



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](mailto: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](http://gustavikerecovery.com) as the “Address of Web site to allow” and click the Add button.
5. Close the Pop-up Blocker Settings window.

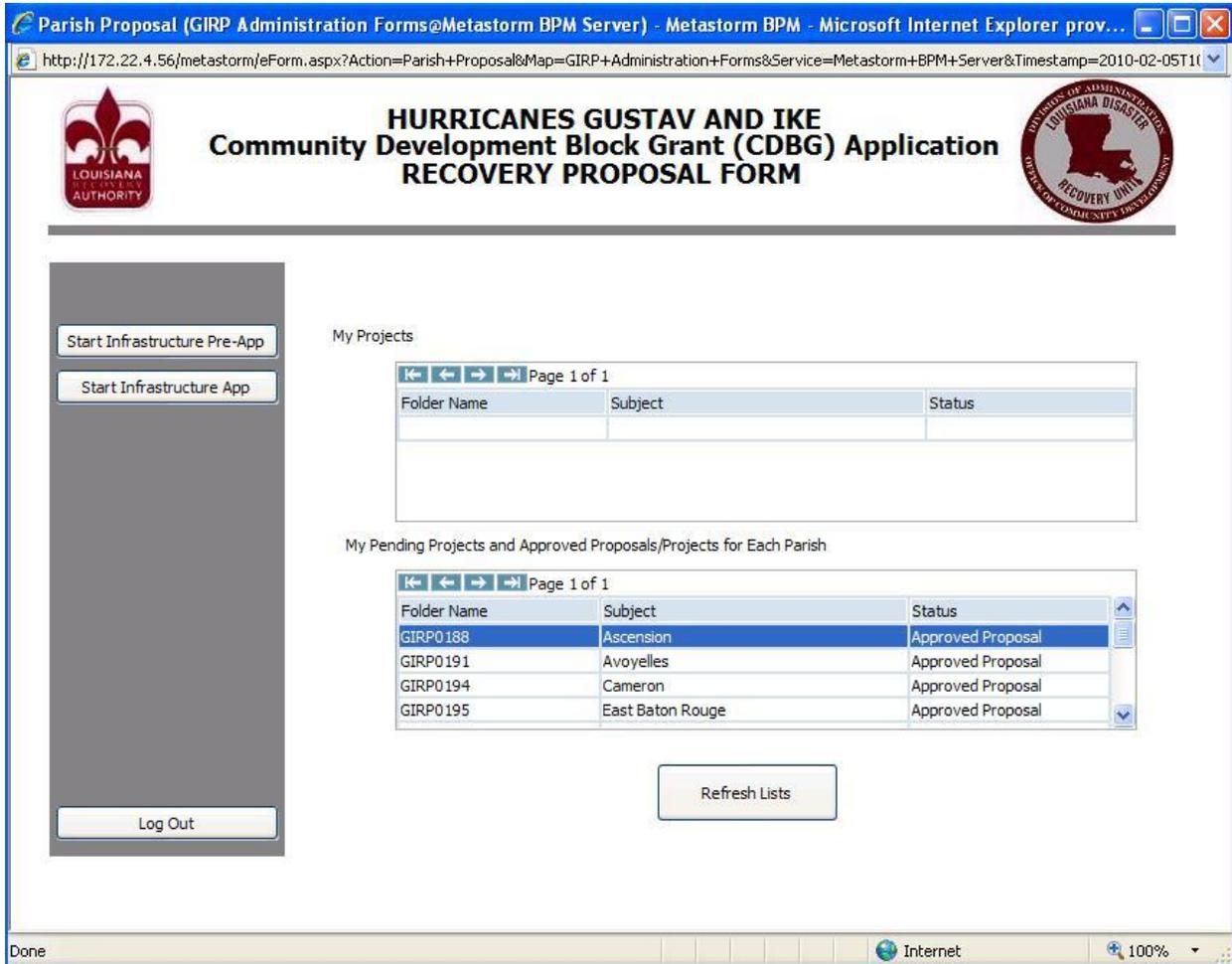
To access the proposal entry system, go to <http://www.lra.louisiana.gov>. Once there, click on the “Gustav Ike Resources” button on the left side of the screen. You will see a link for “Gustav/Ike Recovery Proposal Entry System”. The user manual for the system can also be found there. Click the link 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.

The screenshot shows a web browser window displaying the 'HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM'. The interface includes a sidebar with 'Start Infrastructure Pre-App' and 'Start Infrastructure App' buttons, and a 'Log Out' button at the bottom. The main content area features two tables: 'My Projects' (currently empty) and 'My Pending Projects and Approved Proposals/Projects for Each Parish'. The second table lists four entries with their respective folder names, subjects, and statuses.

