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.

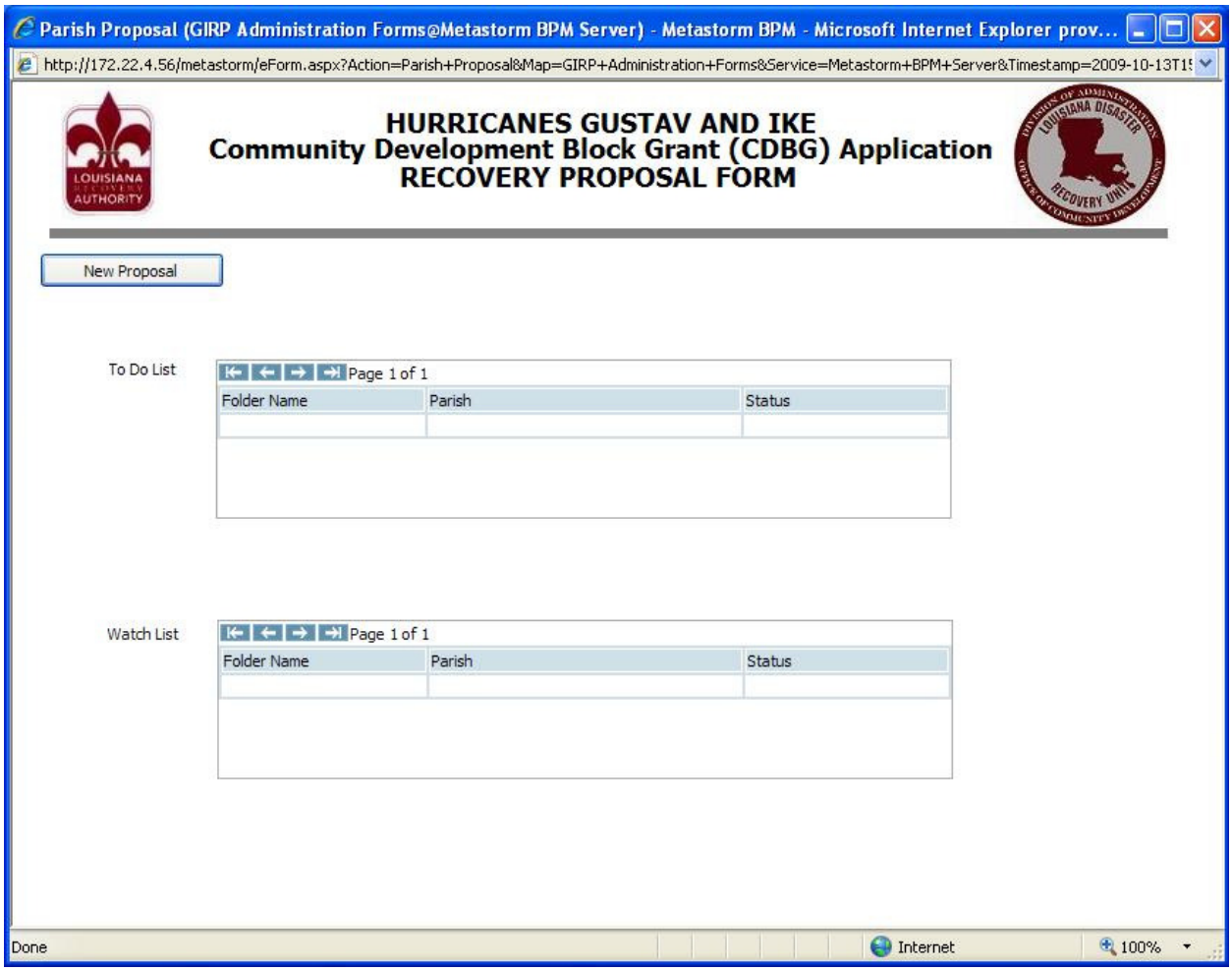
Accessing the System

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 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 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.



"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.

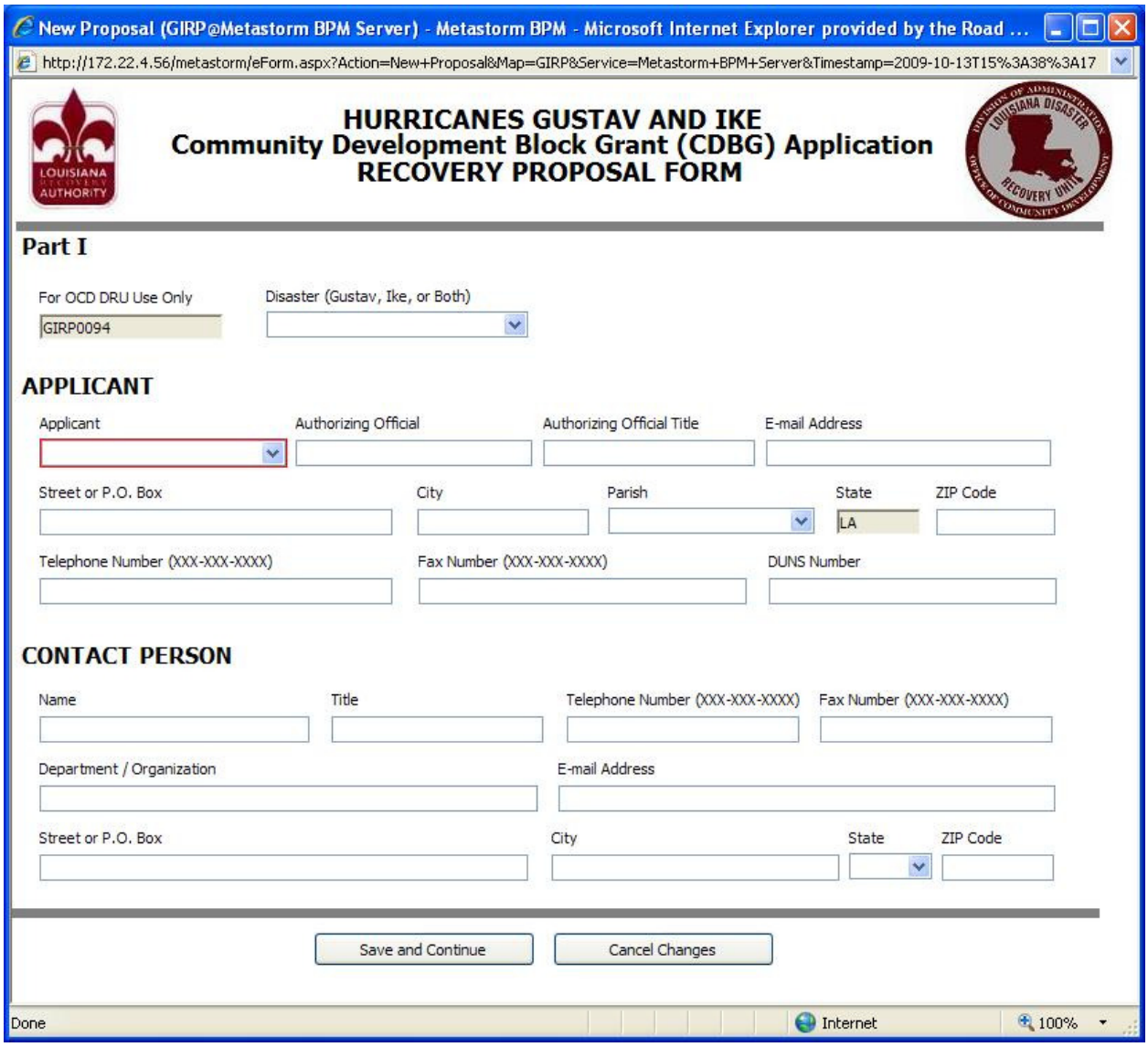
"Watch List" Grid: If your proposal appears here, then you are still allowed to open it, but not able to make changes because the state is reviewing it. If the state requires a change, then it will appear on your "To Do List"

