



Gustav/Ike Parish Proposal Entry System

User Manual

Louisiana Recovery Authority/
Office of Community Development – Disaster Recovery Unit

In an attempt to provide for a more efficient means to parishes for submitting proposals for Community Development Block Grant funds, the Louisiana Recovery Authority (LRA) has developed an online system for proposal submission. Once submitted the LRA Proposal Review Committee will make a determination on the acceptance of the proposal and inform the parish, via letter, as to its status.

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 to 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 screen.

The first thing you want to do is go to your To Do List and click the item to change your password. Passwords are case sensitive.

The screenshot shows a web browser window with the following content:

- Browser Title:** Parish Proposal (GIRP Administration Forms@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet Explorer prov...
- Browser URL:** http://172.22.4.56/metastorm/eForm.aspx?Action=Parish+Proposal&Map=GIRP+Administration+Forms&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T11:...
- Page Header:**
 - Left: Louisiana State Authority logo.
 - Center: **HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM**
 - Right: Louisiana Disaster Recovery Unit logo.
- Buttons:** A "New Proposal" button is located in the upper left area.
- To Do List:** A table with columns "Folder Name", "Parish", and "Status". It includes navigation arrows and "Page 1 of 1" text.
- Watch List:** A table with columns "Folder Name", "Parish", and "Status". It includes navigation arrows and "Page 1 of 1" text.
- Footer:** "Done" on the left, "Internet" in the center, and "100%" zoom level on the right.

“New Proposal”: starts a new proposal

“To Do List” Grid: If your proposal appears here, then there is action that you need to take on the proposal.

“Watch List” Grid: If your proposal appears here, then you are still allowed to open it, but not able to make changes because the state is reviewing it. If the state requires a change, then it will appear on your “To Do List”

Existing proposals may be opened by clicking on its row in one of the grids. If there are actions available to be taken on it, there will be buttons at the very bottom of the window that appears.

To create a new proposal:

If you have not started a proposal for your parish, click the “New Proposal” button in the upper left hand corner to begin.

Fill out the various fields in the screen that appears and click “Save and Continue” to move on to the next part. “Cancel Changes” closes this screen.



HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM



Part I

For OCD DRU Use Only

GIRP0094

Disaster (Gustav, Ike, or Both)

APPLICANT

Applicant

Authorizing Official

Authorizing Official Title

E-mail Address

Street or P.O. Box

City

Parish

State

ZIP Code

Telephone Number (XXX-XXX-XXXX)

Fax Number (XXX-XXX-XXXX)

DUNS Number

CONTACT PERSON

Name

Title

Telephone Number (XXX-XXX-XXXX)

Fax Number (XXX-XXX-XXXX)

Department / Organization

E-mail Address

Street or P.O. Box

City

State

ZIP Code

Save and Continue

Cancel Changes

Part 2: Budget Summary Sheet. This is where you add projects to your proposal. To begin adding a project, click "Add Project"

Edit GIRP Part II (GIRP@Metastorm BPM Server) - Metastorm BPM form - Microsoft Internet Explorer provided by th...
 http://172.22.4.56/metastorm/eForm.aspx?Action=New+Proposal&Map=GIRP&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T15%3A38%3A17

Part II Budget Summary Sheet

Parish =
 Parish Allocation =
 Add'l Affordable Rental Allocation =
 Competitive Affordable Rental Allocation =

Estimated Budget

Type	Category	Project Type	Project Description	Estimated Budget	% of BGT	Alloc. Type
				\$0	0.0	

Total of Projects	\$0	0.00 %
Unallocated Projects	\$17,707,489	100.00 %
Total of Add'l Affordable Rental Projects	\$0	%
Unallocated Add'l Affordable Rental Dollars	\$0	%
Total of Competitive Affordable Rental Projects	\$0	%
Unallocated Competitive Affordable Rental Dollars	\$0	%

Category Spending

Type	Category	Project Type	Estimated Budget
			\$0

Does the parish anticipate applying for additional funds from the state-administered Affordable Rental Housing Program? (Y or N)
 Yes No

Done Internet 100%

Select "Allocation Type" (whether the project is part of the regular CDBG allocation or part of the affordable housing allocation, if applicable), "Category and Project Type", fill out "Project Description", and "Estimated Budget". If this is an alternate project, check the "Alternate Project" box. Every field except "Alternate Project" is required. Click "Save Project" to finish.