Folder Name	Subject	Status
GIRP0188	Ascension	Approved Proposal
GIRP0191	Avoyelles	Approved Proposal
GIRP0194	Cameron	Approved Proposal
GIRP0195	East Baton Rouge	Approved Proposal

## 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.



The screenshot displays the web application interface for the HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM. The interface is viewed in Microsoft Internet Explorer. The browser title is "Parish Proposal (GIRP Administration Forms@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet Explorer prov...". The address bar shows the URL: http://172.22.4.56/metastorm/eForm.aspx?Action=Parish+Proposal&Map=GIRP+Administration+Forms&Service=Metastorm+BPM+Server&Timestamp=2010-02-05T11... The main content area features the Louisiana Community Authority logo on the left and the Louisiana Disaster Recovery Unit logo on the right. The title "HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM" is centered at the top. Below the title, there is a sidebar on the left with two buttons: "Start Infrastructure Pre-App" and "Start Infrastructure App", and a "Log Out" button at the bottom. The main area contains two tables. The first table, "My Projects", is empty and shows columns for "Folder Name", "Subject", and "Status". The second table, "My Pending Projects and Approved Proposals/Projects for Each Parish", lists four entries. Below the tables is a "Refresh Lists" button. The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

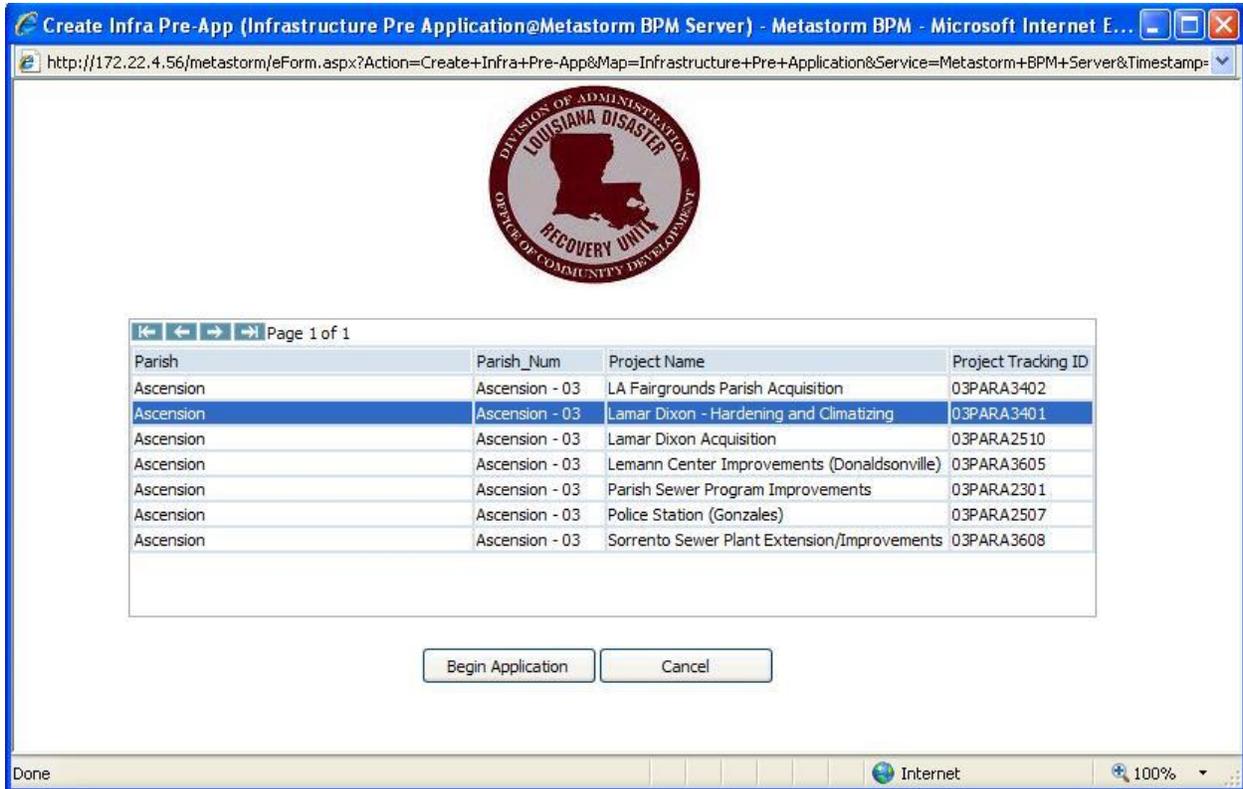
Folder Name	Subject	Status
GIRP0188	Ascension	Approved Proposal
GIRP0191	Avoyelles	Approved Proposal
GIRP0194	Cameron	Approved Proposal
GIRP0195	East Baton Rouge	Approved Proposal

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.**

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

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.



The screenshot shows a web browser window titled "Create Infra Pre-App (Infrastructure Pre Application@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet E...". The address bar shows a URL starting with "http://172.22.4.56/metastorm/eForm.aspx?Action=Create+Infra+Pre-App&Map=Infrastructure+Pre+Application&Service=Metastorm+BPM+Server&Timestamp=". The main content area features a circular logo for the "DIVISION OF ADMINISTRATION LOUISIANA DISASTER RECOVERY UNIT OFFICE OF COMMUNITY DEVELOPMENT". Below the logo is a table with the following data:

Parish	Parish_Num	Project Name	Project Tracking ID
Ascension	Ascension - 03	LA Fairgrounds Parish Acquisition	03PARA3402
Ascension	Ascension - 03	Lamar Dixon - Hardening and Climatizing	03PARA3401
Ascension	Ascension - 03	Lamar Dixon Acquisition	03PARA2510
Ascension	Ascension - 03	Lemann Center Improvements (Donaldsonville)	03PARA3605
Ascension	Ascension - 03	Parish Sewer Program Improvements	03PARA2301
Ascension	Ascension - 03	Police Station (Gonzales)	03PARA2507
Ascension	Ascension - 03	Sorrento Sewer Plant Extension/Improvements	03PARA3608

Below the table are two buttons: "Begin Application" and "Cancel". The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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](mailto:hugh.hyman2@la.gov)) for assistance.

