# APPENDIX A

## Financial and Administrative Policies and Procedures Manual

## State of Louisiana

## Certification Checklist

Prepared by

LOUISIANA
Office of
COMMUNITY
DEVELOPMENT

Louisiana Office of Community Development

# Financial and Administrative Policies and Procedures Manual

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## 1. Introduction

This Financial and Administrative Policies and Procedures Manual is a comprehensive reference of policies, procedures and general information concerning the operation of the Financial Department of the Office of Community Development Disaster Recovery Unit (OCD/DRU). Materials contained in this manual are intended OCD/DRU staff use.

These policies and procedures will be reviewed annually by the Director of Finance and Administration and the Financial Manager. Other Division of Administration policies can be found at the link provided.

## 2. Organizational Structure

The Executive Director of the OCD/DRU delegates the administration of the financial and administrative policies to the Director of Finance and Administration. A Chart of Organization is maintained by the OCD/DRU Administrative Liaison and periodically reviewed and updated. See **Exhibit I** for the Organizational Structure of OCD/DRU.

## 3. Roles and Responsibilities

Current job descriptions indicating duties and responsibilities for all positions are maintained by the OCD/DRU Administration Liaison. The staff roles and responsibilities are detailed in **Exhibit II**.

## 4. Financial Administration

The Office of Statewide Reporting and Accounting Policy (OSRAP) is a service and control agency established within the Division of Administration to provide and maintain a uniform system of accounting for all state agencies. OSRAP establishes and maintains accounting policies and procedures in compliance with state and federal laws, as well as, ensuring compliance with generally accepted accounting policies, pronouncements of the Governmental Accounting Standards Boards, and other accounting standards setting boards. The accounting structure and related tables for the OCD/DRU are maintained within the Integrated Statewide Information System (ISIS), which is managed by the OSRAP. See **Exhibit III** for details regarding the tracking of each transaction processed within ISIS with organizational units, reporting categories and sub objects.

Additional details may be found at:

| | |
|---|---|
| **Chart of Accounts** | http://www.doa.louisiana.gov/OSRAP/library/Publications/revisedandrereleasedppm/CHAP13.pdf. |
| **ISIS Overview** | http://www.doa.louisiana.gov/OSRAP/library/Publications/revisedandrereleasedppm/CHAP01.pdf |
| **OSRAP Overview** | http://www.doa.louisiana.gov/osrap/ |

### 4.1. Documenting Use of Funds

All funds must be documented appropriately to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes (2 CFR 200). The grantee[1] must certify this on each request for payment submitted to the OCD/DRU.

### 4.2. Financial Management Systems

The following systems are used by the OCD/DRU Financial Management Department:

#### State

1. Advantage Financial System (AFS) - AFS is a complete financial system designed to support the standard accounting functions of government. Its various functions include chart of accounts maintenance, budget maintenance, cash receipt classification, encumbrance control, payment processing, journal voucher processing, and grant and project management. AFS is a component of the Integrated Statewide Information System (ISIS).
2. LaGov Supplier Resource Module (SRM) – statewide system used to provide grant agreement management support for professional, personal, consulting, and social services contracts. The system supports all phases of grant agreement management activities from initial grant agreement entry, through amendments, invoicing and payments across multiple fiscal years. LaGov SRM interfaces with AFS.
3. Disaster Recovery Exchange (DRX) – OCD/DRU system used to track and process any funds returned to DRU (ex. return of grant, subrogation, and program income) for deposit or any other final resolution.
4. Gustav/Ike and Isaac Online System (GIOS) – OCD/DRU system used to submit, process, and track applications and requests for payment for programs funded through HUD's Gustav/Ike and Isaac appropriation.
5. Sharepoint – A document management and storage system used by OCD/DRU for document retention and tracking, including draw requests.

#### Federal

1. Disaster Recovery Grant Reporting System (DRGR) – System developed by HUD for grantees to identify activities funded under their Action Plans and Amendments along with budgets and performance goals for those activities. OCD/DRU, as a HUD grantee, must submit quarterly reports summarizing obligation, expenditures, draw downs, and accomplishments for all activities.

Both DRX and GIOS are internal systems developed to process requests for payments and returned receipts from vendors and sub-grantees. Process flows for DRX and GIOS are included as **Exhibit IV**. A more detailed overview is included as **Exhibit V** (DRX) and **Exhibit VI** (GIOS).