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.

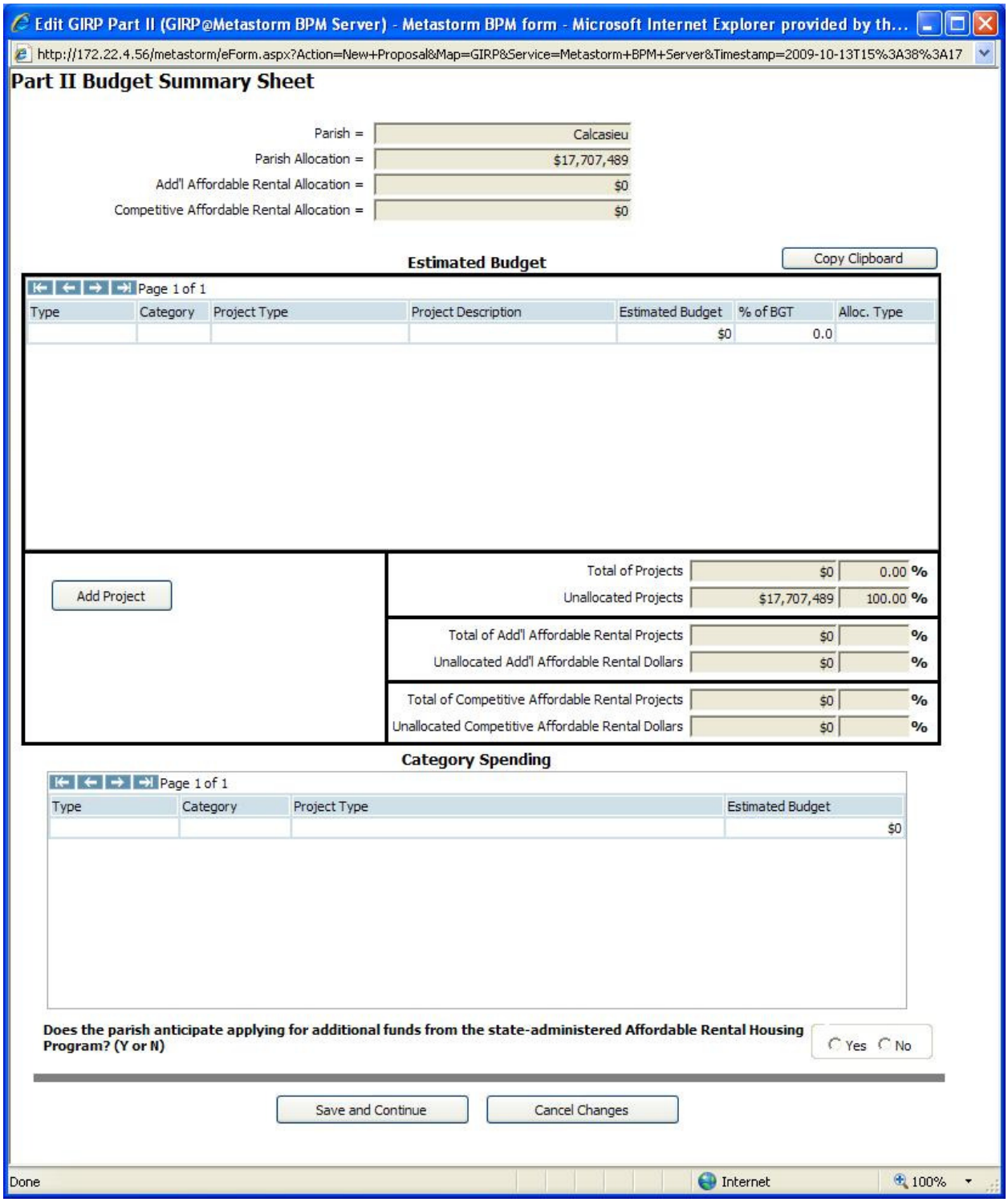
To create a new proposal:

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

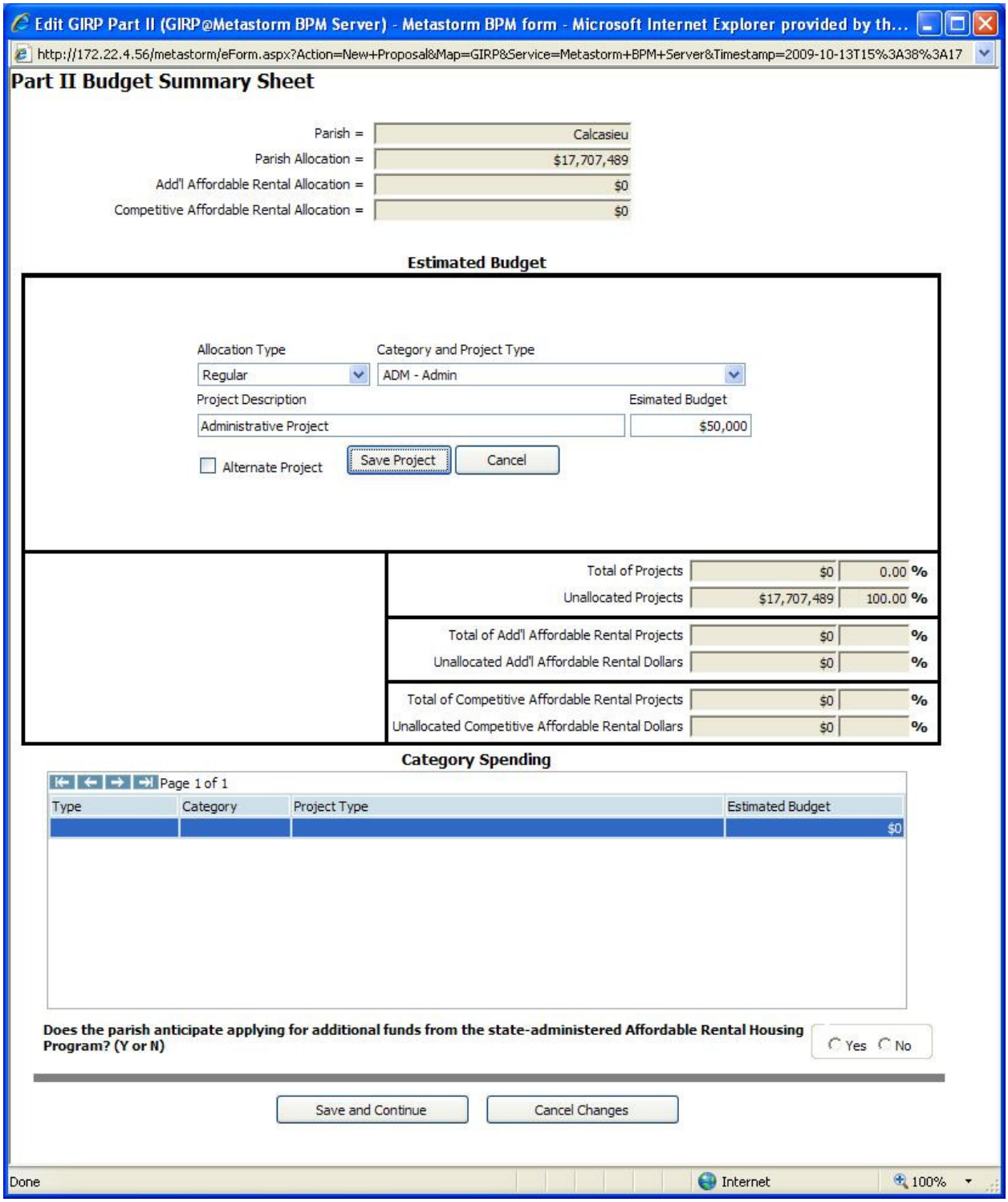
Fill out the various fields in the screen that appears and click "Save and Continue" to move on to the next part. "Cancel Changes" closes this screen.


New Proposal (GIRP@Metastorm BPM Server) - Metastorm BPM - Microsoft Internet Explorer provided by the Road ...
http://172.22.4.56/metastorm/eForm.aspx?Action=New+Proposal&Map=GIRP&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T15%3A38%3A17
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
LA
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
Done
Internet
100%