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

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

**Gustav/Ike Infrastructure Pre-Application**

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<b>Submitted (signature):</b>	
Name:	
Title:	
Date:	2/5/2010 9:31

<b>Project Name:</b> Lamar Dixon - Hardening and Climatizing	<b>Project Number</b> 03PARA3401
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**1. APPLICANT CONTACT PERSON**

Name:

Phone:

Email:

**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

<b>Available Eligible Activities:</b> <ul style="list-style-type: none"><li>Acquisition</li><li>Public Facilities</li><li>Clearance</li><li>Removal of Architectural Barriers for Accessibility</li><li>Disposition of Real Property</li><li>Provision of Public Services</li><li>Relocation Expense</li><li>Higher Education</li><li>Lead-based Paint</li><li>Program Delivery</li></ul>	<input type="button" value="&gt;&gt;"/> <input type="button" value="&gt;"/> <input type="button" value="&lt;"/> <input type="button" value="&lt;&lt;"/>	<b>Eligible Activities Used:</b> <div style="border: 1px solid black; height: 100px;"></div>
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Provide the regulatory/statutory citation(s), and how this project fits that/those eligible activity(ies) in the list

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

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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		
<b>TOTAL FUNDS</b>	<b>\$4,200,000</b>		

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

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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)

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## 7. PROJECT FEASIBILITY:

Are all of the funds necessary for completion committed?



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

## 8. Is this project eligible for FEMA Public Assistance?

Yes  No

Has an application been submitted to FEMA for Public Assistance for this project?

Yes  No

Please provide the FEMA Project Worksheet number(s) for that application. (Up to 8)

The FEMA project worksheet # should include the FEMA disaster declaration # in the first four digits, and the project worksheet # in the last 5. For instance, an Ike related project with project worksheet # “567” would be entered as “1792-00567”.



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

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

## **SUPPLEMENTAL DOCUMENTATION**

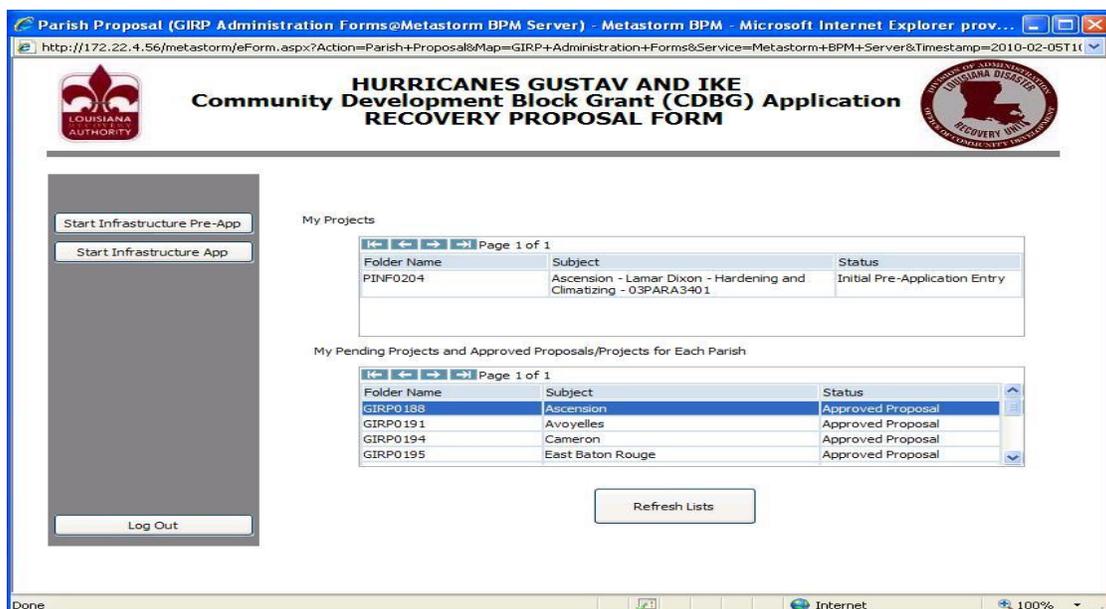
(Documents must be in a Word format or .pdf. All maps and Jpegs must be copied to Word/PDF then attached)



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.



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

PINF0204@Metastorm BPM Server - Microsoft Internet Explorer provided by the Road Home Program

http://172.22.4.56/metastorm/eFolder.aspx?FolderID=0000000000000000000000054234&FolderName=PINF0204&Service=Metastorm+BPM+Server&Launch

Pre-Application Notes



### Gustav/Ike Infrastructure Pre-Application

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

Project Name:	Lamar Dixon - Hardening and Climatizing	Project Number	03PARA3401
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#### 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: \_\_\_\_\_

#### 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

Provision of Public Services  
Removal of Architectural Barriers for Accessibility

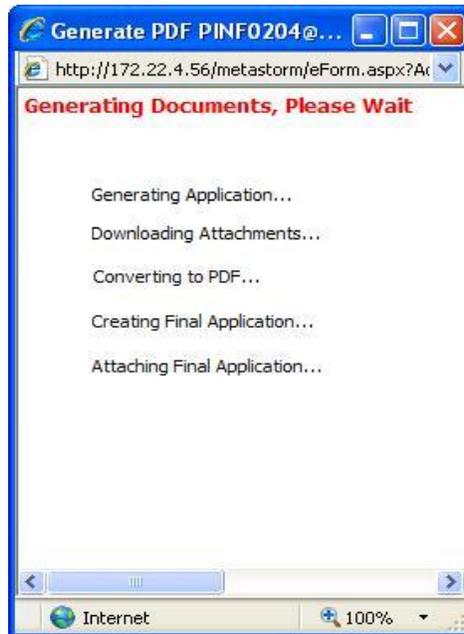
Generate PDF Withdraw Edit Pre-Application Add Notes Close