Edit GIRP Part II (GIRP@Metastorm BPM Server) - Metastorm BPM form - Microsoft Internet Explorer provided by th...
 http://172.22.4.56/metastorm/eForm.aspx?Action=New+Proposal&Map=GIRP&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T15%3A38%3A17

Part II Budget Summary Sheet

Parish =
 Parish Allocation =
 Add'l Affordable Rental Allocation =
 Competitive Affordable Rental Allocation =

Estimated Budget

Allocation Type: Category and Project Type:
 Project Description: Estimated Budget:
 Alternate Project

	Total of Projects	\$0	0.00 %
	Unallocated Projects	\$17,707,489	100.00 %
	Total of Add'l Affordable Rental Projects	\$0	%
	Unallocated Add'l Affordable Rental Dollars	\$0	%
	Total of Competitive Affordable Rental Projects	\$0	%
	Unallocated Competitive Affordable Rental Dollars	\$0	%

Category Spending

Page 1 of 1

Type	Category	Project Type	Estimated Budget
			\$0

Does the parish anticipate applying for additional funds from the state-administered Affordable Rental Housing Program? (Y or N) Yes No

Done Internet 100%

Once the project is added to the grid, the totals are kept below the grid, along with a summary at the bottom of the screen. Alternate projects are not included in the summaries. To edit or remove a project, select the project in the grid and click "Edit Selected Project" or "Remove Selected Project" to proceed.

Remember to answer the question at the bottom before clicking "Save and Continue"

Edit GIRP Part II (GIRP@Metastorm BPM Server) - Metastorm BPM form - Microsoft Internet Explorer provided by th...
 http://172.22.4.56/metastorm/eForm.aspx?Action=New+Proposal&Map=GIRP&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T15%3A38%3A17

Part II Budget Summary Sheet

Parish =
 Parish Allocation =
 Add'l Affordable Rental Allocation =
 Competitive Affordable Rental Allocation =

Estimated Budget Copy Clipboard

Type	Category	Project Type	Project Description	Estimated Budget	% of BGT	Alloc. Type
Regular	ADM	Admin	Administrative Project	\$50,000	0.3	P

Total of Projects	\$50,000	0.28 %
Unallocated Projects	\$17,657,489	99.72 %
Total of Add'l Affordable Rental Projects	\$0	%
Unallocated Add'l Affordable Rental Dollars	\$0	%
Total of Competitive Affordable Rental Projects	\$0	%
Unallocated Competitive Affordable Rental Dollars	\$0	%

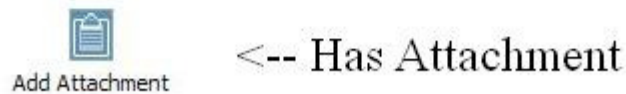
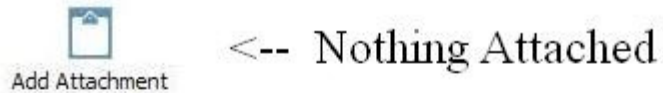
Category Spending

Type	Category	Project Type	Estimated Budget
Regular	ADM	Admin	\$50,000

Does the parish anticipate applying for additional funds from the state-administered Affordable Rental Housing Program? (Y or N)
 Yes No

Done Internet 100%

Many sections have the ability to add attachments (either in MS Word or Adobe Acrobat PDF formats). To add an attachment, click on the clip board. A dialog will appear. You can click "Browse", select your file and then press the button with the green arrow in it to attach. The red box will cancel adding the attachment.



To delete or view the Attachment, click the clip board and a menu will show choices to do so.

Part 3 Section 1:


Fill out sections and click “Save and Continue” to move on to the next section. If you check “Other”, a reminder will appear in red for you to provide further information.

