

Consolidated Reports Portal User's Manual

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This User's Manual describes how to access the Consolidated Reports Portal on the Rebuild.Louisiana.Gov web site. It is broken down into two sections: a section for the Public Site that is accessible by the general public, and an Admin Site that can be used only by authorized users.

PUBLIC SITE

The public site can be used to display and analyze data relating to the Road Home Program, Hazard Mitigation Grant Program, Small Rental Program, Piggyback Program, the Non-Profit Rebuilding Program, Public Assistance (PA) projects funded through the Federal Emergency Management Agency (FEMA), and Disaster Community Development Block Grant (CDBG) projects.

The site can be accessed by at <http://rebuild.louisiana.gov>.

Program and Data Selection

The site is very versatile in displaying data, and results can be filtered to select specific programs and criteria.

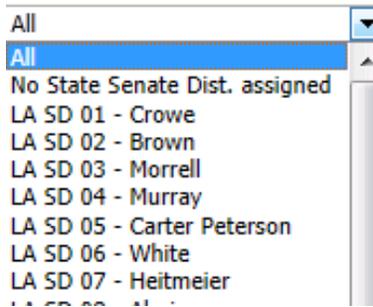
1. Use the various filters at the top to obtain the desired data. By default, information from all programs will be returned.

FIGURE 1: Using Filters

The screenshot shows the 'Filters' section of the Rebuild.LA.Gov portal. At the top, there are navigation tabs: Home, Infrastructure, Residential, Economic Development, Consolidated Reports, and Help. Below this is a 'Filters' section with several dropdown menus for geographic and administrative filters: State Senate, State House, U.S. Congressional Dist., Census Tract, Parish, Census Place, Zip, NOLA Planning Dist., NOLA Neighborhoods, and LA Assn of Planning & Dev Dist. There are also 'Select Clear' buttons for Census Tract, Census Block Group, and Census Block. Below these are three main filter categories: Infrastructure Filters, Residential Filters, and Economic Development Filters. Each category has a 'Select All' checkbox and a list of specific programs with checkboxes. The Infrastructure Filters include Disaster (Katrina/Rita, Ivan, etc.) and Source Funding (FEMA PA, CDBG, etc.). Residential Filters include Road Home - Homeowners Assistance Program (HAP), Small Rental Program (SRPP), Low Income Housing Tax Credit (LIHTC) Piggyback Program (PP), and OCD-DRU - Hazard Mitigation Grant Program (HMGP). Economic Development Filters include Disaster (Gustav/Ike, Katrina/Rita), Source Funding (Katrina/Rita, Project-Based Recovery Opportunity Program (PROP), etc.), and Industry Type (Construction, Transportation & Warehousing, etc.).

2. Click on one of the triangles found on the right hand side of a cell to expand one or more of the drop down menus. Figure 2 below shows the **State Senate** menu.

FIGURE 2: Using the Filter Dropdown Menus



3. Three fields along the bottom of the screen allow the user to manually type in the desired Census Tract, Block, or Group. To view the complete list, the user can click the **Select** button.

FIGURE 3: Selecting by Census Tract, Block, and Block Group



4. Under the Programs heading, check or uncheck the boxes to view data for the various programs. The user can view data for one program at a time or any combination of programs. The **Select All** checkbox will either select all or deselect all of the programs.
5. The **Apply** button at the bottom right of the selection area will adjust the data displayed on the site so it is filtered by the selected programs and criteria. The **Reset** button will reset all programs and filters to their defaults, and the **Map** button will display the results on a map. The mapping features will be described in a later portion of this guide.

FIGURE 4: Apply, Reset, and Map Buttons



Data Results

The information resulting from the user's inquiry displays in the Reports tab that appears under the Filters and Programs selections. When no filters are selected, the charts will reflect all data for all of the programs statewide.

The tab labeled **Reports** contains a report named the Consolidated Disbursement Report. Clicking on this report will open an area to enter the desired dates into.

FIGURE 5: Disbursement Dates

Reports

Consolidated Disbursement Report

Jurisdiction:

Disbursement Date: -

Clicking submit causes another window to open with a summary of the detailed information based on the filters that were selected.