Done Internet 100%

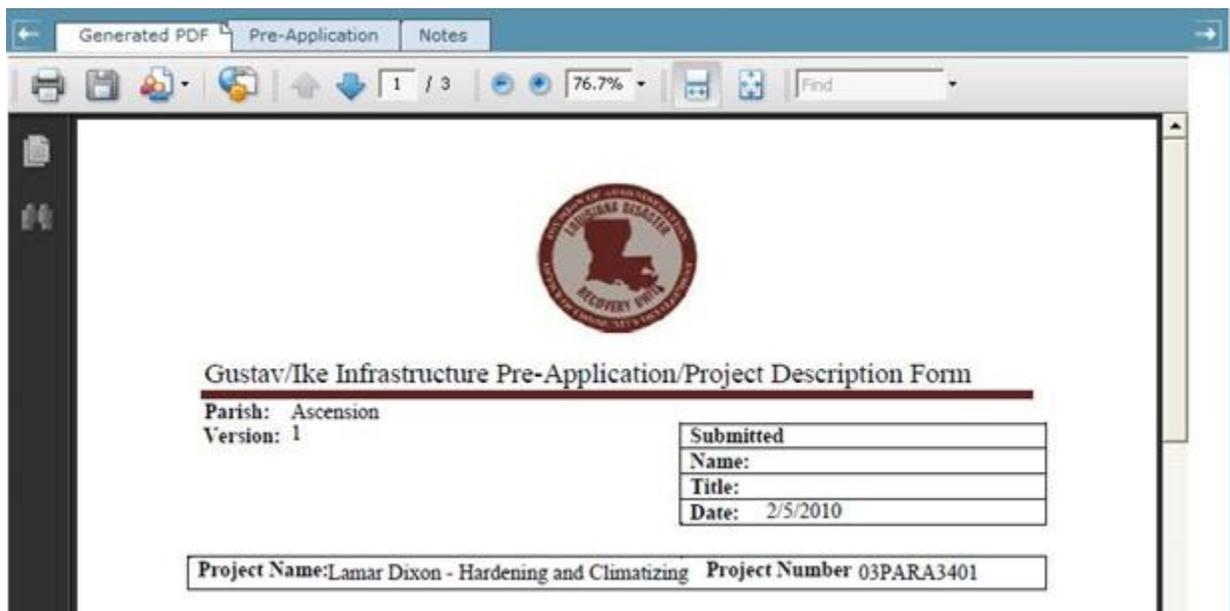
## User Manual For the Gustav/Ike Parish Program Infrastructure/Planning/Coastal Pre-Application and Application

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If you are finished editing, click “Generate PDF” and the following screen will appear will the system creates your PDF. It may take a couple minutes to complete.



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



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

At this point, you may either edit the Pre-Application (if you'd like to make changes) or submit it to the state for approval.

  
**Gustav/Ike Infrastructure Pre-Application/Project Description Form**

**Parish:** Ascension  
**Version:** 1

<b>Submitted</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	2/5/2010

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

**1. APPLICANT DEPARTMENT AND CONTACT PERSON**  
*Name:* Cedric Grant or Martha Collins  
*Phone:* 25-621-5709  
*Email:* cgrant@apgov.us or mcollins@apgov.us

**2. PROJECT NAME AND ADDRESS**  
*Address:*  
*Address 2:*  
*City, State, Zip:* . LA  
*Target Area:*

**3. CDBG ELIGIBLE ACTIVITY**  
*Activities:*      Removal of Architectural Barriers for Accessibility, Provision of Public Services

*Citations(s):*

**4. NATIONAL OBJECTIVE**  
*National Objective:*    Activities Benefiting Low/Moderate Income Persons  
*How the project meets the National Objective:*

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

Project Funds	Amount	Source and Status	Use
CDBG	\$4200000	HUD/Pre application	
Local Funds	\$50000	local source	
Private Funds	\$0		

Submit to State    Edit Pre-Application    Add Notes    Close

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

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.

The screenshot displays the web application interface for the HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM. The browser window title is "Parish Proposal (GIRP Administration Forms@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet Explorer prov...". The URL is "http://172.22.4.56/metastorm/eForm.aspx?Action=Parish+Proposal&Map=GIRP+Administration+Forms&Service=Metastorm+BPM+Server&Timestamp=2010-02-08T1...".

The interface includes the Louisiana Recovery Authority logo on the left and the Louisiana Disaster Recovery Unit logo on the right. The main content area is divided into two sections:

- My Projects:** A table with columns for Folder Name, Subject, and Status. It is currently empty.
- My Pending Projects and Approved Proposals/Projects for Each Parish:** A table with columns for Folder Name, Subject, and Status. It contains the following data:

Folder Name	Subject	Status
GIRP0219	Allen	Approved Proposal
PINF0195	Acadia - Uptown Bridge - 01PARA3422	Desk Review
PINF0204	Ascension - Lamar Dixon - Hardening and Climatizing - 03PARA3401	Desk Review