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

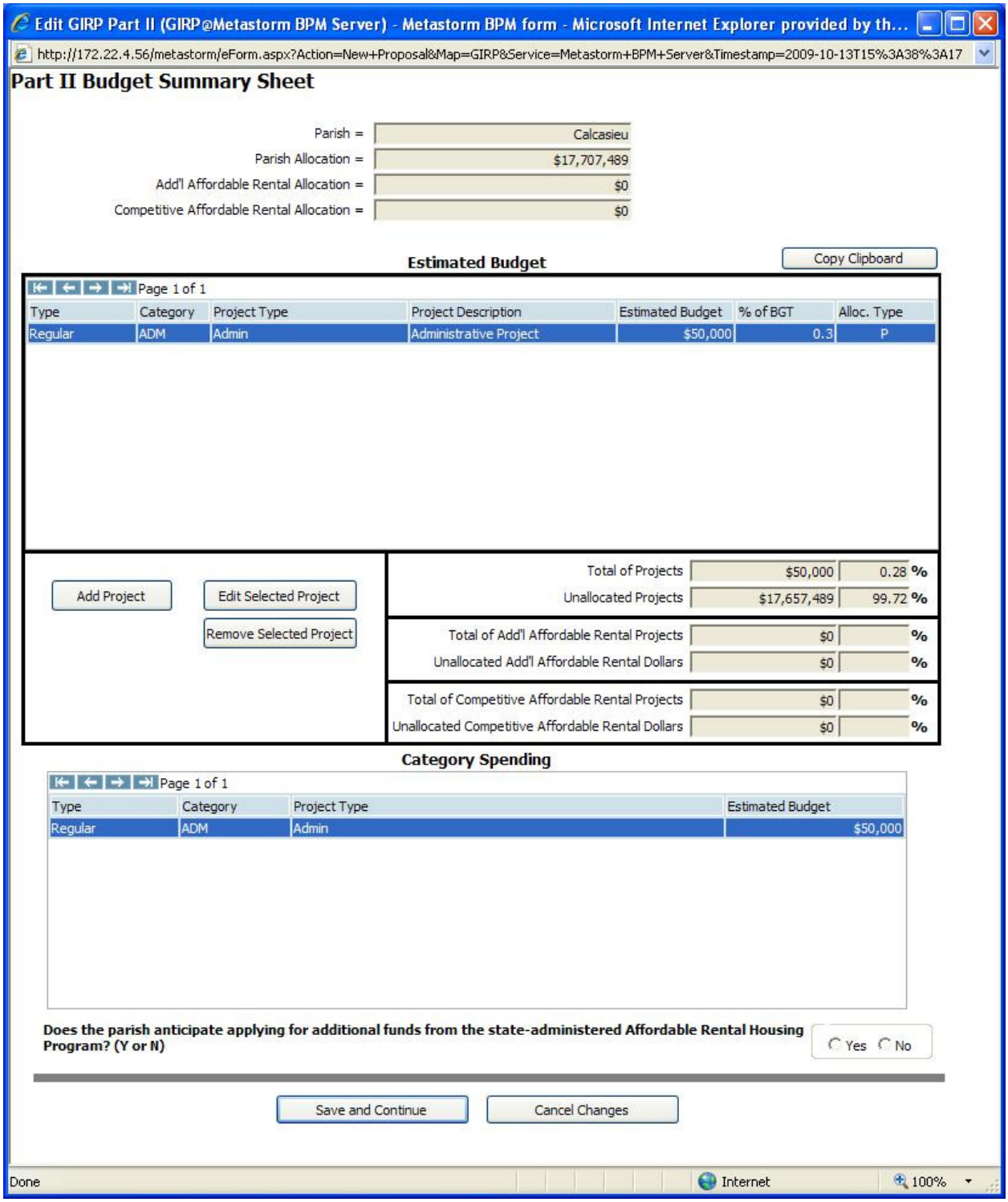


Select “Allocation Type” (whether the project is part of the regular CDBG allocation or part of the affordable housing allocation, if applicable), “Category and Project Type”, fill out “Project Description”, and “Estimated Budget”. If this is an alternate project, check the “Alternate Project” box. Every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



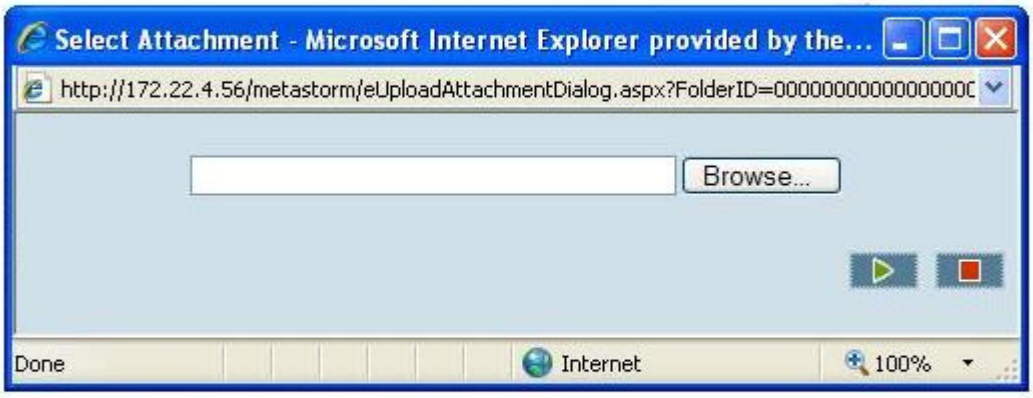
Once the project is added to the grid, the totals are kept below the grid, along with a summary at the bottom of the screen. Alternate projects are not included in the summaries. To edit or remove a project, select the project in the grid and click “Edit Selected Project” or “Remove Selected Project”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

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



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.