### 4.3. Accounting Records

The OCD/DRU Financial Department maintains accounting records that adequately identify the source and application of funds provided for grant-assisted activities. The OCD/DRU Financial Department performs accounting functions for the Disaster Recovery CDBG program on a modified accrual basis, as required by

[1] Grantee refers to entities that OCD/DRU has awarded funds.

HUD. The State's financial systems utilized by OCD/DRU have the functionality to track receipts and expenditures. Financial statements are generated in ISIS.

### 4.4. Support Documentation

As required by (2 CFR 200), the OCD/DRU Financial Department requires that all accounting records be supported by such source documentation as cancelled checks, paid bills, invoices, purchase orders, payrolls, deposit slips, time and attendance records, Cooperative Endeavor Agreement (CEA) and sub-grant award documents, etc. OCD/DRU does not make a payment without adequate supporting documentation.

Source documentation must explain the basis of the costs incurred and the actual dates of the expenditure. For example, source documentation on payments to contractors would include a request for payment, proof of inspection to verify work and materials, or proof of payment for services.

OCD/DRU encourages the use of purchase orders when preparing expenditures for payment of any cost associated with the project. These documents are prepared in accordance with local policies and procedures as well as those required by federal regulations.

### 4.5. Record Keeping

Financial records are to be retained for a period of five (5) years after final grant close-out which satisfies the requirements of 24 CFR 570.490(d), with access guaranteed to State officials, their representatives, or HUD representatives. The following Financial Management records are maintained:

1. Authorized Signature Form
2. Financial Management Questionnaire (mailed with "Application Revision Letter")
3. Requests for Payment (RFP)
4. General-purpose Financial Statements (Statement Of Revenues, Expenditures And Changes In Fund Balance And A Balance Sheet)
5. Record of commitment of other funds
6. Source documentation (grant agreements, purchase orders, invoices, requests for partial payment, etc.)
7. Support documentation (canceled checks, deposit slips, monthly bank statements, etc.

OCD/DRU Records Retention Policy can be found at the link provided.

Finance Records Retention can be found at the link provided.

### 4.6. Reporting

Advantage Financial System (AFS) is the financial component to the all-inclusive mainframe system known as ISIS (see Section 4.3). The AFS database has fields labeled *organization unit*, *reporting category (which are tied to specific federal award IDs)* and *sub object*, which are associated with each transaction processed in ISIS. Each activity for which a request for payment is submitted is assigned a specific O*rganization ID*, *Reporting Category ID*, and S*ub Object ID* based upon the HUD approved Action Plans and Amendments (see **Exhibit III**).

The use of the *Organization ID*, *Reporting Category ID,* and S*ub Object ID* allows the OCD DRU Reporting team to extract expenditure totals from the AFS database. This information is then entered into DRGR system.

Quarterly reports are submitted to HUD via the DRGR system and posted to the OCD/DRU website within thirty (30) days of the end of each quarter. Monthly budget reports and the status of recovery projects are available to key stakeholders (grant recipients) and to the public through the OCD/DRU website. See OCD/DRU website for additional details.

## 5. Internal Controls

Internal controls refer to the combination of policies, procedures, defined job responsibilities, personnel, and records that allow an organization (or an agency) to maintain adequate oversight and control of its cash, property, and other assets. The soundness of any financial management structure is determined by its system of internal controls.

Specifically, internal controls refer to:

1. Effectiveness and efficiency of operations;
2. Reliability of financial reporting; and,
3. Compliance with applicable laws and regulations.

OCD/DRU's internal control system ensures that:

1. Resources are used for authorized purposes and in a manner consistent with applicable laws, regulations, and policies.
2. Resources are protected against waste, mismanagement or loss.
3. Information on the source, amount, and use of funds is reliable, secured, and up-to-date and that this information is disclosed in appropriate reports and records.
4. The structure of draw request approval is limited to specific position titles. A single request cannot be approved without approval from the DR Program Manager (or designee), DR Finance Analyst (initials), and lastly the DR Financial Manager (or designee). This ensures that any one employee doesn't have the authority to process a draw to completion.