LA Project Tracking - Internet Explorer, optimized for Bing and MSN - [InPrivate]
 http://devweb2.gcr1.com/RebuildingLouisiana/content_pages/ConsolidatedReports_ConsolidatedDisbursement.aspx?BeginDate=1/1/2006&EndDate=9/7/2012

File Edit View Favorites Tools Help

Consolidated Disbursement Report - Disbursement Date: 1/1/2006 - 9/7/2012 Report Run Date: 9/7/2012

Residential Disbursements	
Activity	Total Disbursed
Road Home - Homeowners Assistance Program (HAP)	\$8,900,380,908
OCD-DRU - Hazard Mitigation Grant Program (HMGP)	\$464,386,091
Non-Profit Rebuilding Pilot Program (NRPP)	\$5,385,997
Low Income Housing Tax Credit (LIHTC) Piggyback Program (PP)	\$498,298,117
Small Rental Program (SRPP)	\$364,525,781
Sub-Total	\$10,232,976,893

Infrastructure Disbursements	
Activity	Total Disbursed
FEMA Public Assistance	\$7,575,100,649
All Community Development Block Grant (CDBG)	\$877,845,566
Sub-Total	\$8,452,946,215

Total	\$18,685,923,108
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100%

Users can select different filters as desired to view

Online Help

For assistance, click on the **Help** tab. On this tab are links to a User Guide, a list of Terms and Definitions, and descriptions of the programs.

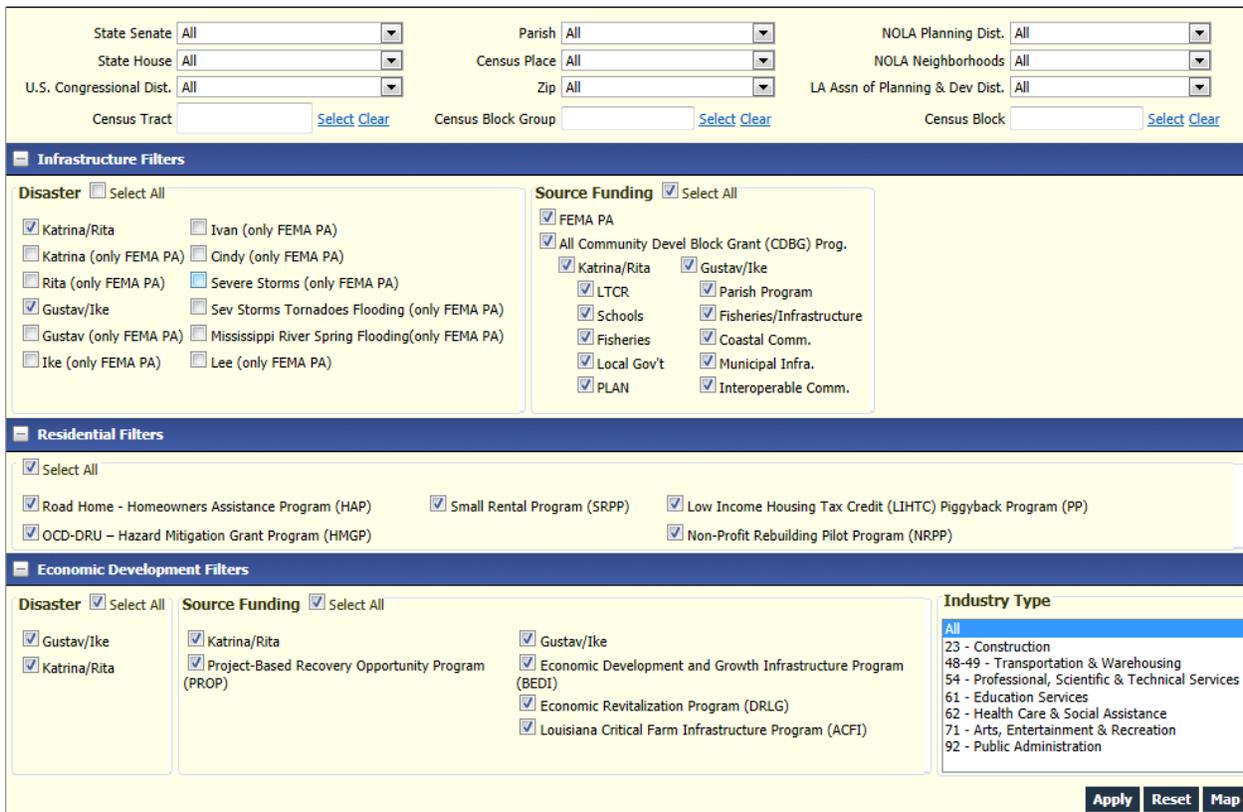
FIGURE 6: Helpful Links



Mapping

An interactive map can be displayed for the selected programs and criteria. Clicking the **Map** button at the bottom right of the filter and program selection area will open a Geographic Imaging System (GIS)-enabled map in a new window. A map of the state of Louisiana will appear displaying the selected information.

