



LOUISIANA
WATERSHED
INITIATIVE

LOUISIANA WATERSHED INITIATIVE
REGIONAL PROJECT INVENTORY
DATA ENTRY INSTRUCTIONS FOR ONLINE SURVEY

June 9, 2020

BACKGROUND AND PURPOSE

The purpose of this document is to provide general guidelines for users completing the regional project inventory online survey. Developing an inventory of projects sourced from throughout the watershed region is one of the required deliverables for each Watershed Region under the Regional Capacity Building Grant Program, with the goal of creating a common operating picture of what projects are planned, underway, or recently completed in the watershed. To collect data for regional projects, each region will use the webform which will be integrated with ArcGIS Online. The link to each Region's form is provided separately from this guide sheet.

The project information collected through the form will be able to be mapped and analyzed in tables or other methods and used by the Regional Steering Committee and localities throughout a watershed region to discuss how projects and activities might relate or interact with one another. The inventory is not a 'wish list' or part of a competitive award process but a collaboration tool to be used among the stakeholders across the region. The goal is for the regional project inventory to become a building block for the LWI's Regional Capacity Building Program as regions begin to discuss how to coordinate and collaborate on their capital projects and capital programs in order to achieve the best flood risk reduction outcomes.

NOTE: *Inclusion of a project on the online form and/or viewer is not an indication that funding will be provided to any particular project. The projects shown or described on these platforms are merely a summary of requests that have been submitted to OCD as part of Round 1 Pre-applications or during the regional project inventory process and incorporated into this dataset to increase public awareness of a broad range of proposed watershed project development activities. The state has not verified data collected, bears no responsibility, and advises the public this information is subject to change as the Watershed Project and Programs - Local and Regional - Round 1 and other grant programs progress.*

HOW TO DEFINE A PROJECT:

Projects come in all shapes and sizes and can be composed of a single activity or many. When deciding how to define a project to enter into this form, users should rely on the current methods they already employ to define projects such as existing project lists or projects listed in their capital improvement plans.

One or Many?

If a municipality performs an activity that is not defined as a single project but will have an important impact on flood risk reduction, such as the annual dredging of a waterway, on-going point repairs to drainage pipes, or the operation and maintenance of a pumping station— this activity can be entered as a single project. Similarly, if a municipality is undertaking a capital improvement program with many individual projects that are alike – say a roadwork repair and replacement program where underground drainage will be repaired along with the roadways – rather than entering many separate projects, these activities can be grouped by geography (or other characteristics) and entered as a smaller set of projects or combined into a single project. Similarly, with buy-out or elevation programs, each participating property or transaction should not be entered as an individual project but rather grouped into a larger project with the number of buy-outs or elevations that are expected or eligible.

Which to include?

The intent of the watershed project inventory is to capture as many projects in the region as practical. However, when considering which projects to include, users should consider which projects are the most relevant to discuss amongst stakeholders within the regional watershed. Projects with localized impact, like rain gardens or other small-scale infrastructure may not be as critical to include. On the other hand, even if a project is small but demonstrates a unique approach to the problem of flood-risk or uses a new material or technology, it is likely worth including for the sake of sharing with regional stakeholders.

The form allows completed projects to be entered as well. Beyond the guidance above about which project types are most relevant, the goal is to capture recently completed (within the past two years) projects. Again, if the project type is innovative or the project scale or impact is large, it is likely worth including a project even if it was completed more than two years ago.

Regions, under the guidance of their Watershed Coordinators, should establish their own parameters regarding the scale of projects to include in their regional inventory.

PROJECT FORM INSTRUCTIONS

Below are instructions to help you in filling out the project form.

Point of Contact

Regional Project Inventory

Point of Contact ▼

First Name*

Last Name*

Title*

Phone*

Email*

Municipal Agency/Department/Organization/Entity*

← The point of contact should be the best person to reach for further information regarding the project.

Project Name

The screenshot shows a form titled "New Project" with a green header. Below the header, there are two input fields. The first is labeled "Project Name*" with a red asterisk and a small "1" in the top right corner. Below the label is the text "Short descriptive name" and a white input box. The second field is labeled "Owner*" with a red asterisk. Below the label is the text "Primary entity that will own the project" and a white input box.

