


APPENDIX S

Policy and Procedure to Amend 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
Approved by: 	Date: 12.17.16
	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.

Original PDF Prior Versions General Description Budget Cost Summary Supplemental Information CDBG Pro

1 / 28 59.3%

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

Applicant: Iberville Name: J. Mitchell Ourso, Jr. Address: 50850 Menam Ave. City: Plaquemine State: LA Zip: 70765 Phone: 225-687-5160 Fax: 225-687-5228		Project Info: Project Name: Hospital Planning Studies Project Number: 24PARA9101 Version: 1 Address: 59050 Menam Street Plaquemine, LA 70765
Applicant's Contact: Name: Edward "Lucky" Songy Address: 58050 Menam Ave. City: Plaquemine State: LA Zip: 70765 Phone: 225-687-5190 Email: esongy@ibervilleparish.com Fax: 225-687-5228		Administrative Consultant: (if applicable) Name: Pan American Engineers Address: P.O. Box 89 City: Alexandria State: LA Zip: 71309 Phone: 3184732100 Email: bethany@paalex.com Fax: 3184732275
Architectural Engineering Firm: Name: N/A Address: N/A City: N/A State: N/A Zip: N/A Phone: N/A Email: N/A		National Objective to be addressed: N/A Planning Capacity Building
Project Fund:	Amount	Source and Status of Fund:
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

Amend Leap Folder Close

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.

Amend INF0140@Metastorm BPM Server - Metastorm BPM - Microsoft Internet Explorer provided by the Road Ho...

REQUEST FOR PROJECT AMENDMENT

LA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Amendment Number: Amendment Request

Grantee: <input type="text" value="Iberville"/>		CEA Number <input type="text" value=""/>	Project Number <input type="text" value="24PARA9101"/>				
Grantee Contact Information:		CDBG Program Schedule:					
Name <input type="text" value="Edward 'Lucky' Songy"/>	Phone <input type="text" value="225-687-5190"/>	ERR Complete <input type="text" value="8/24/2010"/>	Construction Start <input type="text" value="10/30/2010"/>				
Address <input type="text" value="58050 Meriam Ave."/>	Email <input type="text" value="esongy@ibervilleparish.c"/>	Acquisition Closing <input type="text" value=""/>	Construction End <input type="text" value="3/31/2011"/>				
City <input type="text" value="Plaquemine"/>	Zip <input type="text" value="70765"/>	Design Complete <input type="text" value=""/>					
Type of Amendment:							
<input type="checkbox"/> Extension of Time - Revised Date: <input type="text" value=""/> <input type="checkbox"/> Budget Revisions <input type="checkbox"/> Scope of Work <input type="checkbox"/> Special Conditions							
Explanation for Request (Attach Additional Page if Necessary):							
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>							
Housing:							
Approved Number of Units <input type="text" value="0"/> Revised Number of Units <input type="text" value="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:							
<input type="button" value="Modify/Add Activity"/> <input type="button" value="Edit Selected"/> <input type="button" value="Remove Selected"/>							
Page 1 of 1							

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.

Amend INFO140@Metastorm BPM Server - Metastorm BPM - Microsoft Internet Explorer provided by the Road Ho...

Housing: Approved Number of Units Revised Number of Units

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 Exit 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)

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.

Amend INFO140@Metastorm BPM Server - Metastorm BPM - Microsoft Internet Explorer provided by the Road Ho...

Housing: Approved Number of Units Revised Number of Units

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.

Amend INFO140@Metastorm BPM Server - Metastorm BPM - Microsoft Internet Explorer provided by the Road Ho...

Housing:
 Approved Number of Units: Revised Number of Units:

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	

Additions and Deletions:
 Page 1 of 1

Eligible_Activity	CDBG	Other Federal	State/Local	Private	Other	Total	Other Fund Source
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	

Revised Budget:
 Page 1 of 1

Eligible_Activity	Total CDBG	Total Other Federal	Total State/Local	Total Private	Total Other	Total
Planning	\$135,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,000.00
Acquisition	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Project Delivery	\$11,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,840.00
Total	\$156,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156,840.00

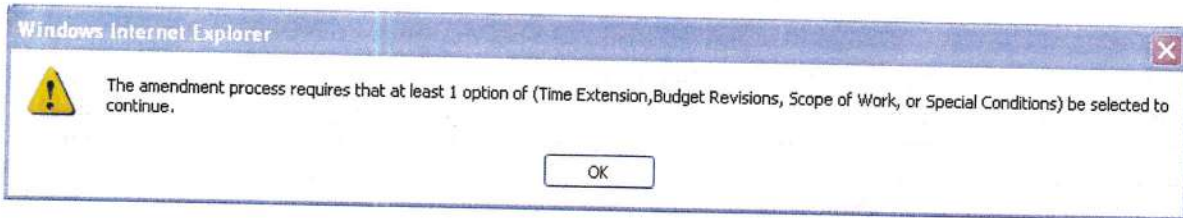
TOTAL APPROVED FUNDS
 \$171,840.00

Typed Name (Chief Elected Official):
 Typed Title (Chief Elected Official):
 Commander in Chief Elected Official:

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, then 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

INFO142 - Transform BPM Server - Microsoft Internet Explorer provided by the Road Home Program

Amendment Original PDF General Description Budget Cost Summary Supplemental Information CDBG Proc

REQUEST FOR PROJECT AMENDMENT

LA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Amendment Number: Amendment Request

Grantee: <input type="text" value="Iberville"/>		CEA Number: <input type="text" value="safsadf"/>	Project Number: <input type="text" value="24PARA9101"/>
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Grantee Contact Information: Name: <input type="text" value="Edward 'Lucky' Songy"/> Phone: <input type="text" value="225-687-5190"/> Address: <input type="text" value="58050 Meriam Ave."/> Email: <input type="text" value="esongy@ibervilleparish.c"/> City: <input type="text" value="Plaquemine"/> Zip: <input type="text" value="70765"/>		CDBG Program Schedule: ERR Complete: <input type="text" value="8/24/2010"/> Construction Start: <input type="text" value="10/30/2010"/> Acquisition Closing: <input type="text"/> Construction End: <input type="text" value="3/31/2011"/> Design Complete: <input type="text"/>	
--	--	--	--

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 Revised Number of Units

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.

INFO140@Metastorm BPM Server - Microsoft Internet Explorer provided by the Road Home Program

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

REQUEST FOR PROJECT AMENDMENT

LA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT

Amendment Number: Amendment Request:

Grantee: <input type="text" value="Iberville"/>		CEA Number: <input type="text" value="safnadf"/>	Project Number: <input type="text" value="24PARA9101"/>																								
Grantee Contact Information: Name: <input type="text" value="Edward 'Lucky' Songy"/> Phone: <input type="text" value="225-687-5190"/> Address: <input type="text" value="58050 Meriam Ave."/> Email: <input type="text" value="esongy@ibervilleparish.c"/> City: <input type="text" value="Plaquemine"/> Zip: <input type="text" value="70765"/>		CDBG Program Schedule: ERR Complete: <input type="text" value="8/24/2010"/> Construction Start: <input type="text" value="10/30/2010"/> Acquisition/Closing: <input type="text"/> Construction End: <input type="text" value="3/31/2011"/> Design Complete: <input type="text"/>																									
Type of Amendment: Extension of Time - Revised Date: <input type="text"/> <input type="button" value="NEW DATE"/> <input type="checkbox"/> Budget Revisions <input type="checkbox"/> Scope of Work <input type="checkbox"/> Special Conditions																											
Explanation for Request (Attach Additional Page if Necessary): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>																											
Housing: Approved Number of Units: <input type="text" value="0"/> Revised Number of Units: <input type="text" value="0"/>																											
Approved Budget: <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Eligible_Activity</th> <th>CDBG</th> <th>Other Federal</th> <th>State/Local</th> <th>Private</th> <th>Other</th> <th>Total</th> <th>Other Fund Source</th> </tr> </thead> <tbody> <tr> <td>Planning</td> <td>\$160,000.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$160,000.00</td> <td></td> </tr> <tr> <td>Project Delivery</td> <td>\$11,840.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$11,840.00</td> <td></td> </tr> </tbody> </table> </div>				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	
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																					
<input type="button" value="Generate PDF"/> <input type="button" value="Edit Amendment"/> <input type="button" value="Disapprove Application"/> <input type="button" value="Add Notes"/> <input type="button" value="Leap Folder"/> <input type="button" value="Close"/>																											

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

CEA Number		safasdf	Pt
225-68			
esongy			
70765			
al Page			
of Units	0		
BG	Other Federal	State/Local	Private Other Total

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

INFO140@Metastorm BPM Server - Microsoft Internet Explorer provided by the Road Home Program

Amended PDF Amendment Original PDF General Description Budget Cost Summary Supplemental Information

1 / 2 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 Menam Ave. City: Plaquemine Zip: 70765 Phone: 225-687-5190 Email: esongy@ibervilleparish.com	CDBG Program Schedule: ERR Complete: 8/24/2010 Acquisition/Closing: Design Complete: Construction Start: 10/30/2010 Construction End: 3/31/2011
Type of Amendment: Extension of Time: Scope of Work	* Budget Revisions Special Conditions
Explanation of Request:	

Disapprove Application Leap Folder Close

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	* Budget Revisions Special Conditions
Explanation of Request:	

INF0140@Metastorm BPM Server - Microsoft Internet Explorer provided by the Road Home Program

Amended PDF Amendment Original PDF General Description Budget Cost Summary Supplemental Information

2 / 2 59.3%

Hourings: 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	* Source of Other
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	\$0.00	\$0.00	\$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.
