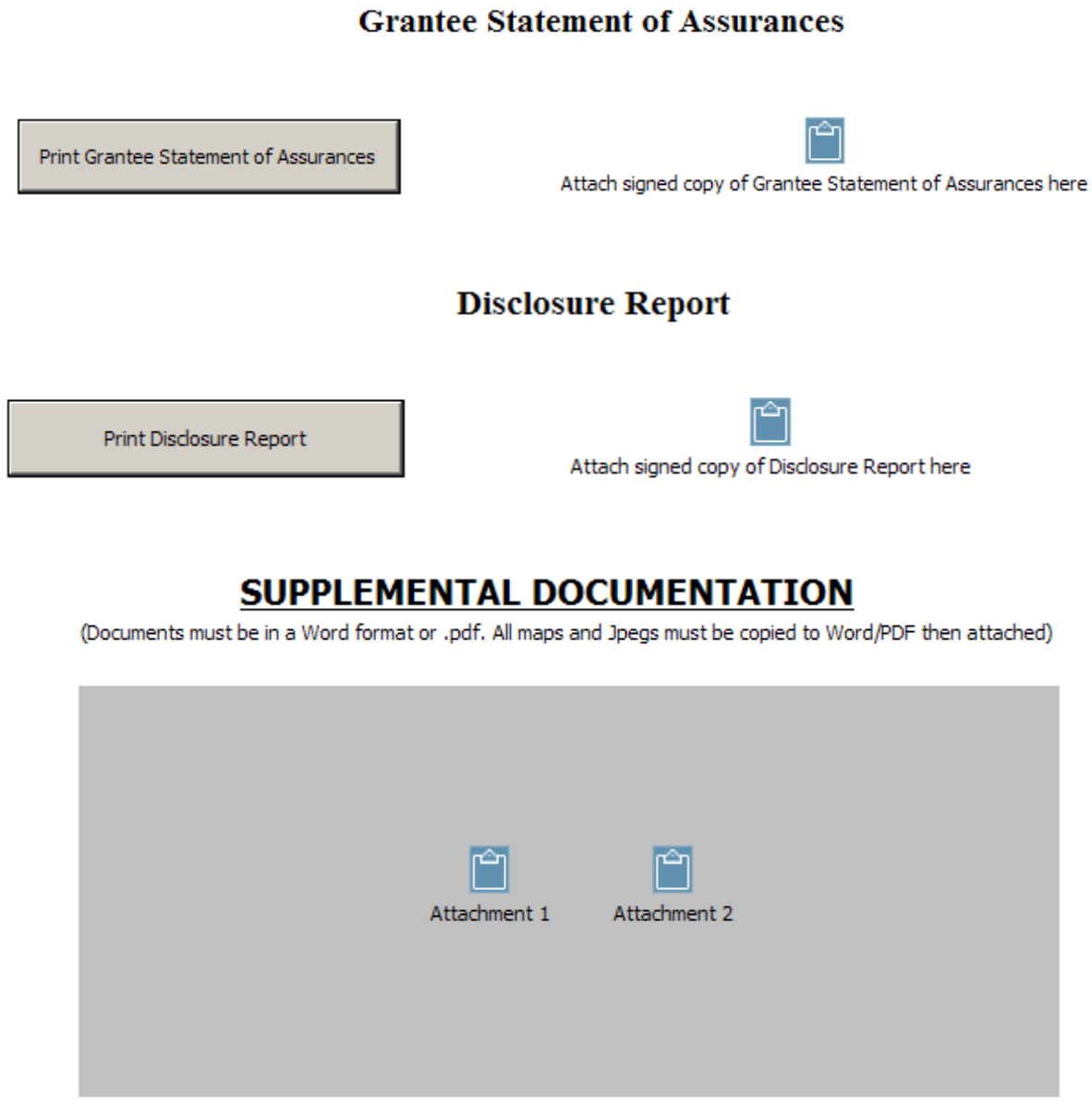
Attachment 1

Attachment 2

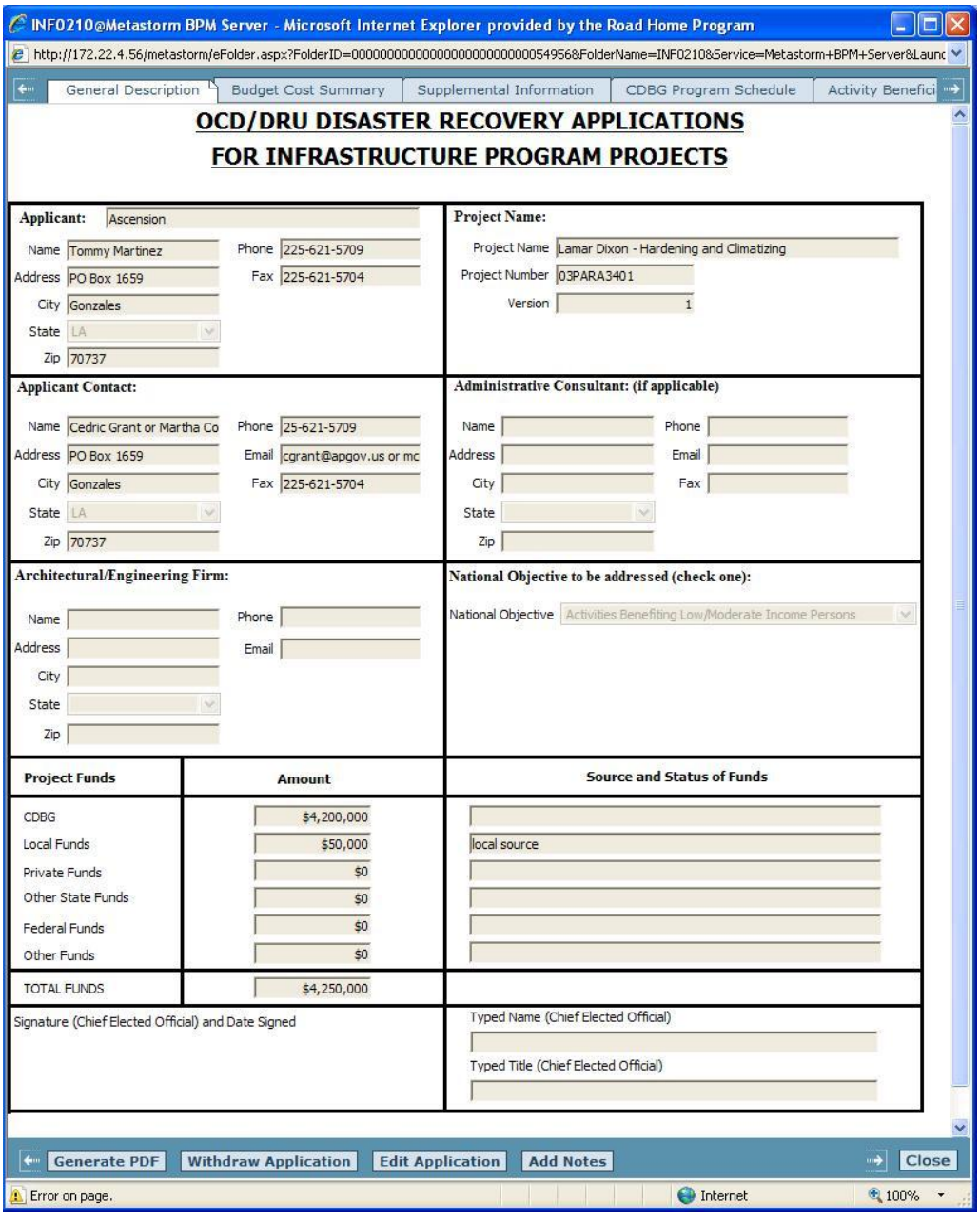
Attachment 3

Attachment 4

Make sure you print and sign this version of the Statement of Assurance. Do not use the version that was included in the paper application packet.