Use a naming convention that is easy to use when viewing projects in a list format, such as how they are named in an existing capital plan.

The owner is the landowner or infrastructure owner who owns the asset and/or is responsible for long-term maintenance and stewardship of the project.

Project Elements

The screenshot shows a form titled "Project Elements" with a green header. Below the header, there is a section labeled "Project Type*" with a red asterisk and a small "2" in the top right corner. Below the label is the text "(select the project type that best matches your project's primary activities)". There are three radio button options, each in a white box with a green border. The first option is "Wetlands & Coastal Enhancement (includes preservation/creation/protection and/or coastal restoration projects - includes breakwater or sea wall construction)". The second option is "Flood Storage (includes detention and retention projects, can combine green and grey infrastructure)". The third option is "Drainage infrastructure & conveyance improvements (including culvert construction, local drainage pipe upgrades, lift/pump station redesign or upgrade, replacement, resize of system components, road projects that reduce impoundment and/or expand culverts, and bridge replacement/redesign)".

When selecting a **Project Type** please select the single project element that best describes the primary activity of the project.

- Channel clearing/dredging/snagging & hardening of canals (examples include the removal of sediment, debris, and/or channel blockages and the paving or hardening of natural drainage features)
- Stream Restoration or Channel Replanting, etc. (natural functions based conveyance work) examples include planting, reforestation, restoration to naturalize or stabilize and which may include the addition of elements to slow conveyance, reduce sedimentation, or accommodate fluctuations in conveyance)
- Mitigation at Critical Facilities (includes site hardening/wet or dry-proofing of critical facilities such as hospitals, shelters, muni bldgs, major transportation corridors, etc.)
- Levees (and associated components)
- Physical Non-Structural Mitigation (includes all housing projects & land acquisitions)
- Planning and Studies (including stream gauges, data collection efforts)
- Other Innovative Project (Text description of innovative project)

Comments of Details Regarding Project Type
Additional description to clarify in project type

If the project cannot be classified by any of the above elements and has an innovative approach or solution, please select "Other Innovative Project" and describe the project in the text box that opens and why it is innovative.



Use this field to expand upon or qualify any of the project elements.



Project Location

Project Location

Brief Description*
200 character description of project

LWI Region*
Select all regions your project will impact

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8		

Location of your Project
Please draw the polygon location for your project.

← Please include an overview of the major elements of the project, including any details regarding secondary project activities, and please note any unique or innovative approaches the project includes.

