APPENDIX O
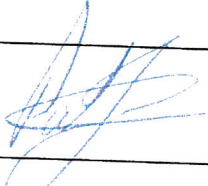
Policy and Procedure for Amending Scope of Work

State of Louisiana

Certification Checklist

Prepared by
Louisiana Office of Community Development/Disaster Recovery Unit

POLICY AND PROCEDURE FOR AMENDING SCOPE OF WORK	Version: 01
	Date: 12.17.16
Approved by:	Title:
	Executive Director

State of Louisiana

Office of Community Development/ Disaster Recovery Unit

Policy and Procedure for Amending Scope of Work

I. Overview

Activity applications and amendments (including changes in budgets and scope) are reviewed and approved by program staff through OCD-DRU's internal tracking system – GIOS. Upon approval of changes, OCD-DRU reporting staff update activities within the DRGR system. As part of DRGR system rules, HUD requires an approved DRGR Action Plan before Quarterly Performance Reports can be submitted. Thus, HUD reviews and approved DRGR Action Plans on a quarterly basis. It is through the DRGR Action Plan that OCD-DRU notifies HUD of changes in activity (or project level) changes in budget or scope.

II. GIOS Application Amendment

To start an amendment, view a folder that is in the "Approval Granted" stage. Click the
"Amend" action on the bottom frame.

OCD/DRU DISASTER RECOVERY APPLICATION
FOR INFRASTRUCTURE PROGRAM PROJECTS

Applicant: Iberville		Project Info:
Name. J. Mitchell Ourso, Jr		Project Name Hospital Planning Studies
Address. 50850 Meriam Ave		
City Plaquemine		Project Number 24PARA9101
State LA		Version. 1
Zip. 70765		
Phone 225-687-5190		Address: 58050 Meriam Street
Fax 225-687-5228		Plaquemine, LA 70765

Applicant's Contact:		Administrative Consultant: (if applicable)
Name Edward "Lucky" Songy		Name Pan American Engineers
Address 58050 Meriam Ave		Address P.O.Box 89
City Plaquemine		City Alexandria
State LA		State LA
Zip 70765		Zip 71309
Phone 225-687-5190		Phone. 3184732100
Email esongy@ibervillepansh.com		Email bethany@paeaiex.com
Fax 225-687-5228		Fax: 3184732275

Architectural Engineering Firm:		National Objective to be addressed
Name N/A		N/A Planning Capacity Building
Address N/A		
City N/A		
State		
Zip N/A		
Phone N/A		
Email. N/A		

Project Funds:	Amount	Source and Status of Funds
CDBG	$171,840.00	
Local Funds	$0.00	
Private Funds	$0.00	
Other State Funds	$0.00	
Federal Funds	$0.00	
Other Funds	$0.00	
TOTAL FUNDS	$171,840.00	

Signature (Chief Elected Official) and Date Signed	Typed Name/Title (Chief Elected Official)
	Name. J. Mitchell Ourso, Jr
	Title: Parish President

A new Amendment form will appear. The user must populate a CEA number and ensure CDBG Program Schedule dates are correct.

The type of Amendment is required. The form will not allow you to submit without selecting at least 1 amendment type. Other amendment requirements:

If Extension of Time is selected, a revised date is required.

If Budget Revisions is selected, at least 1 line item must be present in the Additions and Deletions grid.

If Scope of Work or Special Conditions are selected, an Explanation for Request is required. You may also attach a separate document in addition to the notes in the memo field.

REQUEST FOR PROJECT AMENDMENT
LA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Amendment Number: 1 Amendment Request: 12/1/2010

Grantee: Iberville

CEA Number: Project Number: 24PARA9101

Grantee Contact Information:

Name: Edward "Lucky" Songy Phone: 225-687-5190

Address: 58050 Meriam Ave. Email: esongy@ibervilleparish.c

City: Plaquemine Zip: 70765

CDBG Program Schedule:

ERR Complete: 8/24/2010 Construction Start: 10/30/2010

Acquisition Closing: Construction End: 3/31/2011

Design Complete:

Type of Amendment:

☐ Extension of Time - Revised Date: ☐ Budget Revisions ☐ Scope of Work ☐ Special Conditions

Explanation for Request (Attach Additional Page if Necessary):

Attach

Housing:

Approved Number of Units: 0 Revised Number of Units: 0

Approved Budget:

Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State/Local	Private	Other	Total	Other Fund Source
Planning	$160,000	$0	$0	$0	$0	$160,000	
Project Delivery	$11,840	$0	$0	$0	$0	$11,840	

Additions and Deletions: | Modify/Add Activity | Edit Selected | Remove Selected |

Page 1 of 1

Other

In the bottom half of the form, the user will see 3 grids. The top most grid is a review of the budget as it was approved previously. This grid is read only and no changes can be made to it directly. If a user wishes to adjust the budget, they should click the Modify/Add Activity button directly above the Additions and Deletions Grid.