### 5.1. Basic Elements

The basic elements of OCD/DRU internal control system for financial management include:

1. Organizational chart showing lines of authority for all individuals involved in approving or recording financial transactions (**Exhibit I**).
2. Written position descriptions describing responsibilities of all employees with a relationship to financial and accounting issues (**Exhibit II**).
3. Designated approval authority for financial transactions.
4. Written procedures for recording cash disbursements and cash receipts.
5. Adequate separation of duties to ensure that no one individual has authority over an entire fiscal transaction.
6. Hiring policies that ensure financial staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job.

7. Access to accounting records, assets, blank forms, and confidential records are adequately controlled, such that only authorized persons can get access to them.
8. Procedures for regular reconciliation of financial records, comparing the agency's records with actual assets and liabilities of the organization.

### 5.2. State Requirements

The OCD/DRU requires that each of its grantee establish a system of internal controls that meet the following six minimum requirements:

1. No individual shall have complete control over all phases of any significant transaction. This means, for example, that the same person cannot authorize payment, record transactions, and sign checks.
2. Record keeping must be separate from operations and the handling and custody of assets.
3. Monthly reconciliation and verifications of cash balances with bank statements shall be made by employees who do not handle or record cash, or sign checks.
4. Actual lines of responsibility shall be clearly established and then adhered to as closely as possible.
5. The person who prepares payroll should not handle the related paychecks.
6. All persons who handle financial transactions shall be bonded in accordance with State law. All persons who handle financial transactions for Disaster Recovery CDBG shall have a current bond or fidelity policy

An administrative manual has been provided to assist grantees and sub-recipients in implementing disaster recovery grants. It provides guidance regarding the general requirements included in all Cooperative Endeavor Agreements (CEAs) that apply to parishes and units of local government OCD/DRU's Compliance and Monitoring team reviews the grantee's financial management systems to ensure compliance with the requirements above. The Admin Manual can be found at the link provided.

In addition, the OCD/DRU has established the following general guidelines for internal staff:

1. Administrative duties of honesty and accountability are incumbent upon each individual. Employees are instructed to report violations of policy to their chain of command, Human Resources, and/or the Office of the Commissioner.
2. Financial duties and responsibilities must be separated so that no one employee has sole control over disbursements; cash receipts; payroll; reconciliation of accounts; etc.
3. In the event staff encounters a questionable transaction, staff should attempt to solve the question first. If further investigation is needed, staff should discuss their suspicion with their supervisor.
4. Risk Management determines and maintains a coverage amount for blanket employee dishonesty.
5. Certificate of Insurance is kept by the DR Financial Manager.

### 5.3. Authorized Signatures to Approve Request for Payments

Disbursing authority refers to the person or persons assigned the responsibility to approve funds disbursements from an account for goods or services. The disbursing authority has a fiscal responsibility to manage the use of funds in accordance with the fund authority, applicable agreements, state or other regulatory agency guidelines

The disbursing authority on an OCD/DRU account is limited to the Executive Director, Chief of Staff, Directors and DR Managers (or designee). The Executive Director determines what personnel have disbursement authority and are authorized to approve/ sign on the departments' expenditures. This

delegation is submitted to OFSS on an Authorized Signature Form (**Exhibit VII**). A signed / approved copy of the Authorized Signature Form is kept with the Executive Assistant of Finance.

### 5.4. Safe Control Guidelines

All checks received by OCD/DRU employees must be properly safeguarded. See Section 8.1 for the Check's Received process. A safe is used to secure checks until they are deposited, returned or forwarded.

The following describes the use of and access to the safe.

1. One employee is assigned as the safe custodian with one back up employee. These individuals are responsible for safeguarding the safe and the key to the safe at all times.
2. If a safe custodian separates from OCD/DRU, transfers to another department, or changes job duties, the safe key must be returned to the OCD/DRU DR Financial Manager.
3. Extra keys to the safe are kept in a secure location.
4. The safe custodian is responsible for:
   a. Ensure OCD/DRU checks are secured in the safe
   b. Ensure the safe is not left unattended while open
   c. Ensure the safe is locked at all times when not in use
   d. Maintain a data base of checks received and secured in the safe

The OCD/DRU DR Financial Manager will periodically assign an independent employee to perform a random unannounced safe reconciliation.