<-- Nothing Attached

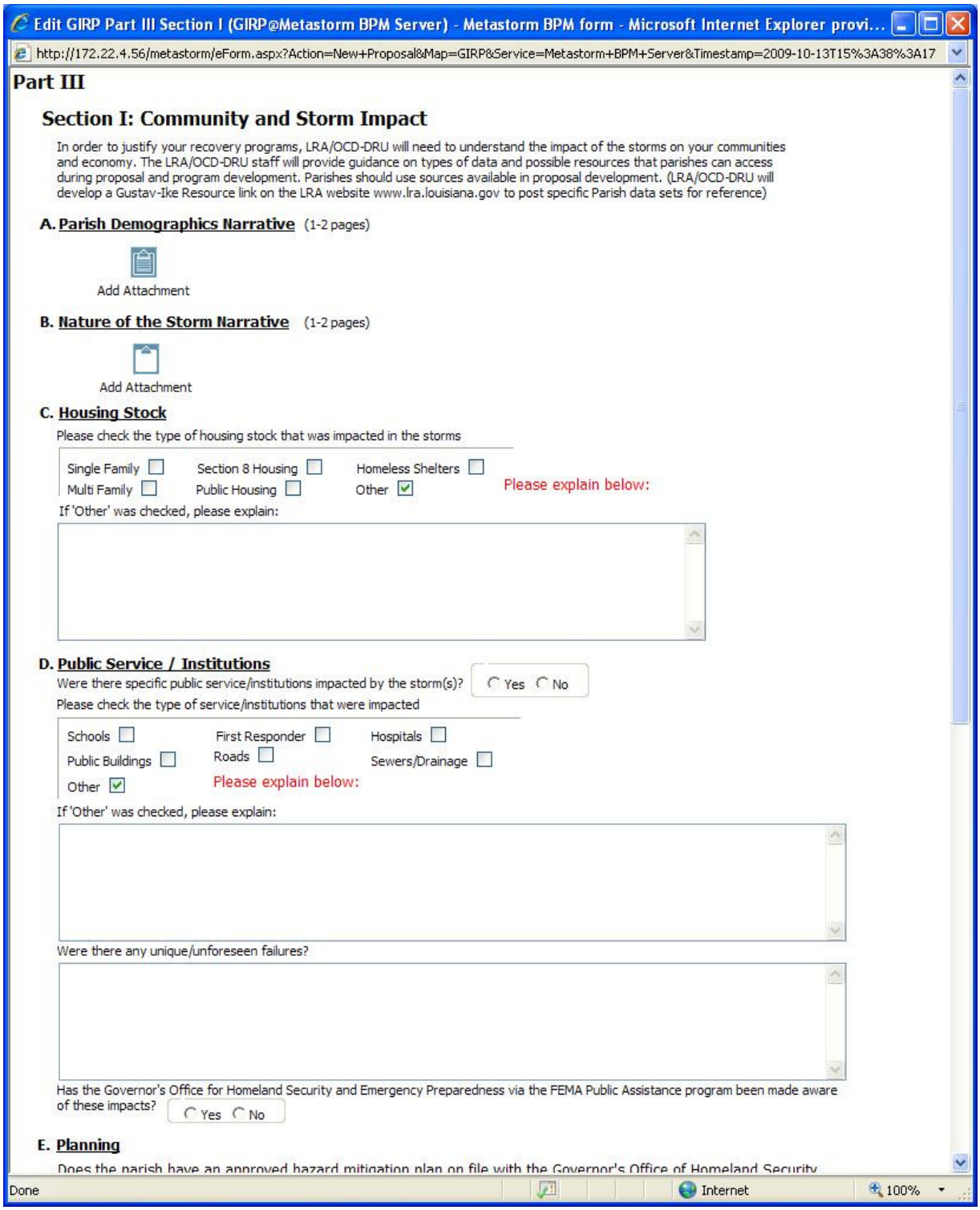


<-- Has Attachment

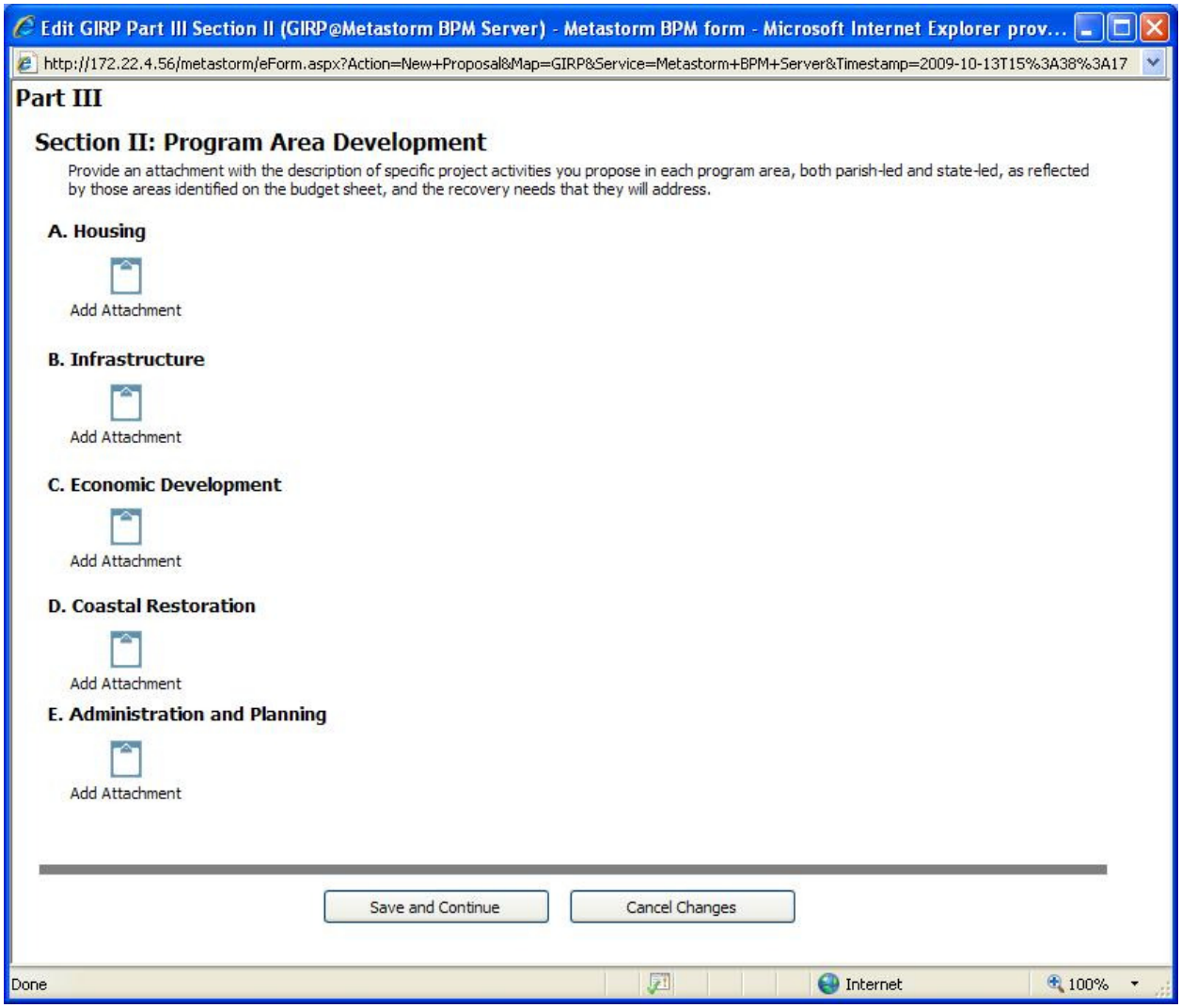
To delete or view the Attachment, click the clip board and a menu will show choices to do so.

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.