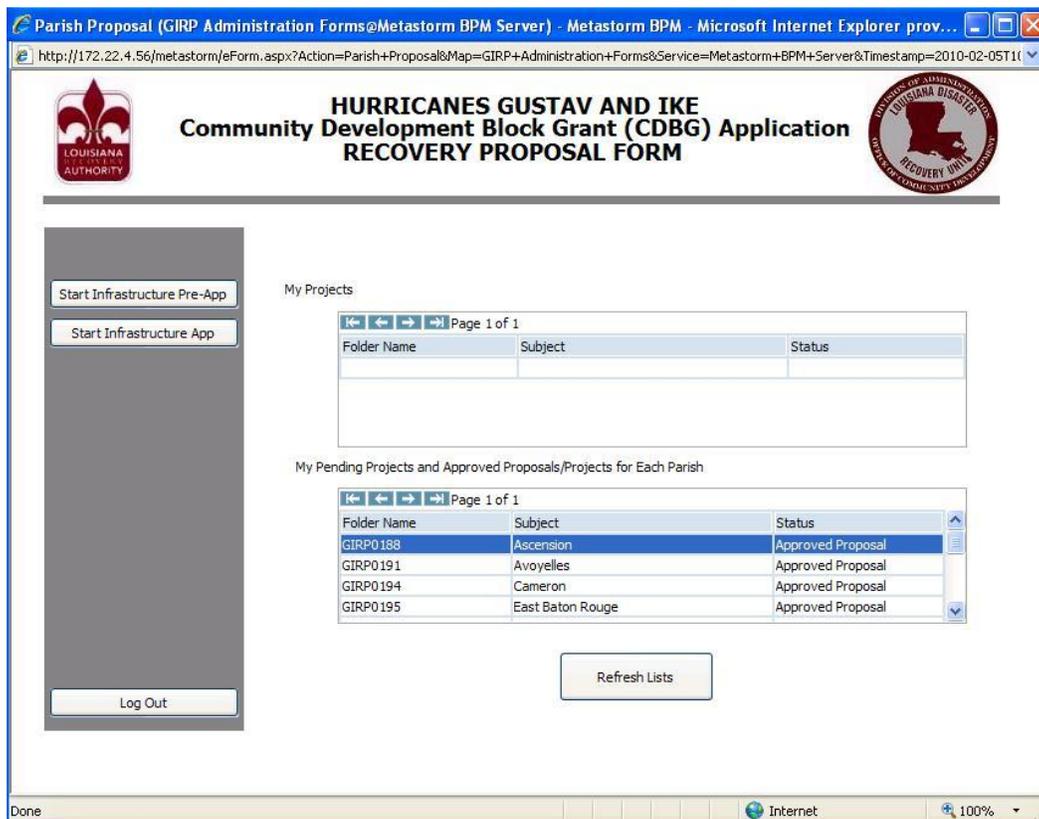
Below the tables is a "Refresh Lists" button. The sidebar on the left contains buttons for "Start Infrastructure Pre-App", "Start Infrastructure App", and "Log Out".

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.



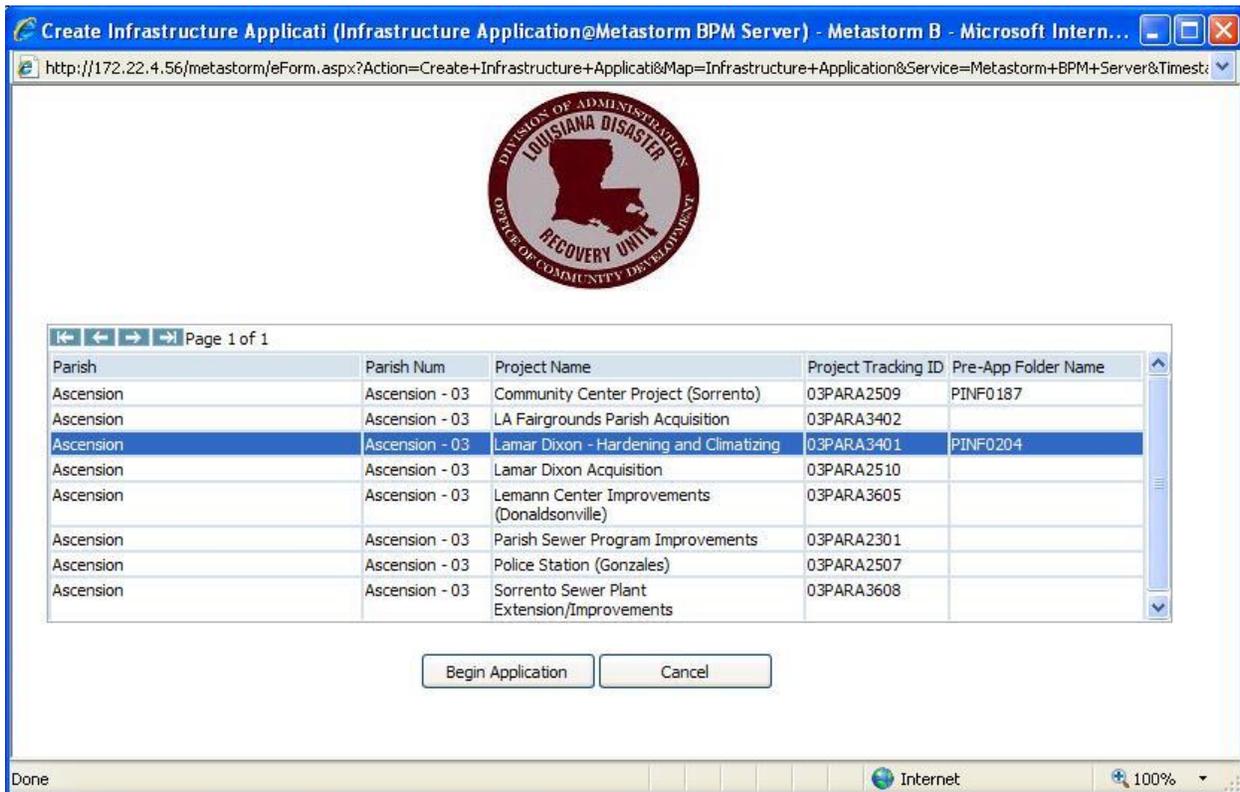
Note: Throughout the process, emails will be sent from the system, but you should always log-in and check to make sure you do not have projects sent back from the state. The projects would be listed under “my projects”.