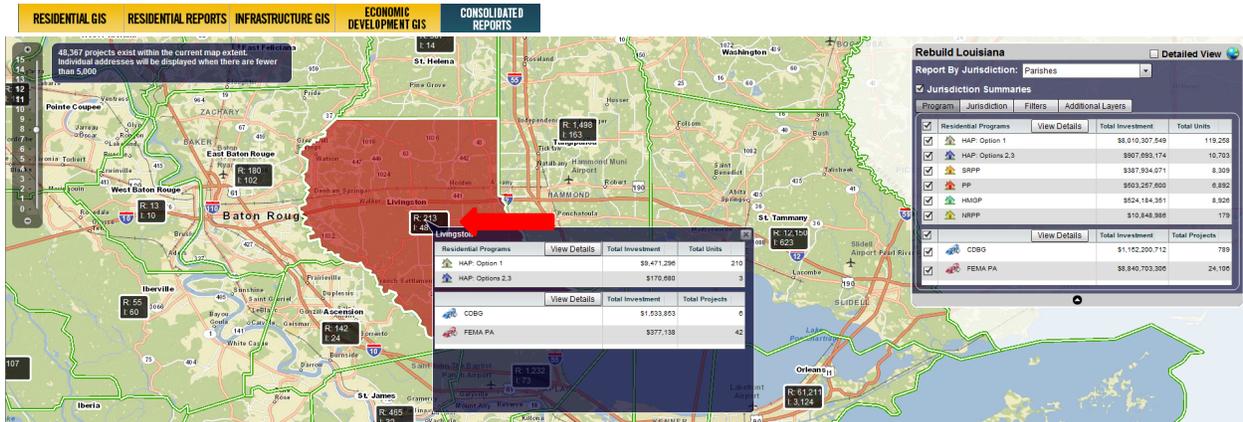
FIGURE 7: Accessing the Map



In order to zoom into the map and display more detailed information:

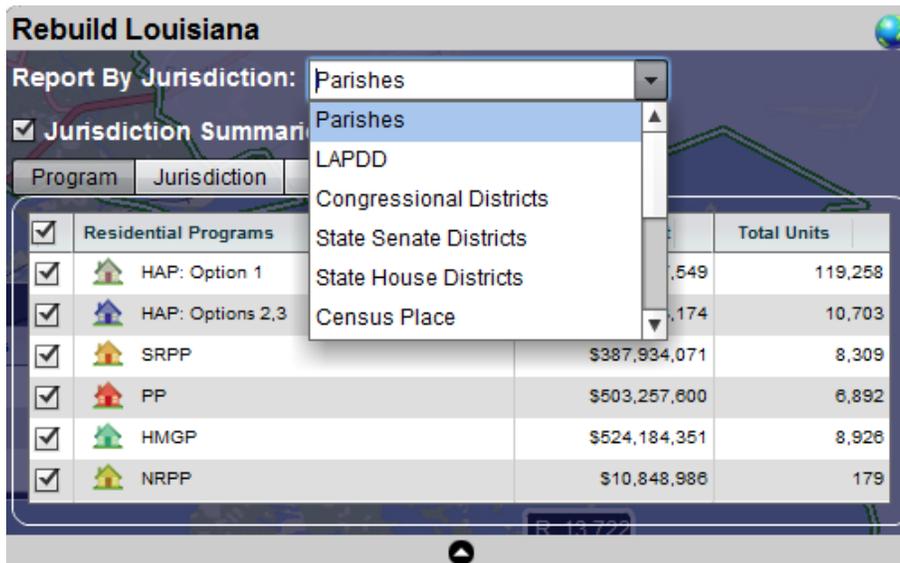
1. Click on one of the black rectangles with a number in it:

FIGURE 8: Obtaining Detailed Information



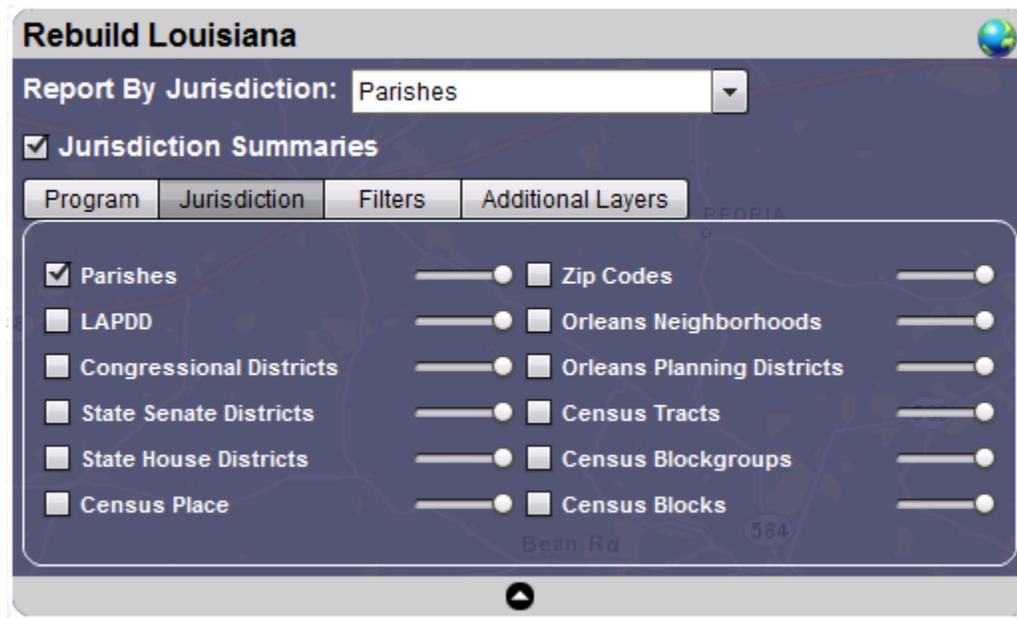
2. A moveable pop-up will appear with more detailed information of the selected area. There is a dropdown menu on the top where a user can select the criteria the information is reported by.

FIGURE 9: Selecting Filters on the Rebuild Louisiana Pop-up Window



3. This window has four tabs. On the program tab a user can view information by program. To change the jurisdiction the map is displaying click on the Jurisdiction tab to the right of the Program tab. The same can be said for the Filters Tab and the Additional Layers Tab.

FIGURE 10: Adjusting what is displayed on the Map

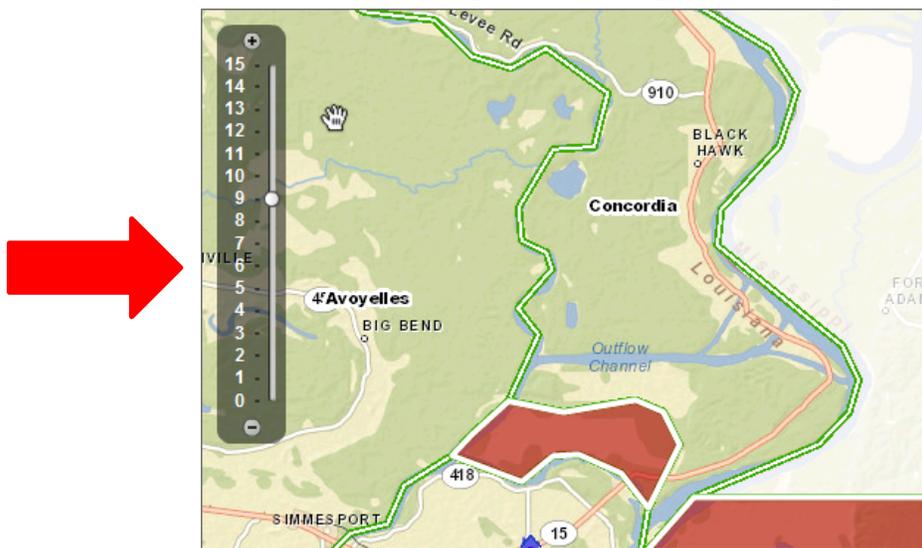


Navigating around the Map

There are several ways to navigate around the map:

1. To adjust the map's zoom, the user can either click on a numeric value on the zoom bar in the upper left hand side of the screen or click the plus (+) or the minus (-) on the bar. Zooming can also be accomplished by holding down the Shift key while using the mouse pointer to form a rectangle around the desired area. Scrolling the wheel on a mouse with a wheel in it will also adjust the map's zoom.