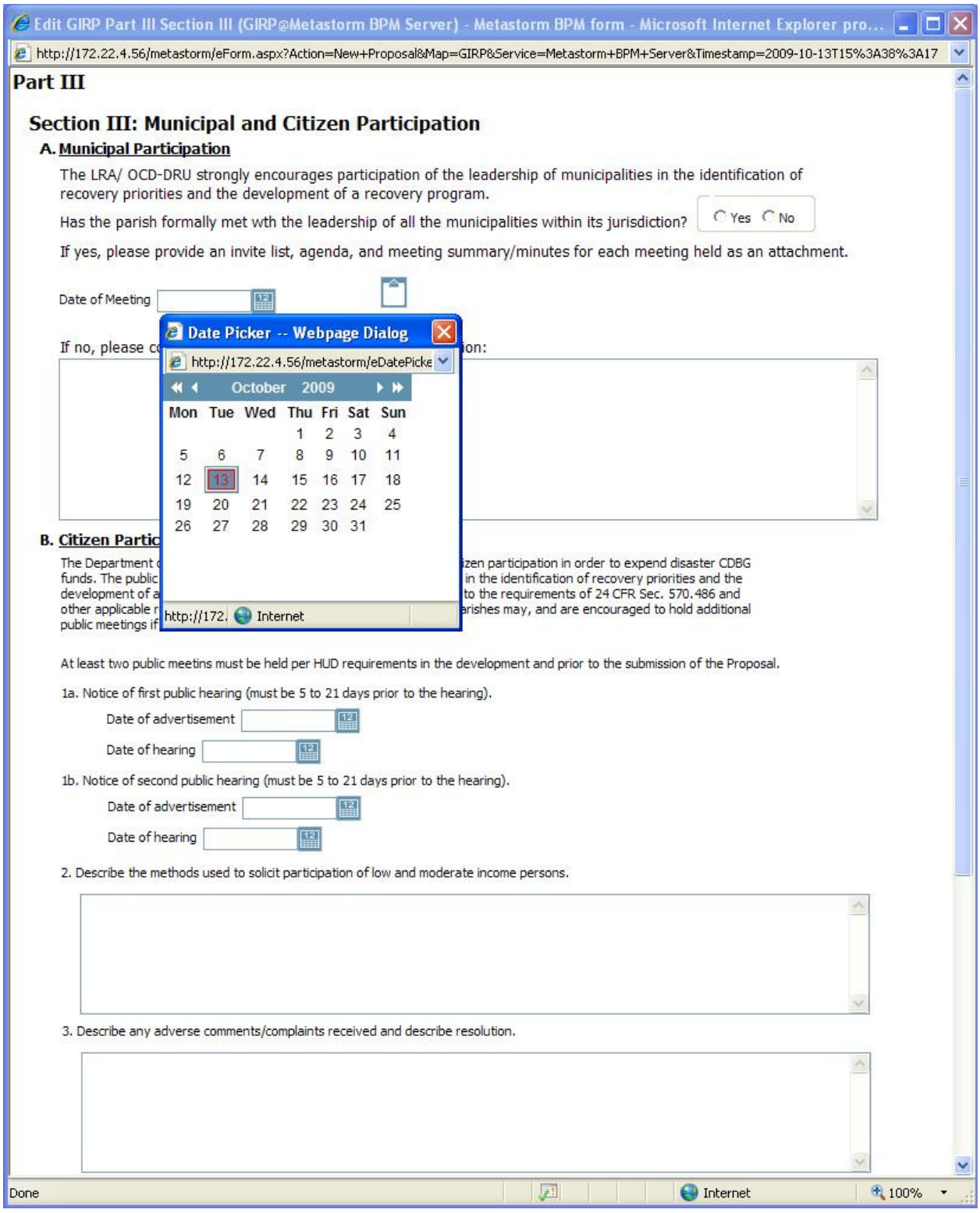


Part 3 Section 2: Add attachments for each applicable section and click “Save and Continue”