After filling out the forms, you will be able to see the individual forms in tabs across the top in read-only mode. Any notes that have been added along the way will be included under the tab "notes". Across the bottom, there are actions you can take on this application. You can generate the pdf, withdraw, edit, or add notes.



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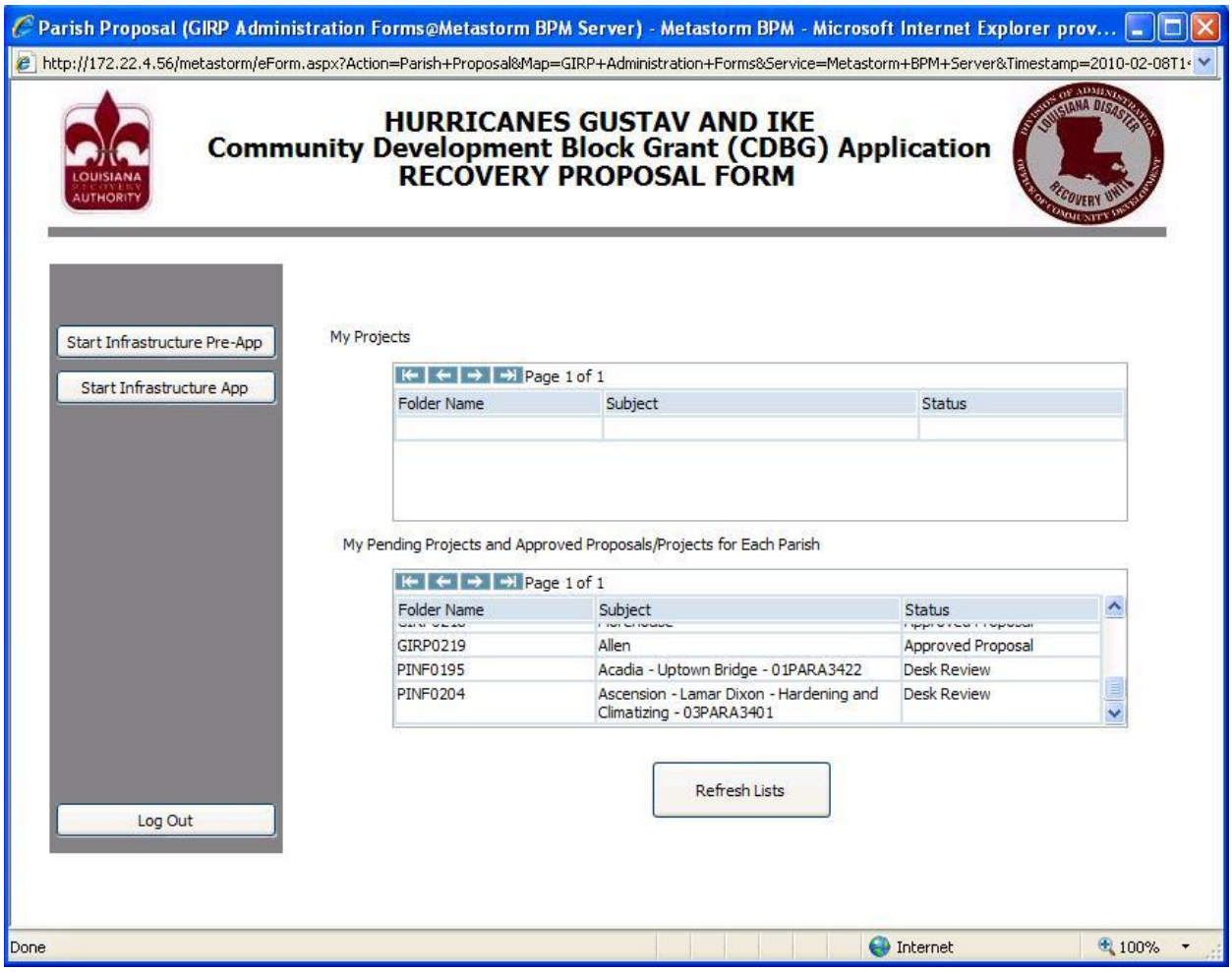

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