Part III


Section I: Community and Storm Impact

In order to justify your recovery programs, LRA/OCD-DRU will need to understand the impact of the storms on your communities and economy. The LRA/OCD-DRU staff will provide guidance on types of data and possible resources that parishes can access during proposal and program development. Parishes should use sources available in proposal development. (LRA/OCD-DRU will develop a Gustav-Ike Resource link on the LRA website www.lra.louisiana.gov to post specific Parish data sets for reference)

A. Parish Demographics Narrative (1-2 pages)

 Add Attachment

B. Nature of the Storm Narrative (1-2 pages)

 Add Attachment

C. Housing Stock

Please check the type of housing stock that was impacted in the storms

Single Family Section 8 Housing Homeless Shelters
Multi Family Public Housing Other Please explain below:

If 'Other' was checked, please explain:

D. Public Service / Institutions

Were there specific public service/institutions impacted by the storm(s)? Yes No

Please check the type of service/institutions that were impacted

Schools First Responder Hospitals
Public Buildings Roads Sewers/Drainage
Other Please explain below:

If 'Other' was checked, please explain:

Were there any unique/unforeseen failures?

Has the Governor's Office for Homeland Security and Emergency Preparedness via the FEMA Public Assistance program been made aware of these impacts? Yes No

E. Planning

Does the parish have an approved hazard mitigation plan on file with the Governor's Office of Homeland Security

Part 3 Section 2: Add attachments for each applicable section and click “Save and Continue”

Part III

Section II: Program Area Development

Provide an attachment with the description of specific project activities you propose in each program area, both parish-led and state-led, as reflected by those areas identified on the budget sheet, and the recovery needs that they will address.

A. Housing



Add Attachment

B. Infrastructure



Add Attachment

C. Economic Development



Add Attachment

D. Coastal Restoration



Add Attachment

E. Administration and Planning



Add Attachment

Save and Continue

Cancel Changes

Part 3 Section 3: Fill out each section and click "Save and Continue" to move on to the next section.

To fill out a date, select the calendar button to the right of the text field and a calendar will pop up. Select the date, and it will be entered into the text box.

The screenshot shows a web browser window with the address bar containing the URL: `http://172.22.4.56/metastorm/eForm.aspx?Action=New+Proposal&Map=GIRP&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T15%3A38%3A17`. The page title is "Edit GIRP Part III Section III (GIRP@Metastorm BPM Server) - Metastorm BPM form - Microsoft Internet Explorer pro...".

Part III

Section III: Municipal and Citizen Participation

A. Municipal Participation

The LRA/ OCD-DRU strongly encourages participation of the leadership of municipalities in the identification of recovery priorities and the development of a recovery program.

Has the parish formally met with the leadership of all the municipalities within its jurisdiction? Yes No

If yes, please provide an invite list, agenda, and meeting summary/minutes for each meeting held as an attachment.

Date of Meeting

If no, please provide a written explanation of why the parish has not met with the leadership of all the municipalities within its jurisdiction:

B. Citizen Participation

The Department of Community Development encourages citizen participation in order to expend disaster CDBG funds. The public development of a recovery program is subject to the requirements of 24 CFR Sec. 570.486 and other applicable regulations. Public meetings and public hearings may, and are encouraged to hold additional public meetings if necessary.

At least two public meetings must be held per HUD requirements in the development and prior to the submission of the Proposal.

1a. Notice of first public hearing (must be 5 to 21 days prior to the hearing).

Date of advertisement

Date of hearing

1b. Notice of second public hearing (must be 5 to 21 days prior to the hearing).

Date of advertisement

Date of hearing

2. Describe the methods used to solicit participation of low and moderate income persons.

3. Describe any adverse comments/complaints received and describe resolution.


The date picker calendar is open, showing October 2009. The date 13 is selected.

Part 3 Section 4: This is the last page to fill out. Then click "Save and Continue".

Part III

Section IV: Required Documentation

2. A copy of the resolution authorizing the Proposal Form by the parish governing body must be attached.



Add Attachment

To the best of my knowledge and belief, information in the Proposal Form is true and correct. Applicant also agrees to comply with requirements of 24 CFR Part 58.

I am aware that the proposed project activity may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

SUBMIT AN ORIGINAL AND ONE COPY OF THE FORM TO

**Louisiana Recovery Authority
C/O Adrienne Duncan
150 Third Street Suit 200
Baton Rouge, LA 70801**

Done  Internet 100%

You are now looking at your proposal. There are tabs across the top showing you the different pages that you filled out.