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

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

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.



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Parish	Parish Num	Project Name	Project Tracking ID	Pre-App Folder Name
Ascension	Ascension - 03	Community Center Project (Sorrento)	03PARA2509	PINF0187
Ascension	Ascension - 03	LA Fairgrounds Parish Acquisition	03PARA3402	
Ascension	Ascension - 03	Lamar Dixon - Hardening and Climatizing	03PARA3401	PINF0204
Ascension	Ascension - 03	Lamar Dixon Acquisition	03PARA2510	
Ascension	Ascension - 03	Lemann Center Improvements (Donaldsonville)	03PARA3605	
Ascension	Ascension - 03	Parish Sewer Program Improvements	03PARA2301	
Ascension	Ascension - 03	Police Station (Gonzales)	03PARA2507	
Ascension	Ascension - 03	Sorrento Sewer Plant Extension/Improvements	03PARA3608	

Begin Application Cancel

**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](mailto:hugh.hyman2@la.gov)) for assistance.

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

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.

**OCD/DRU DISASTER RECOVERY APPLICATIONS  
FOR INFRASTRUCTURE PROGRAM PROJECTS**

<b>Applicant:</b> Ascension Name: <input type="text" value="Tommy Martinez"/> Phone: <input type="text" value="225-621-5709"/> Address: <input type="text" value="PO Box 1659"/> Fax: <input type="text" value="225-621-5704"/> City: <input type="text" value="Gonzales"/> State: <input type="text" value="LA"/> Zip: <input type="text" value="70737"/>		<b>Project Name:</b> Project Name: <input type="text" value="Lamar Dixon - Hardening and Climatizing"/> Project Number: <input type="text" value="03PARA3401"/> Version: <input type="text" value="1"/>																									
<b>Applicant Contact:</b> Name: <input type="text" value="Cedric Grant or Martha Co"/> Phone: <input type="text" value="25-621-5709"/> Address: <input type="text" value="PO Box 1659"/> Email: <input type="text" value="cgrant@apgov.us or mc"/> City: <input type="text" value="Gonzales"/> Fax: <input type="text" value="225-621-5704"/> State: <input type="text" value="LA"/> Zip: <input type="text" value="70737"/>		<b>Administrative Consultant: (if applicable)</b> Name: <input type="text"/> Phone: <input type="text"/> Address: <input type="text"/> Email: <input type="text"/> City: <input type="text"/> Fax: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>																									
<b>Architectural/Engineering Firm:</b> Name: <input type="text"/> Phone: <input type="text"/> Address: <input type="text"/> Email: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		<b>National Objective to be addressed (check one):</b> National Objective: <input type="text" value="Activities Benefiting Low/Moderate Income Persons"/>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Project Funds</th> <th style="width: 25%;">Amount</th> <th style="width: 50%;">Source and Status of Funds</th> </tr> </thead> <tbody> <tr> <td>CDBG</td> <td style="text-align: center;"><input type="text" value="\$4,200,000"/></td> <td><input type="text"/></td> </tr> <tr> <td>Local Funds</td> <td style="text-align: center;"><input type="text" value="\$50,000"/></td> <td><input type="text" value="local source"/></td> </tr> <tr> <td>Private Funds</td> <td style="text-align: center;"><input type="text" value="\$0"/></td> <td><input type="text"/></td> </tr> <tr> <td>Other State Funds</td> <td style="text-align: center;"><input type="text" value="\$0"/></td> <td><input type="text"/></td> </tr> <tr> <td>Federal Funds</td> <td style="text-align: center;"><input type="text" value="\$0"/></td> <td><input type="text"/></td> </tr> <tr> <td>Other Funds</td> <td style="text-align: center;"><input type="text" value="\$0"/></td> <td><input type="text"/></td> </tr> <tr> <td><b>TOTAL FUNDS</b></td> <td style="text-align: center;"><input type="text" value="\$4,250,000"/></td> <td></td> </tr> </tbody> </table>		Project Funds	Amount	Source and Status of Funds	CDBG	<input type="text" value="\$4,200,000"/>	<input type="text"/>	Local Funds	<input type="text" value="\$50,000"/>	<input type="text" value="local source"/>	Private Funds	<input type="text" value="\$0"/>	<input type="text"/>	Other State Funds	<input type="text" value="\$0"/>	<input type="text"/>	Federal Funds	<input type="text" value="\$0"/>	<input type="text"/>	Other Funds	<input type="text" value="\$0"/>	<input type="text"/>	<b>TOTAL FUNDS</b>	<input type="text" value="\$4,250,000"/>		Signature (Chief Elected Official) and Date Signed Typed Name (Chief Elected Official): <input type="text"/> Typed Title (Chief Elected Official): <input type="text"/>	
Project Funds	Amount	Source and Status of Funds																									
CDBG	<input type="text" value="\$4,200,000"/>	<input type="text"/>																									
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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.