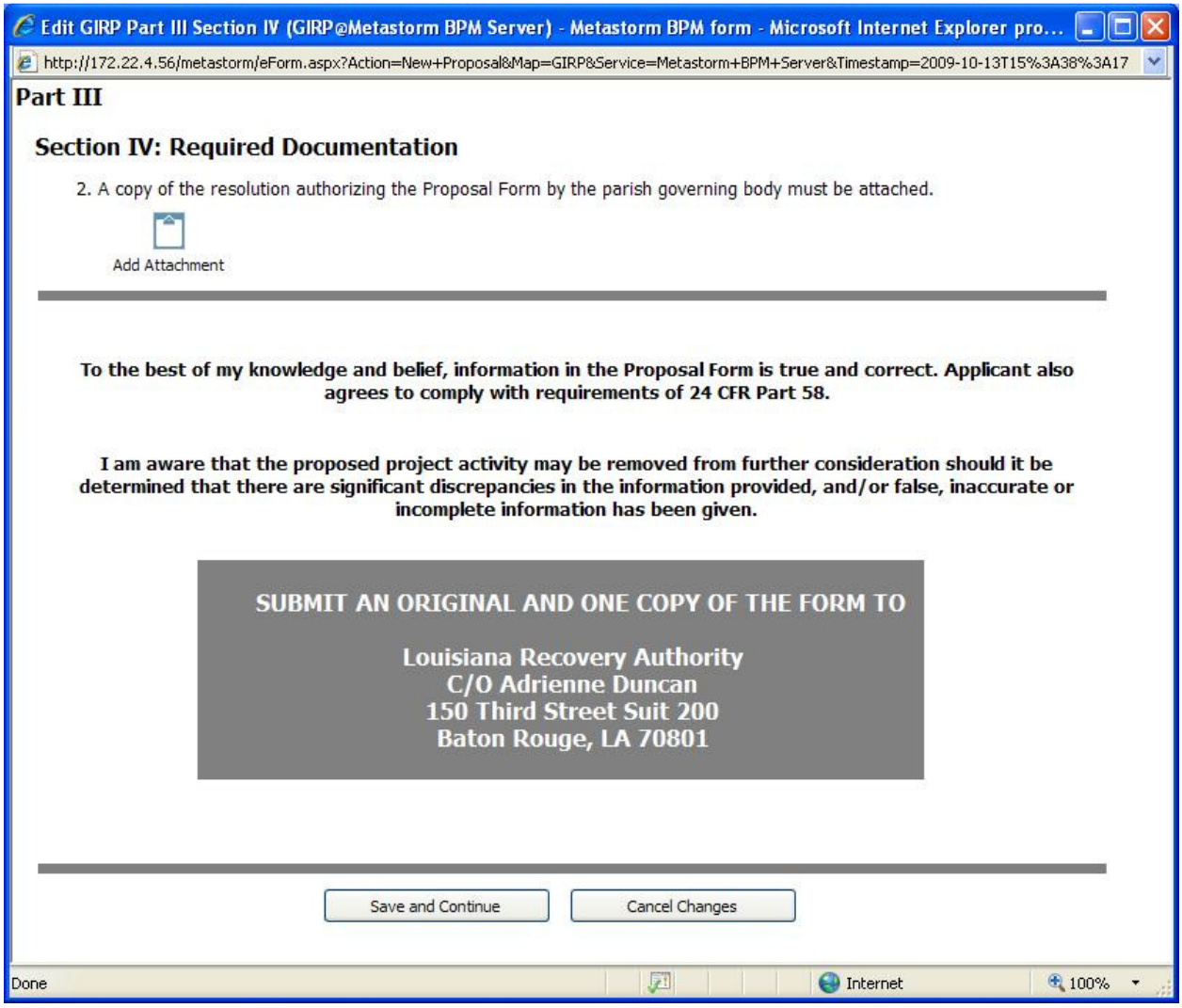

Edit GIRP Part III Section II (GIRP@Metastorm BPM Server) - Metastorm BPM form - Microsoft Internet Explorer prov...
http://172.22.4.56/metastorm/eForm.aspx?Action=New+Proposal&Map=GIRP&Service=Metastorm+BPM+Server&Timestamp=2009-10-13T15%3A38%3A17
Part III
Section II: Program Area Development
Provide 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
Done
Internet
100%

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

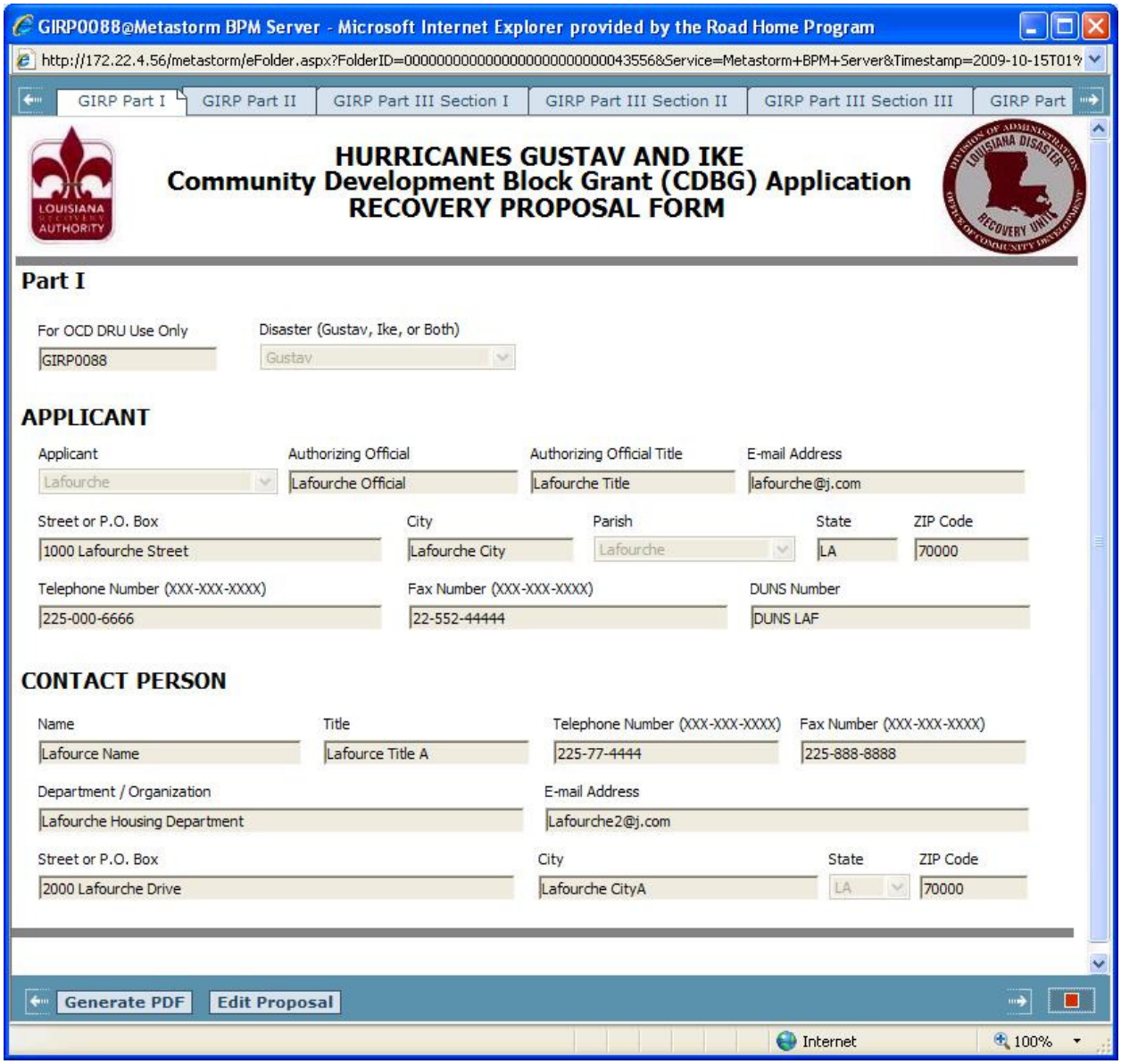
To fill out a date, select the calendar button to the right of the text field and a calendar will pop up. Select the date, and it will be entered into the text box.