**HURRICANES GUSTAV AND IKE
Community Development Block Grant (CDBG) Application
RECOVERY PROPOSAL FORM**

Part I

For OCD DRU Use Only: GIRP0088
 Disaster (Gustav, Ike, or Both): Gustav

APPLICANT

Applicant: Lafourche
 Authorizing Official: Lafourche Official
 Authorizing Official Title: Lafourche Title
 E-mail Address: lafourche@j.com

Street or P.O. Box: 1000 Lafourche Street
 City: Lafourche City
 Parish: Lafourche
 State: LA
 ZIP Code: 70000

Telephone Number (XXX-XXX-XXXX): 225-000-6666
 Fax Number (XXX-XXX-XXXX): 22-552-44444
 DUNS Number: DUNS LAF

CONTACT PERSON

Name: Lafourche Name
 Title: Lafourche Title A
 Telephone Number (XXX-XXX-XXXX): 225-77-4444
 Fax Number (XXX-XXX-XXXX): 225-888-8888

Department / Organization: Lafourche Housing Department
 E-mail Address: Lafourche2@j.com

Street or P.O. Box: 2000 Lafourche Drive
 City: Lafourche CityA
 State: LA
 ZIP Code: 70000

Generate PDF **Edit Proposal**

In the blue section across the bottom are the actions that are available to be taken. At this point, you can “Edit Proposal” or “Generate PDF”.

“Edit Proposal” will loop back through the individual pages and allow you to make changes.

“Generate PDF” will compile the pages and attachments into one PDF and allow you to view it.

After clicking “Generate PDF”, a screen will come up and will go away when the PDF is ready. This can take 1 or 2 minutes to complete.



The proposal is now at a point where you can review the PDF that has been created. Once satisfied that the proposal is correct, please make sure you save a copy of the PDF to your local computer. If the proposal is ready to be sent to the state, click "Submit to State". If not, you can edit it.

**HURRICANES GUSTAV AND IKE
Community Development Block Grant (CDBG) Application
RECOVERY PROPOSAL FORM**

For OCD DRU Use Only GIRP0088	Disaster (Gustav, Ike, or both) Gustav	Submission Date 10/15/2009
---	--	--------------------------------------

APPLICANT

Applicant Lafourche	Authorizing Official Lafourche Official	Authorizing Official Title Lafourche Title	E-mail Address lafourche@i.com
Street or P. O. Box 1000 Lafourche Street	City Lafourche City	Parish Lafourche	State ZIP Code LA 70000
Telephone Number 225-000-6666	Fax Number 22-552-44444	DUNS Number DUNS LAF	

CONTACT PERSON

Name Lafourche Name	Title Lafourche Title A	Telephone Number 225-77-4444	FAX Number 225-888-8888
Department/ Organization Lafourche Housing Department		E-mail Address Lafourche2@i.com	
Street or P. O. Box 2000 Lafourche Drive		City Lafourche CityA	State ZIP Code LA 70000

GUSTAV/IKE PROGRAM AREAS

Please identify the relevant programs for parish recovery and provide an estimated percentage breakdown of how the parish anticipates spending the first allocation of recovery funds. The programs are listed below. Program descriptions can be found in the Action Plan Amendment No. 1 on the LRA website (www.lra.louisiana.gov). The total percentage should equal 100. This summary information should relate directly to Section II.

Edit Proposal Submit to State

Click "Submit to State". The green arrow will submit, the red box will go back.

*****Remember to print, sign and send a hard copy of the PDF to the state BEFORE submitting the proposal. Hard copies should be sent to –**

**Louisiana Recovery Authority
C/O Adrienne Duncan
150 North Third Street, Suite 200
Baton Rouge, LA 70801*****



Once submitted, the proposal will now appear on your "Watch List" on the main page. It will remain on your watch list for the remainder of the process unless the state requires a change. It will then be automatically moved to your "To Do List" along with notes for the reason for change. The Louisiana Recovery Authority will also notify you by mail as to the status of your proposal once it has been reviewed.