Polygon Location of Project*

Find address or place

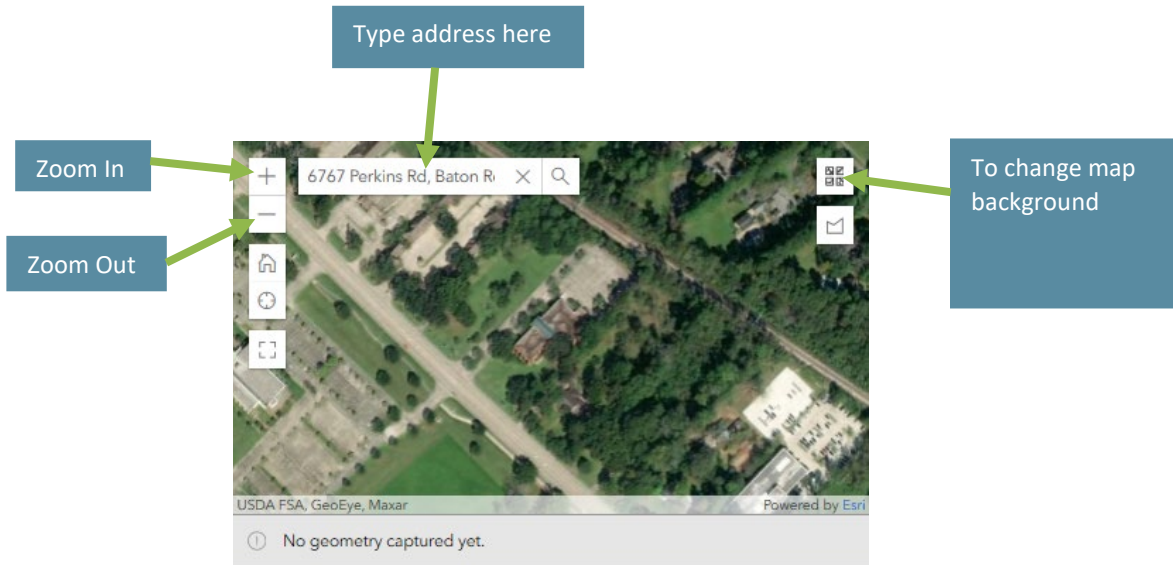
Size of Project (Acres)
Size in acres

← Draw a shape on the map that approximates the size, shape, and location of your project.

Below are steps to drawing the polygon.

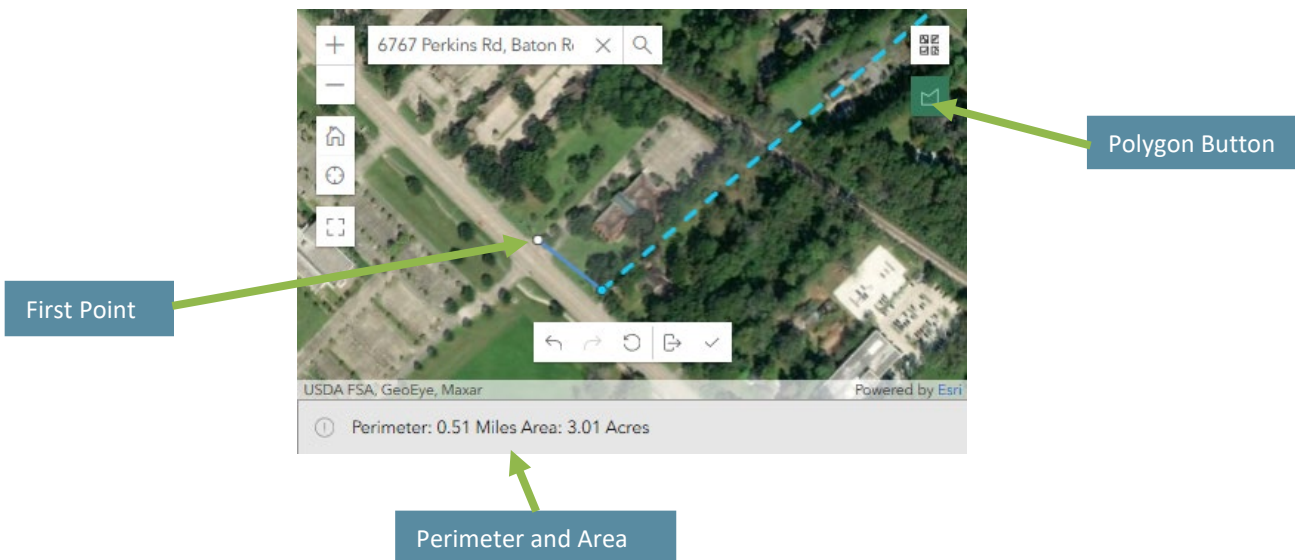
Step 1

To find the location, type in an address or manually zoom to it. (Switching to satellite view should help, which is the button in the top right). In the upper left are zoom in and zoom out buttons to help find the location.