### 5.5. Crime or Fidelity Bond Coverage

The OCD/DRU requires all sub-recipient/grantee's to have a minimum of 10% crime or fidelity bond coverage for any outstanding contractual balances. This is checked upon the creation of any amendments needed to sub-recipient/grantee's contract. The OCD/DRU obtains a blanket self-insured fidelity bond through the State of Louisiana's Office of Risk Management on a fiscal year basis. The State of Louisiana's Office of Risk Management is a self-insured agency via statue RS39.1527.

## 6. Grant Agreements and Budgets

Grant Agreements consist of contracts, amendments, and cooperative endeavor agreements. Once proper procurement procedures are followed and a contractor is selected, steps are taken to execute an agreement and outline a budget.

### 6.1. Contract Guidelines

The following process flow illustrates a high-level overview of the contract execution process. Details are provided in the following sections:

1. Draft Contract

a. Program personnel define the grant agreement scope of work/services, identify the source of funding, collect the necessary attachments and forward the information to the Contracts DRU Analyst (CDA).
b. CDA drafts the contract documents after consulting with DOA Office of General Counsel and the OCD/DRU DR Financial Manager as required.

2. Execute Contract
    a. The CDA sends three (3) original agreements to the contractor for signature.
    b. Signed contracts are returned to the CDA.
    c. CDA sends the three original contracts to the Executive Director/DOA Assistant Commissioner or designee for signature.
    d. Executive Director returns the executed contracts.
3. Add Contract to LaGov.
    a. CDA completes a checklist of required documentation and requirements.
    b. CDA obtains BA-22, Key Internal Controls (KIC), and Civil service documents after initial approval in LaGov. The OCD/DRU DR Financial Manager approves the contract coding and dollar amounts in LaGov.
    c. If all documentation is received, the CDA enters the contract into LaGov.
4. Submit Contracts to the Division of Administration (DOA)/Office of State Procurement (OSP) for approval.
    a. CDA enters contract and required documentation into ProAct, an automated system for approval by Civil Service, Office of Planning and Budget (OPB), Attorney General, and Office of State Procurement (OSP).
5. Approved Contracts
    a. ProAct automated system generates approval certificate.
    b. CDA retains one copy of the contract which is kept in a binder along with all related documents stored in the OCD/DRU Finance section and forwards one contract to the contractor. A digital copy is also uploaded to SharePoint, and stored at the listed link: "Contracts link on SharePoint".

### 6.2. Loan Guidelines

The following process flow illustrates a high-level overview of the loan document execution process. Details are provided in the following sections:

6. Draft Loan Documents
    a. DR Specialist define the loan documents, identifies the source of funding, and collects the necessary attachments.
    b. DRU Specialist finalizes the loan documents with OCD/DRU outside legal counsel.
7. Execute Loan Documents
    a. DR Specialist sends five (5) original loan document sets to the Executive Director for signature and returns to outside counsel.

b. Outside counsel represents OCD/DRU at loan closing and obtains signatures from the grantee.
c. Outside counsel returns one original copy of signed loan documents to the DR Specialist.
d. Remaining original copies distributed to other loan participants as required.

8. File Executed Loan Documents
    a. DR Specialist retains one copy of the executed loan documents and files in a fire proof safe located in the DRU offices.

### 6.3. Budget Guidelines

The budget is an operating plan and guide. It is a statement of the recipient's best estimate of the resources necessary to accomplish the OCD/DRU CDBG projects within a given time span. OCD/DRU's budgets for each allocation are outlined within the approved action plans. OCD/DRU requires its grantees to provide an overall plan outlying the use of its approved budget.

OCD/DRU Finance Department monitors obligations and expenditures against approved budgets. OCD/DRU Finance employs an on-going system of monitoring receipts, encumbrances and expenditures to allow for the time necessary to initiate a formal budget modification, should one be warranted. In addition, any pattern of over-runs prompt a careful reassessment of whether the resources available will be sufficient to achieve the agreed upon objectives.

### 6.4. Vendors

When a grant agreement is in development, a vendor packet will be sent to the vendor with forms to be completed and returned from the Contracts DRU Analyst. See **Exhibit XIII** for a sample packet. The packet forms are to be completed by the vendor. Packet forms include W-9, authorized signature form, etc. The form regarding bank account information is to be completed and returned directly to OSRAP. All forms except bank account information are returned to the Contracts DRU Analyst or DR Finance Manager. The completed W-9 and Vendor Contact Information are forwarded to Office of Finance and Support Services (OFSS) for further processing.