Housing:

Approved Number of Units [0]   Revised Number of Units [0]

Approved Budget:

◻ ◻ ◻ ◻ ◻ Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State Local	Private	Other	Total	Other Fund Source
Planning	$160,000	$0	$0	$0	$0	$160,000	
Project Delivery	$11,840	$0	$0	$0	$0	$11,840	

Additions and Deletions: [Modify Add Activity] [Edit Selected] [Remove Selected]

◻ ◻ ◻ ◻ ◻ Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State Local	Private	Other	Total	Other Fund Source
	$0	$0	$0	$0	$0	$0	

Revised Budget:

◻ ◻ ◻ ◻ ◻ Page 1 of 1

Eligible_Activity	Total CDBG	Total Other Federal	Total State Local	Total Private	Total Other	Total	
Planning	$160,000	$0	$0	$0	$0	$160,000	
Project Delivery	$11,840	$0	$0	$0	$0	$11,840	

Total CDBG	Total Federal	Total Local	Total Private	Total Other	Total	TOTAL APPROVED FUNDS
$171,840	$0	$0	$0	$0	$0	$171,840

Typed Name (Chief Elected Official)

Typed Title (Chief Elected Official)

[Continue]   [Cancel Changes]

A new portion of the form will become visible for the user to select which activity to add. For instance, because I wanted to remove $25,000 from the Planning activity, I selected Planning in

the dropdown and set CDBG funding to -$25,000. The purpose of this was to allow for the visual of removing money from an activity while also correctly calculating the new totals into the third bottom most grid.

Housing:

Approved Number of Units [0]   Revised Number of Units [0]

Approved Budget:

Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State/Local	Private	Other	Total	Other Fund Source
Planning	$160,000	$0	$0	$0	$0	$160,000	
Project Delivery	$11,840	$0	$0	$0	$0	$11,840	

Additions and Deletions:

Planning

CDBG	Other Federal	State/Local	Private	Other	Total	Source of Other
-$25,000	$0	$0	$0	$0	-$25,000	

[Save]   [Cancel]

Revised Budget:

Page 1 of 1

Eligible_Activity	Total CDBG	Total Other Federal	Total State Local	Total Private	Total Other	Total
Planning	$160,000	$0	$0	$0	$0	$160,000
Project Delivery	$11,840	$0	$0	$0	$0	$11,840

Total CDBG	Total Federal	Total Local	Total Private	Total Other	Total	TOTAL APPROVED FUNDS
$171,840	$0	$0	$0	$0	$0	$171,840

Typed Name (Chief Elected Official)

Typed Title (Chief Elected Official)

[Continue]   [Cancel Changes]

After clicking the save button within the new form segment, the line item will be added to the Additions and Deletions grid. The Revised Budget grid will reflect the changes made.

To edit an Addition or Deletion grid item, simply click the row you wish to edit, then click the "Edit Selected" button above the grid. The same goes for completely deleting a line item

previously created. The user should select the item to delete, the click the "Remove Selected" button.

After, entering the name and title of the Chief Elected Officer, click the continue button. The form will do a series of checks to determine that all applicable information is filled. If you see an alert message like this:
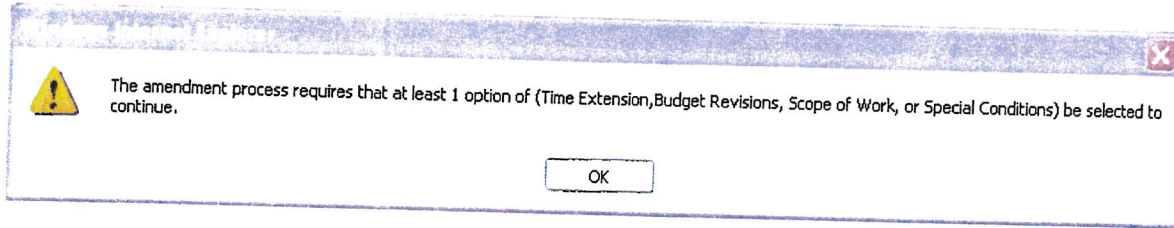
Follow the instructions included in the message to remedy the problem. Click the continue button at the bottom of the form to submit the folder forward.