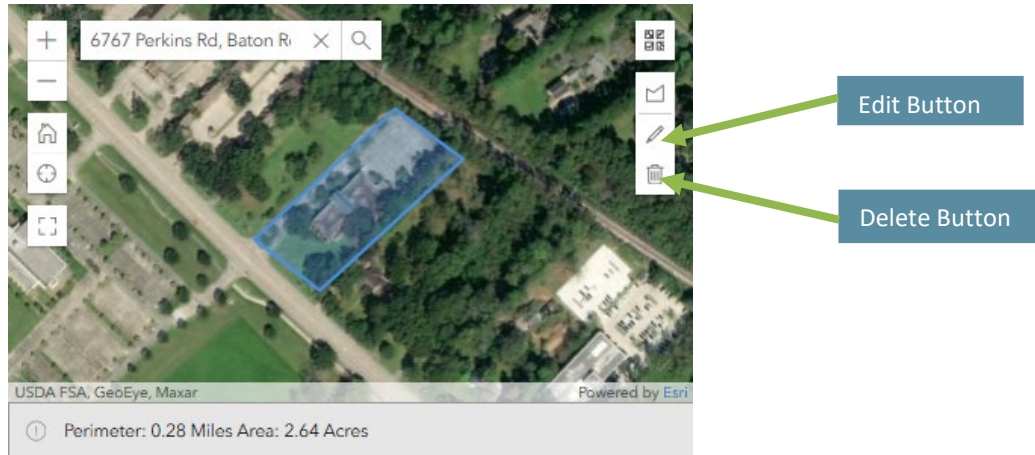
Step 2

Click the polygon button on the top right side of the map and begin drawing your polygon. Click a point, then as you move your mouse, a dotted line follows it. When you select the next point, the line becomes solid. Note that as you draw the polygon, the Perimeter and Area are shown on the bottom of the map.



Step 3

To complete the polygon, return to the first point and click on it. On the right side is a pencil icon if the polygon needs editing and a trash icon to delete it if it needs to be redrawn.



Project Status

Project Status ✓

Current Project Status

Conceptual

Design/Planning

Under construction

Completed

Does this project include more than one jurisdiction in the region in the planning, design, or construction process?

Yes

No

Have you quantified the benefits?*
(For instance, have you conducted a benefit-cost analysis, modeled flood risk reduction, or quantified economic, ecological, or social benefits?)

Yes

No


In the Conceptual phase, project goals are defined and the project's feasibility is evaluated. The design and scope variables are developed and defined.

In the Design/Planning stage, drawings are completed and processes for management and execution of construction are finalized; for planning projects the plan is developed in this phase.

The project is physically under construction; for planning projects this is the plan implementation phase.

Construction is closed out and all project information is delivered to the client. Recently completed projects within the past 2 years are the most relevant for the inventory.

Project Located in MID?



The map displays the state of Louisiana divided into counties. A legend in the top right corner identifies two types of Most Impacted and Distressed (MID) areas: HUD MID, represented by a teal color, and LA MID, represented by a light gray color. Several counties in the northern and central parts of the state are shaded teal, while others are shaded light gray. Below the map, there are three radio button options for selection: HUD MID, LA MID, and Not in MID.

HUD MID

LA MID

Not in MID

Using the map of Most Impacted and Distressed (MIDs) areas from the approved CDBG-MIT Action Plan as a guide, please select whether the project is located in a HUD MID, LA MID, or not in an MID. If the project is in more than one, please select the area that the project is primarily in.

Estimated Project Costs

Estimated Project Cost

Estimated Project Cost (if known)
Total costs of design and construction (if known or estimated)

Funding Status*

Funded

Unfunded

Partially funded

Funding Sources
Names of identified and secured funding sources

Amount Unfunded
Any known gap in funding

If the exact or estimated project cost is known, please include it here in US \$.

Funded means that all the funds to design and build the project are identified and secured (even if they rely on future revenue such as in a bond-funded program where the bonds have been sold).

Unfunded means that none of the funds needed to design and build the project have been secured.

Partially funded means that some of the funds needed to design and/or build the project have been secured.

Funding sources are the original sources of the funding for the project such as local bond funds, state capital outlay, FEMA HMGP, CDBG-DR, etc.

Amount unfunded is any known amount of project funding yet to be secured.

Related Plans

Related Plans ▾

Related Study or Plans
Any plans or studies that align with the project - plans that include or name the project, call for such a project, etc.

Links for Plans
Include link to plans or studies referenced above

www. _____

To add additional projects click the plus (+) to the right

+

Submit

Related plans or studies completed by a local, regional, or state agency or advocacy organization which call for the type of project described in this form. The project does not have to be named in the plan (though it can be), only that it exemplifies the kind of project called for in the study or plan.

If the study or plan named above is available online, include the link to it here. Or if there are project documents available, they can also be linked here.

Click on the “+” symbol to add another project without having to re-enter the Point of Contact information