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



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

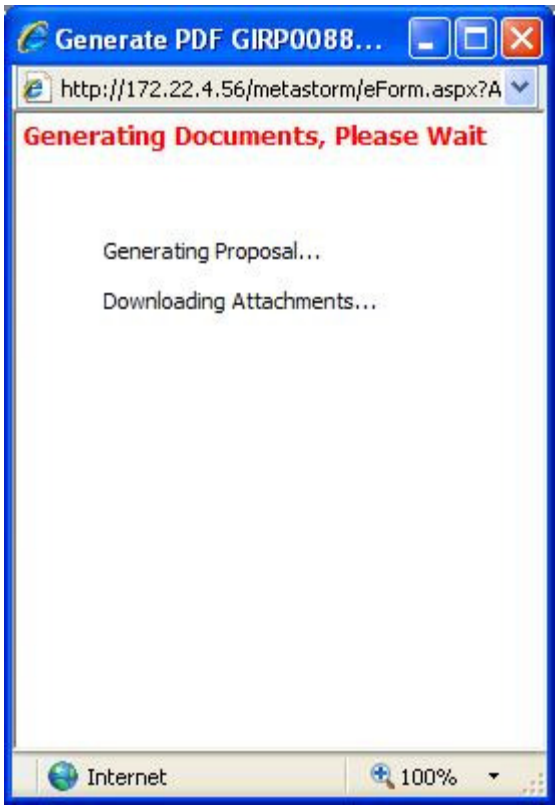


In the blue section across the bottom are the actions that are available to be taken. At this point, you can “Edit Proposal” or “Generate PDF”.

“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.


Generate PDF GIRP0088...
http://172.22.4.56/metastorm/eForm.aspx?A
Generating Documents, Please Wait
Generating Proposal...
Downloading Attachments...
Internet
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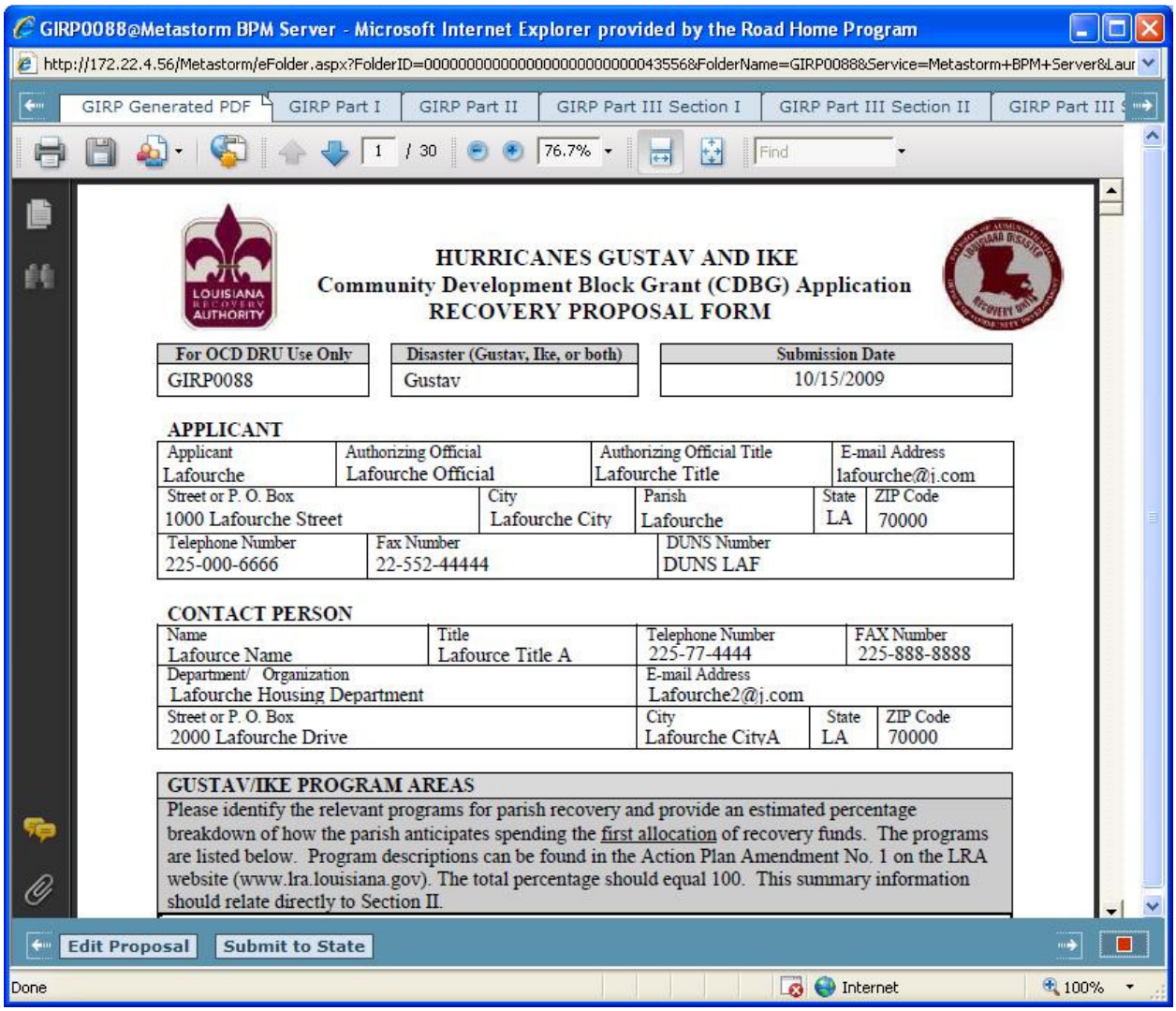
The proposal is now at a point where you can review the PDF that has been created. Once satisfied that the proposal is correct, please make sure you save a copy of the PDF to your local computer. If the proposal is ready to be sent to the state, click “Submit to State”. If not, you can edit it.



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.