The original folder view should refresh showing you a new Amendment tab

REQUEST FOR PROJECT AMENDMENT
LA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Amendment Number: [1]   Amendment Request [12/1/2010]

Grantee: [Iberville]

CEA Number [safsadf]   Project Number [24PARA9101]

Grantee Contact Information:

Name [Edward "Lucky" Songy]   Phone [225-687-5190]

Address [58030 Meriam Ave.]   Email [esongy@ibervilleparish.c]

City [Plaquemine]   Zip [70765]

CDBG Program Schedule:

ERR Complete [8/24/2010]   Construction Start [10/30/2010]

Acquisition Closing [ ]   Construction End [5/31/2011]

Design Complete [ ]

Type of Amendment:

Extension of Time - Revised Date: [ ]   Budget Revisions   Scope of Work   Special Conditions

Explanation for Request (Attach Additional Page if Necessary):

Attach

Housing:

Approved Number of Units [0]   Revised Number of Units [0]

Approved Budget:

Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State Local	Private	Other	Total	Other Fund Source
Planning	$160,000.00	$0.00	$0.00	$0.00	$0.00	$160,000.00	
Project Delivery	$11,840.00	$0.00	$0.00	$0.00	$0.00	$11,840.00	

Depending on user role at this time, the user will be able to view the other form pages, edit the amendment, or generate the pdf and move the folder forward.

Amendment | Original PDF | General Description | Budget Cost Summary | Supplemental Information | CDBG Pro

REQUEST FOR PROJECT AMENDMENT
LA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Amendment Number: | 1 | Amendment Request 12/1/2010

Grantee: Iberville

CEA Number nafsadf | Project Number 24PARA9101

Grantee Contact Information:

Name Edward "Lucky" Songy   Phone 225-687-5190

Address 58050 Mariam Ave   Email esongy@ibervilleparish.c

City Plaquemine   Zip 70765

CDBG Program Schedule:

ERR Complete 8/24/2010   Construction Start 10/30/2010

Acquisition Closing   Construction End 3/31/2011

Design Complete

Type of Amendment:

Extension of Time - Revised Date: Budget Revisions   Scope of Work   Special Conditions

Explanation for Request (Attach Additional Page if Necessary):

Attach

Housing:

Approved Number of Units 0   Revised Number of Units 0

Approved Budget:

Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State Local	Private	Other	Total	Other Fund Source
Planning	$160,000.00	$0.00	$0.00	$0.00	$0.00	$160,000.00	
Project Delivery	$11,840.00	$0.00	$0.00	$0.00	$0.00	$11,840.00	

Generate PDF | Edit Amendment | Disapprove Application | Add Notes | Leap Folder | Close

In this instance, we will Generate PDF to continue forward.

CEA Number [safsadf]   P₁

225-68

esongy

70765

Generating Application...

Downloading Attachments...

Converting to PDF...   York

al Pag

Creating Final Application...

Attaching Final Application...

f Units   0
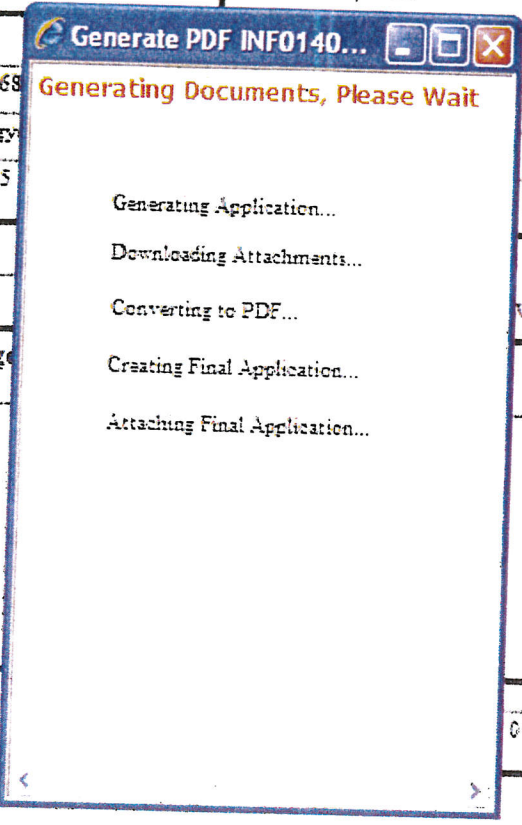
<table>
<tr><td>BG</td><td>Other Federal</td><td>State/Local</td><td>Private</td><td>Other</td><td>Total</td></tr>
</table>