**BUDGET/COST SUMMARY FORM**

**PROJECT NAME:** Lamar Dixon - Hardening and Climatizing

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Eligible_Activity	CDBG	Other	Total	Other Fund Source
	\$0	\$0	\$0	\$0

Total CDBG	Total Other	Total
\$0	\$0	\$0

**Any Architectural/Engineering (A/E) costs must be included in one of the activity costs above.**

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

PROJECT NAME

1. Identify the State Senator(s) District Number # of the Project Area

Name	District

2. Identify the State Representative (s) District Number # of the Project Area

Name	District

3. Identify the US Congressman (s) District Number # of the Project Area

Name	District

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

Edit Supplemental Information (Infrastructure Application@Metastorm BPM Server) - Metastorm BPM - Microsoft I...

http://172.22.4.56/metastorm/eForm.aspx?Action=Create+Infrastructure+Applicati&Map=Infrastructure+Application&Service=Metastorm+BPM+Server&Tim

### SUPPLEMENTAL INFORMATION

PROJECT NAME

1. Identify the State Senator(s) District Number # of the Project Area

District      Name

2. Identify the State Representative (s) District Number # of the Project Area

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

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

## Community-Wide

4. Target Area Census Tract(s):

5. Select community-wide project or target area(s) If a target area is involved, enter the name(s) and zip code of the target area (s).

Select One

Parish/City/Town/etc

6. Provide latitude and longitude for project location at or near geographical center.

Latitude	Longitude
<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>
Ex. 30.4507	Ex. -91.1534

## Target Area(s)

4. Target Area Census Tract(s):

5. Select community-wide project or target area(s) If a target area is involved, enter the name(s) and zip code of the target area (s).

Select One

Name of Target Area	Zip of Target Area
<input type="text"/>	<input type="text"/>

6. Provide latitude and longitude for project location at or near geographical center.

Latitude	Longitude
<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>
Ex. 30.4507	Ex. -91.1534

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

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.

7. Is this project eligible for FEMA Public Assistance?

Yes  No

Has an application been submitted to FEMA for Public Assistance for this project?

Yes  No

Please provide the FEMA Project Worksheet number(s) for that application. (Up to 8)

The FEMA project worksheet # should include the FEMA disaster declaration # in the first four digits, and the project worksheet # in the last 5. For instance, an Ike related project with project worksheet # "567" would be entered as "1792-00567".

Page 1 of 1

FEMA Worksheet Number
1234-55555

FEMA Worksheet Number to Add: XXXX-XXXXX

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.

Edit CDBG Program Schedule (Infrastructure Application@Metastorm BPM Server) - Metastorm BPM fo - Microsoft I...

http://172.22.4.56/metastorm/eForm.aspx?Action=Create+Infrastructure+Applicati&Map=Infrastructure+Application&Service=Metastorm+BPM+Server&Time

### CDBG Program Schedule

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

Attach Program Schedule

ERR Complete   Construction Start   \*\*\*Use Construction Start and Construction End for Project Start and Project End

Acquisition/Closing   Construction End

Design Complete

Done Internet 100%

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

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.

Community-wide     Target Area(s)

Eligible Activity: Public Facilities

List name of each activity excluding Admin & Acquisition:	#	%	Race and Ethnicity	Race Total #	Of Total # Indicate # Hispanic*
<b>Families (total):</b>	100		American Indian or Alaskan Native:	100	10
Elderly Head of Family:	150		Asian:	200	9
Female Head of Family:	50		Black or African American:	300	8
Handicapped Head of Family:	200		Native Hawaiian or Other Pacific Islander:	200	7
			White:	500	6
<b>Persons (total):</b>	10,000		Am. Indian or Alaskan Native and White:	100	7
Total Mod/Low/ExLow Income:	10,000	100.00	Asian and White:	100	8
Moderate Income:	2,000	20.00	Black and African American and White:	500	10
Owner (for Rehab activity only, i.e. hookups):	500		Am. Indian or Alaskan Native and Black:	100	15
Renter (for Rehab activity only, i.e. hookups):	500		Other Multi-racial:	1,000	20
Low Income:	3,000	30.00			
Owner (for Rehab activity only, i.e. hookups):	500		* Hispanic or Latino		
Renter (for Rehab activity only, i.e. hookups):	500				
Extremely Low Income:	5,000	50.00			
Owner (for Rehab activity only, i.e. hookups):	400				
Renter (for Rehab activity only, i.e. hookups):	300				
Elderly:	2,000				
Handicapped:	1,000				

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

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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 MAPS

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

1. Existing Conditions Map: Provide a detailed map of the existing improvements. The map should delineate such items as the location and size of waterlines, elevated water tanks, sewer lines, manholes, location of treatment plants, etc.
2. Proposed Improvements Map: Provide a detailed map showing the location sizes, etc of the proposed improvements

**Note:** The Existing Conditions map and the Proposed Improvements map may be combined into one map if all of the information shown can be depicted in such a way as to easily determine the difference between existing and proposed.



Existing Conditions Map



Proposed Improvements Map

## TARGET AREA MAPS

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

A map (or maps) that delineate the following items for each target area must be included in this application package:

1. census tracts and/or block groups (by number) and/or logical record numbers;
2. location of concentrations of minorities, showing number and percent by census tracts and/or block groups, and/or logical record numbers.
3. location of concentrations of low and moderate income persons, showing number and percent by census tracts and/or block groups and/or logical record number
4. boundaries of areas in which the activities will be concentrated
5. the specific location of each activity



Attachment 1



Attachment 2



Attachment 3



Attachment 4

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

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## 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

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

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*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.*

**Grantee Statement of Assurances**

Print Grantee Statement of Assurances



Attach signed copy of Grantee Statement of Assurances here

**Disclosure Report**

Print Disclosure Report



Attach signed copy of Disclosure Report here

**SUPPLEMENTAL DOCUMENTATION**

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



Attachment 1



Attachment 2

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

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.