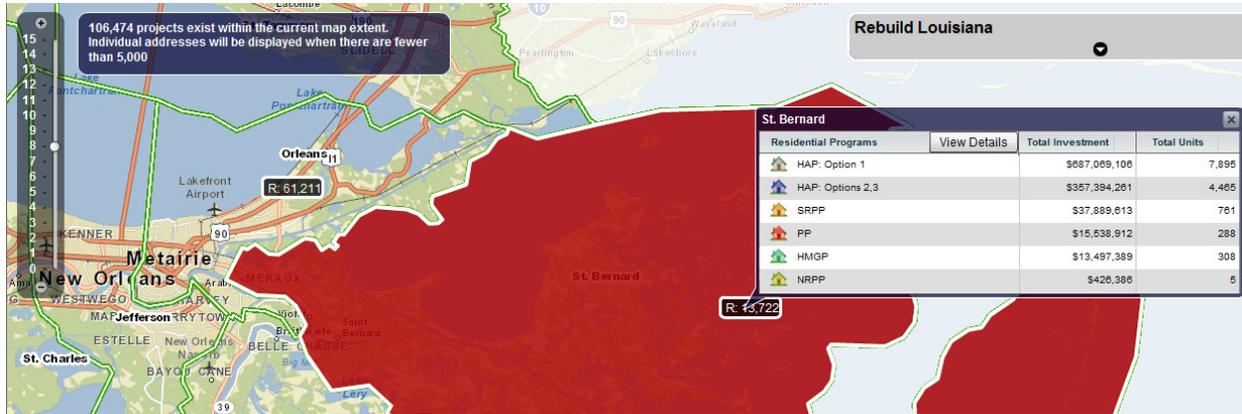
FIGURE 11: Zooming in and Out using the Zoom Widget



2. Using the arrow keys on the keyboard will move the focus of the map up, down, right, and left.

3. By double clicking the designated jurisdiction, the jurisdiction will highlight in red and another pop-up with further details will appear.

FIGURE 12: Accessing Jurisdiction Summary Boxes



Saving and Printing a Map

It is possible to save an image of a map to a PDF file.

1. To save a map to a PDF file, click on the Save Map button in the upper right hand corner of the map.

Figure 13: Saving and Printing a PDF Map



2. A PDF Preview popup will appear. To save this map, click on the Generate PDF button in the upper right corner of the new window. Make sure to save the PDF in the desired location.

Printing a Map

It is also possible to print the maps.

1. To print a Map click on the Print Map button.

Figure 14: Printing a Map

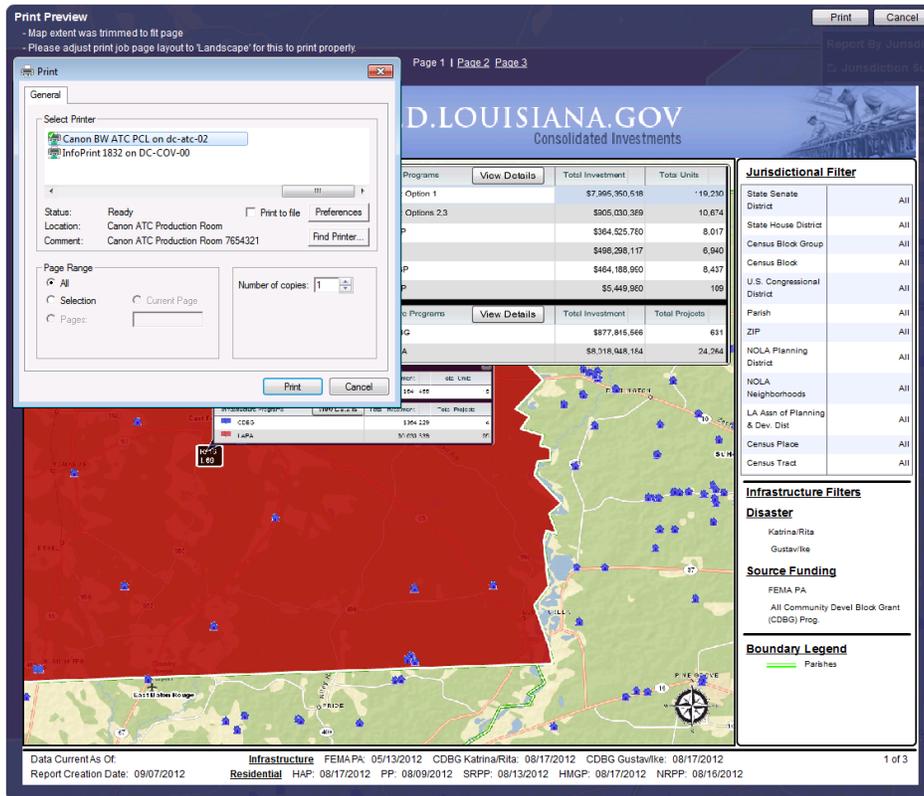
The screenshot shows the 'Rebuild Louisiana' portal interface. At the top, there are two buttons: 'Print Consolidated Map' (highlighted with a red arrow) and 'Save Consolidated Map'. Below this is a header for 'Rebuild Louisiana' with a globe icon. A dropdown menu is set to 'Parishes' under 'Report By Jurisdiction:'. A checkbox for 'Jurisdiction Summaries' is checked. Below this are tabs for 'Program', 'Jurisdiction', 'Filters', and 'Additional Layers'. The main content is a table with two sections: 'Residential Programs' and 'Infrastructure Programs'. The 'Residential Programs' section includes HAP, SRPP, PP, HMGP, and NRPP. The 'Infrastructure Programs' section includes CDBG and LAPA. A 'View Details' button is present next to the 'Infrastructure Programs' header.