Included in the packet is a Financial Management Questionnaire. The questionnaire maps out the different financial processes to be performed by the grantee staff or consultants. The OCD/DRU DR Financial Manager reviews all Financial Management Questionnaires. If a question of poor internal control is determined, the OCD/DRU DR Financial Manager requests justification from the OCD/DRU DR Manager.

## 7. Cash Disbursements

### 7.1. Finance Requests for Payment

Funding of grant agreements are to be made via Finance Request for Payment (FRFP) forms which will be provided by OCD staff along with instructions and technical assistance on preparation of the form.

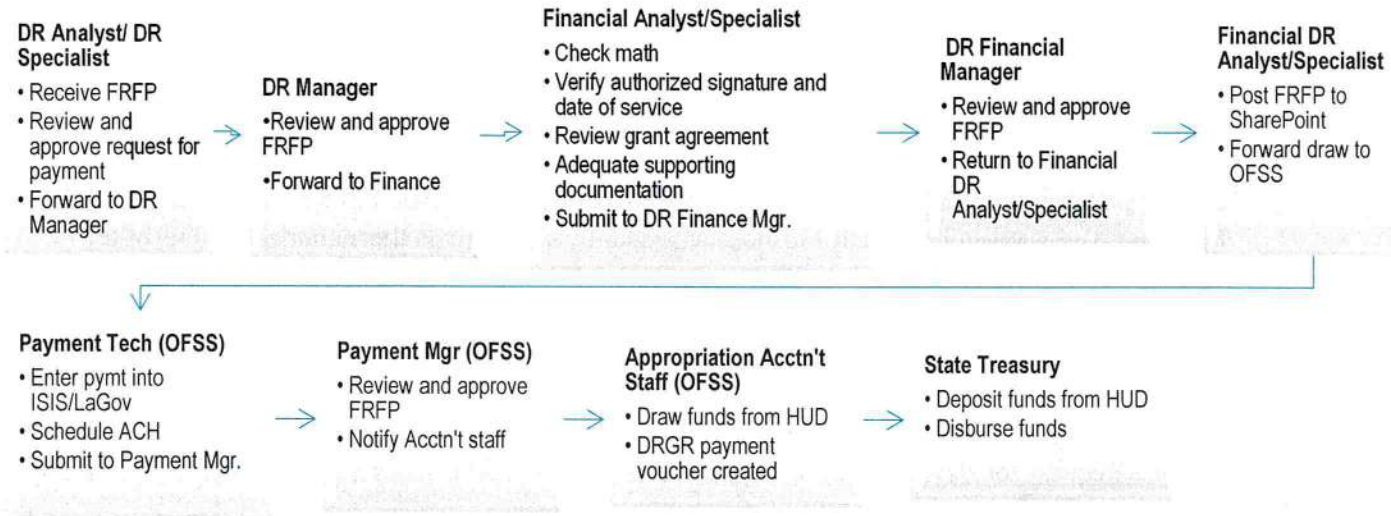
**Note:**

Grantees may NOT earn interest on the deposit of federal funds pending disbursement. FRFP's must be authorized according to the grantee's internal control process, made evident as stated on the Internal Control's questionnaire, and signed by the person designated on the Authorized Signature Form. For additional guidelines on establishing appropriate internal controls, see Section 5.

See **Exhibit VIII** for the Finance Request for Payment Instructions and **Exhibit IX** for the example Finance Request for Payment Template.

### 7.2. Finance Request for Payment Submission Process

All FRFP's are reviewed and approved by the DR Analyst/ DR Specialist and/or DR Manager for program eligibility and reasonableness prior to submission to the DRU Finance Section. Final approval is given by the DR Financial Manager by signature on the authorization line of the FRFP. In some instances, other executives with signature authority review the FRFP and can give final approval by their signature. Approved FRFP's are forwarded to the Office of Finance and Support Services (OFSS). The following process is a high-level overview of the FRFP Payment Process. Details regarding this process are outlined in the sections that follow.




#### 7.2.1. Hardcopy Finance Request for Payment Submission and Approval

FRFP may be submitted to OCD/DRU Finance via regular mail, email, hand delivery, or online. The following steps identify the submission and approval process for FRFP's submitted via regular mail, email, or hand delivery.