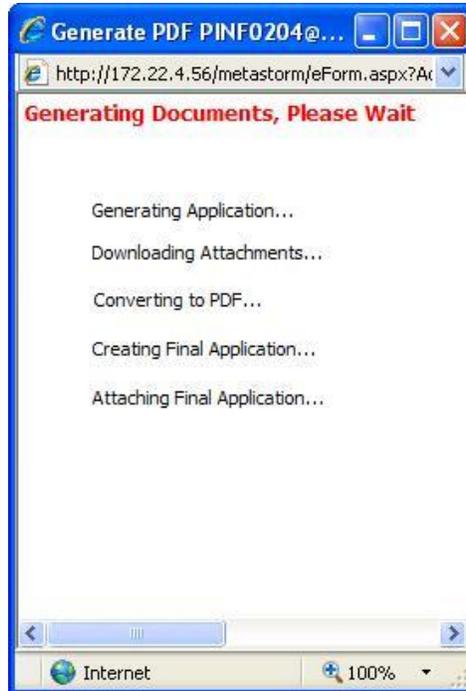
**OCD/DRU DISASTER RECOVERY APPLICATIONS  
FOR INFRASTRUCTURE PROGRAM PROJECTS**

<b>Applicant:</b> Ascension Name: Tommy Martinez Phone: 225-621-5709 Address: PO Box 1659 Fax: 225-621-5704 City: Gonzales State: LA Zip: 70737		<b>Project Name:</b> Project Name: Lamar Dixon - Hardening and Climatizing Project Number: 03PARA3401 Version: 1																									
<b>Applicant Contact:</b> Name: Cedric Grant or Martha Co Phone: 25-621-5709 Address: PO Box 1659 Email: cgrant@apgov.us or mc City: Gonzales Fax: 225-621-5704 State: LA Zip: 70737		<b>Administrative Consultant: (if applicable)</b> Name: Phone: Address: Email: City: Fax: State: Zip:																									
<b>Architectural/Engineering Firm:</b> Name: Phone: Address: Email: City: State: Zip:		<b>National Objective to be addressed (check one):</b> National Objective: Activities Benefiting Low/Moderate Income Persons																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Project Funds</th> <th style="width: 20%;">Amount</th> <th style="width: 50%;">Source and Status of Funds</th> </tr> </thead> <tbody> <tr> <td>CDBG</td> <td style="text-align: center;">\$4,200,000</td> <td></td> </tr> <tr> <td>Local Funds</td> <td style="text-align: center;">\$50,000</td> <td>Local source</td> </tr> <tr> <td>Private Funds</td> <td style="text-align: center;">\$0</td> <td></td> </tr> <tr> <td>Other State Funds</td> <td style="text-align: center;">\$0</td> <td></td> </tr> <tr> <td>Federal Funds</td> <td style="text-align: center;">\$0</td> <td></td> </tr> <tr> <td>Other Funds</td> <td style="text-align: center;">\$0</td> <td></td> </tr> <tr> <td><b>TOTAL FUNDS</b></td> <td style="text-align: center;"><b>\$4,250,000</b></td> <td></td> </tr> </tbody> </table>		Project Funds	Amount	Source and Status of Funds	CDBG	\$4,200,000		Local Funds	\$50,000	Local source	Private Funds	\$0		Other State Funds	\$0		Federal Funds	\$0		Other Funds	\$0		<b>TOTAL FUNDS</b>	<b>\$4,250,000</b>			
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Signature (Chief Elected Official) and Date Signed		Typed Name (Chief Elected Official) Typed Title (Chief Elected Official)																									

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

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If you are finished editing, click “Generate PDF” and the following screen will appear will the system creates your PDF. It may take a couple minutes to complete.



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

At this point, you may either edit the Application (if you'd like to make changes) or submit it to the state for approval.

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

If you exit the application, your screen will default to the following screen. You can edit your 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 application, but you will not be allowed make changes.

The screenshot displays the web application interface for the HURRICANES GUSTAV AND IKE Community Development Block Grant (CDBG) Application RECOVERY PROPOSAL FORM. The browser window title is "Parish Proposal (GIRP Administration Forms@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet Explorer prov...". The URL is "http://172.22.4.56/metastorm/eForm.aspx?Action=Parish+Proposal&Map=GIRP+Administration+Forms&Service=Metastorm+BPM+Server&Timestamp=2010-02-08T1...".

The interface features a sidebar on the left with the following buttons: "Start Infrastructure Pre-App", "Start Infrastructure App", and "Log Out". The main content area is titled "My Projects" and "My Pending Projects and Approved Proposals/Projects for Each Parish".

**My Projects Table:**

Folder Name	Subject	Status
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**My Pending Projects and Approved Proposals/Projects for Each Parish Table:**

Folder Name	Subject	Status
GIRP0219	Allen	Approved Proposal
PINF0195	Acadia - Uptown Bridge - 01PARA3422	Desk Review
PINF0204	Ascension - Lamar Dixon - Hardening and Climatizing - 03PARA3401	Desk Review

A "Refresh Lists" button is located below the second table.

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 application.** If the state approves it, it will remain on your “My Pending Projects” list and the status will say “Application Approved”.