<input checked="" type="checkbox"/>	Residential Programs	Total Investment	Total Units
<input checked="" type="checkbox"/>	HAP	\$8,900,380,907	129,904
<input checked="" type="checkbox"/>	SRPP	\$384,525,780	8,017
<input checked="" type="checkbox"/>	PP	\$498,298,117	6,940
<input checked="" type="checkbox"/>	HMGP	\$464,188,990	8,437
<input checked="" type="checkbox"/>	NRPP	\$5,449,980	109

<input checked="" type="checkbox"/>	Infrastructure Programs	Total Investment	Total Projects
<input checked="" type="checkbox"/>	CDBG	\$877,845,566	631
<input checked="" type="checkbox"/>	LAPA	\$8,018,948,184	24,264

2. A Print Box, be sure to click the Preferences button and to select Landscape for the paper orientation before clicking the Print button.

Figure 15: Print Preview and Printer Dialogue Box



Reports

A variety of reports can be accessed directly from the map display.

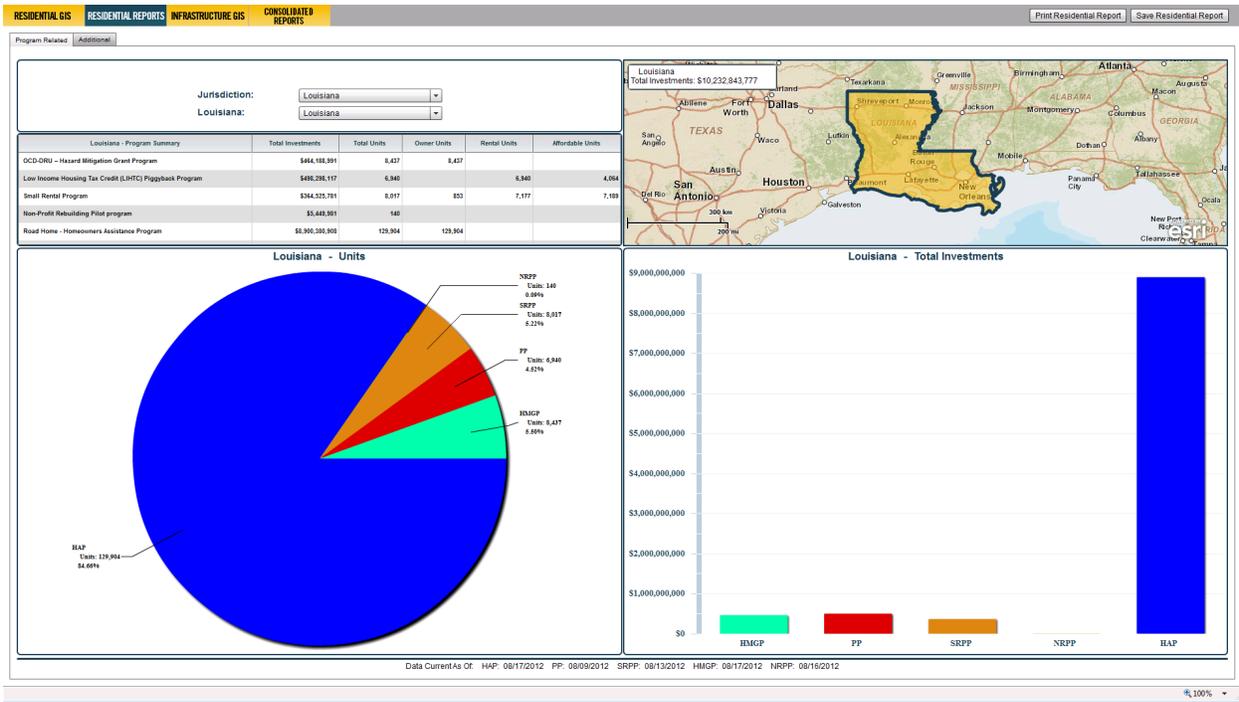
1. From the Consolidated Reports map, click on the **Residential Reports** tab found in the upper left corner of the screen.