After it has completed the process of creating the necessary pdf files, the folder will reload again

to show a new tab called Amended PDF. This tab is in addition to all other tabs previously

offered. This

allows for the view and print of the original application or the amended version separately of each other. The user will notice that only selected documents are included with the Amended PDF. Expect to see the Amendment information previously filled, a new budget cost worksheet, and any attachments included on the amendment form.

The screenshot shows a browser window with the following tabs: Amended PDF, Amendment, Original PDF, General Description, Budget Cost Summary, Supplemental Information. Page 1/2 at 76.7%.

REQUEST FOR PROJECT AMENDMENT

LOUISIANA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Date Revised: 12/1/2010

Grantee: Iberville Project Name: Hospital Planning Studies	Amendment Number: 1 Project Number: 24PARA9101 CEA Number: safsadf
Grantee Contact: Name: Edward "Lucky" Songy Address: 58050 Meriam Ave. City: Plaquemine Zip: 70765 Phone: 225-687-5190 Email: esongy@ibervilleparish.com	CDBG Program Schedule: ERR Complete: 9/24/2010 Acquisition/Closing: Design Complete: Construction Start: 10/30/2010 Construction End: 3/31/2011

Type of Amendment:
Extension of Time:
Scope of Work   x   Budget Revisions
                              Special Conditions

Explanation of Request:

Disapprove Application   Leap Folder   Close

Amended PDF | Amendment | Original PDF | General Description | Budget Cost Summary | Supplemental Informatic

2 / 2   59.3% ▾

| Housing: | Approved Units 0 | Revised Units 0 |

Typed Name/Title (Chief Elected Official)
Name.   Test User
Title.   Commander in Chief Elected Official
Date   12/1/2010

MERGED PDF PAGE 1

EFFECT OF REQUESTS

GRANTEE NAME   Iberville
PROJECT NAME.   Hospital Planning Studies

Approved Budget:

Eligible Activity	CDBG	Other Federal	State Local	Private	Other	Total	* Source of Other
Planning	$160,000.00	$0.00	$0.00	$0.00	$0.00	$160,000.00	
Project Delivery	$11,840.00	$0.00	$0.00	$0.00	$0.00	$11,840.00	
TOTAL	$171,840.00	$0.00	$0.00	$0.00	$0.00	$171,840.00	

Additions and Deletions:

Eligible Activity	CDBG	Other Federal	State Local	Private	Other	Total	* Source of Other
Planning	-$25,000.00	$0.00	$0.00	$0.00	$0.00	-$25,000.00	
Acquisition	$10,000.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	
TOTAL	-$15,000.00	$0.00	$0.00	$0.00	$0.00	-$15,000.00	

Revised Budget:

Eligible Activity	CDBG	Other Federal	State Local	Private	Other	Total
Acquisition	$10,000.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
Planning	$135,000.00	$0.00	$0.00	$0.00	$0.00	$135,000.00
Project Delivery	$11,840.00				$0.00	$11,840.00
TOTAL	$156,840.00	$0.00	$0.00	$0.00	$0.00	$156,840.00

* Source of Other (if different from budget)

Submit to State | Edit Amendment | Disapprove Application | Add Notes | Leap Folder | Close

From this point forward, the amended application will behave just as the original application in the workflow. A user would have to Submit to State to start the approval process for this amendment. Once this amended application reaches the Approval Granted stage it would be available for Draw requests as normal.

Draw requests have been updated to accommodate for amended applications and to retrieve the correct information automatically. All other features of Draw Requests are the same.

III. DRGR Action Plan

Reporting specialist will take the data provided in the GIOS project amendment changes and input this information into the respective activities within the DRGR quarterly reports.