FIGURE 16: Accessing GIS Reports



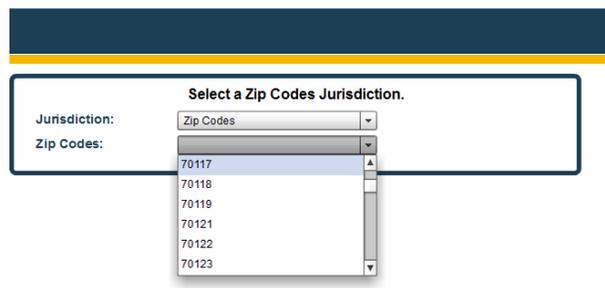
2. A new screen will open with Program.

FIGURE 17: Program Related Tab for



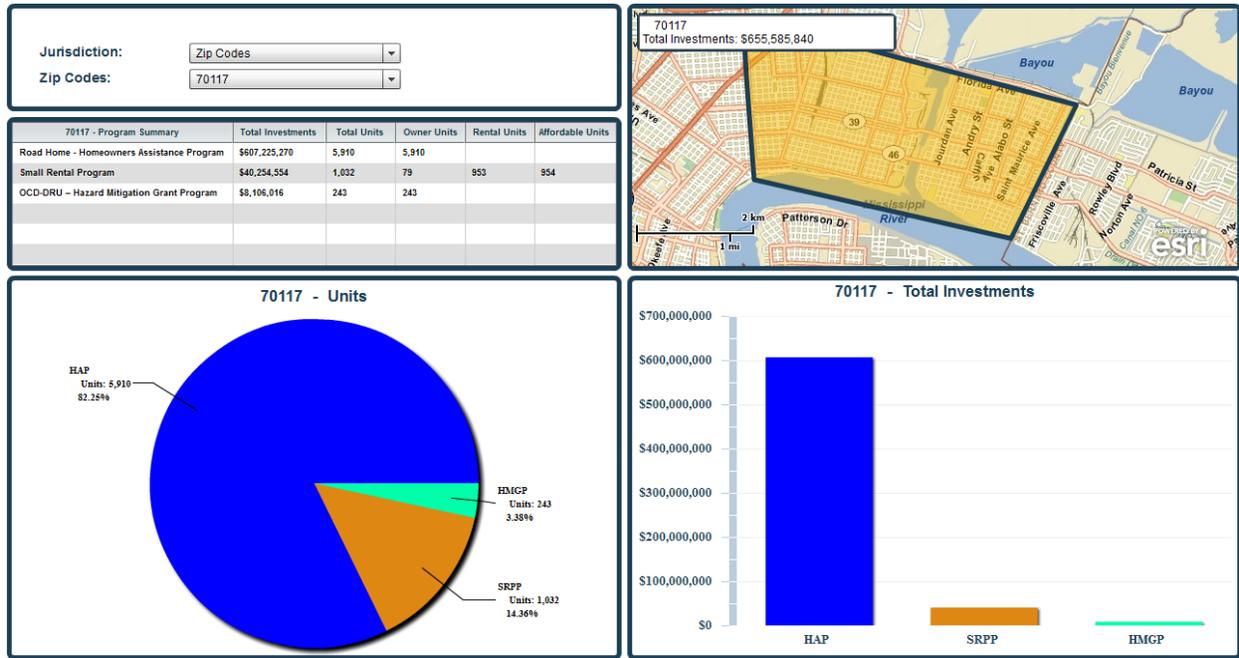
- After selecting the jurisdiction, a new filter will appear prompting the user further refine the selection for that specific type of jurisdiction. For example, if Zip Code was selected as the type of Jurisdiction, the new filter will be a dropdown menu of Zip Codes in the state of Louisiana.

FIGURE 18: Refining Filers



- After the second filter is selected, a dashboard containing several different reports appears.

FIGURE 19: Viewing the GIS Map Reports



- To view a different jurisdiction or new charts, adjust the two filters to the desired criteria.
- To go back to the GIS Map, click on the GIS tab to the left of the Reports tab found in the upper left corner of the screen.

Saving and Printing a Report

Like the maps, it is possible to save the Reports as a PDF.

- On the Reports screen, click on the “Save Residential Report” button or the “Print Residential report” button found in the upper right hand corner of the screen.
- A new “PDF Preview” pop-up window will appear. Click on the “Generate PDF” button and save the file in the desired location or click the Print button.

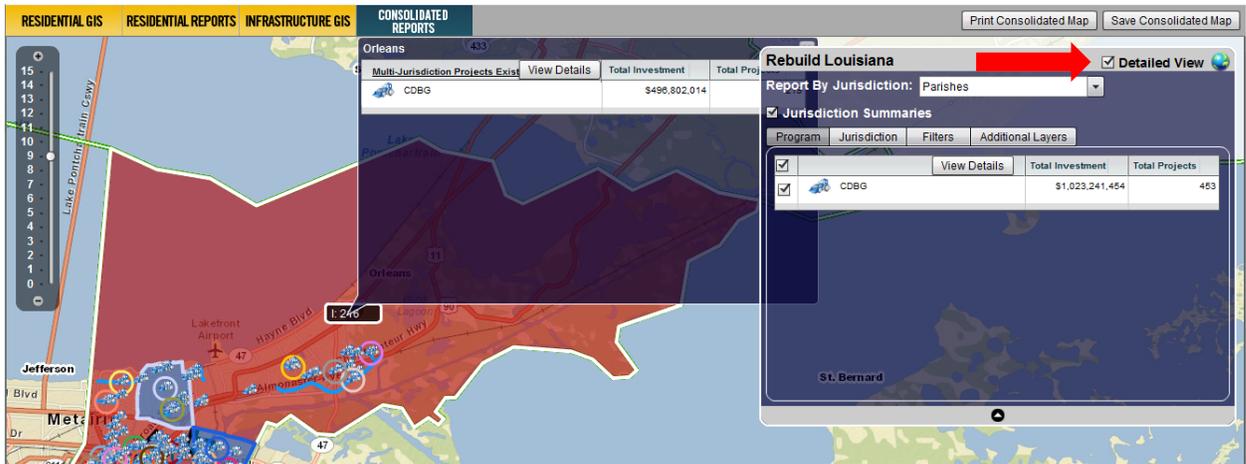
Figure 20: Saving and Printing Reports



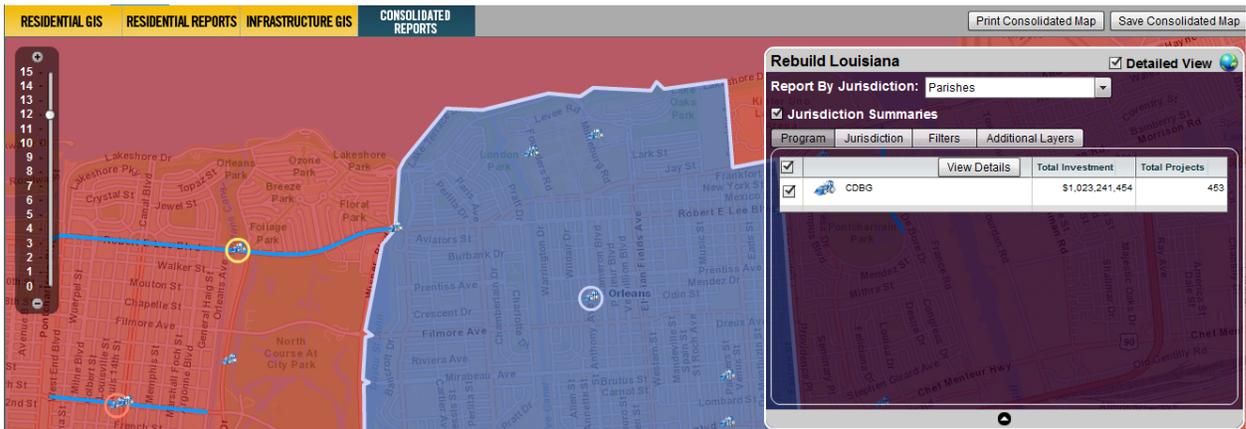
Detailed View

When specific jurisdictions are selected, like Orleans Parish for example, it is possible to display a detailed view where data points may have a more complex location than just a single spot on a map.

1. Double click on a jurisdiction to open a detailed box.
2. Check the Detailed View checkbox in the upper right hand corner of the Rebuild Louisiana box.



3. Some of the icons will now have circles around them. Different types of projects will be displayed in different ways. Parish wide projects and projects covering specific areas will be displayed with colored polygons. Roads and bridges will be displayed with colored lines.



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