1. Receipt of Finance Request for Payment. FRFP's are date stamped upon arrival and sent to the appropriate Office of Community Development Program Manager via regular mail, e-mail or hand delivered.
2. Finance Request for Payment Received by DR Analyst/DR Specialist. Upon receipt of the FRFP, the DR Analyst/DR Specialist carefully reviews the FRFP to validate that the related program activities are eligible for reimbursement and are within available funding amounts. All FRFP's must include supporting documentation. The DR Analyst/ DR Specialist submits the FRFP to the DR Manager for review. The DR Manager indicates his/her review of the request for approval by signature and date.
3. Request Approval by DR Manager. DR Manager (or his designee) receives the FRFP. He/she refers to the Program staff who performed the review if there are any questions. DR Manager/ designee approves the FRFP.

4. Finance Request for Payment Received by Finance Staff. After the DR Analyst receives approval from the DR Manager, he/she forwards the FRFP and supporting documentation to the Finance staff.

   Finance staff verifies the following tasks for completeness:
   - Valid dates
   - Valid Authorized Signatures (approvals)
   - Ensure FRFP follows State & Federal Guidelines
   - Amount requested is within Budget
   - All supporting documentation is complete, legible and mathematically accurate
   - Verify budget coding, provide vendor invoice number and shall at times provide vendor number

   Once the analysis of the FRFP is complete, the DR Finance Analyst/Specialist initials and dates the request. The FRFP is then routed to the DR Financial Manager for Approval.

5. Finance Request for Payment Approval by DR Finance Manager. The DR Finance Manager reviews and refers to the Program staff who performed the initial review if there are any questions. Final approval is given by the DR Financial Manager by signature on the authorization line of the original FRFP. In some instances, other executives with signature authority review FRFP's and can give final approval by their signature. The FRFP is returned to the finance staff who verifies the DR Finance Manager's Approval of the FRFP.
6. Finance Request for Payment Uploaded to SharePoint Portal. A digital copy of the FRFP is uploaded to the SharePoint Portal.
7. Finance Request for Payment sent to OFSS. The original FRFP is forwarded to the Office of Finance and Support Services (OFSS) for processing/payment.

### 7.2.2. Online Finance Request for Payment Submission and Approval

In addition to regular mail, email, and hand delivery, some FRFP's are accepted online via GIOS. The following steps identify the process for online submission and approval.

1. Receipt of Finance Request for Payment. FRFP's are sent to the appropriate OCD/DRU DR Analyst/Specialist through GIOS.
2. Finance Request for Payment Received by DR Analyst/DR Specialist. Upon receipt of the FRFP, the DR Analyst/ DR Specialist carefully reviews the FRFP to validate that the related program activities are eligible for reimbursement and are within available funding amounts. All FRFP's must include documentation to support the amount of the request. The DR Analyst/DR Specialist routes the FRFP to next level within GIOS which is DR Manager Approval.
3. Finance Request for Payment Approval by DR Manager. DR Manager (or his designee) receives the FRFP. He/she refers to the Program staff who performed the review, if there are any questions. DR Manager/ designee approves the FRFP within GIOS, which moves it to the next level, which is Finance.
4. Finance Request for Payment Received by Finance Staff. Finance staff receives the FRFP for review. The Finance DR Analyst/Specialist generates and prints all supporting documentation from GIOS, and performs the tasks listed in this section.

Finance staff verifies the following tasks for completeness:

- Valid dates
- Valid Authorized Signatures (approvals)
- Ensure FRFPs follow State & Federal Guidelines
- Amount requested is within Budget
- All supporting documentation is complete, legible and mathematically accurate
- Verify coding, provide vendor invoice number and shall at times provide vendor number

Once the analysis of the FRFP is complete, the DR Finance Analyst/Specialist initials and dates the request for payment. The FRFP is then routed to the DR Financial Manager for approval. In addition, the finance staff must update GIOS to reflect routing to DR Finance Manager.

5. Finance Request for Payment Approval by DR Finance Manager. The DR Finance Manager reviews and refers to the Program staff who performed the initial review if there are any questions. Final approval is given by the DR Financial Manager by signature on the authorization line of the original FRFP. In some instances, other executives with signature authority review FRFPs and can give final approval by their signature. The FRFP is returned to the Finance staff who verifies the DR Finance Manager's approval of the FRFP. The Finance staff goes into GIOS approves and routes to OFSS.
6. Finance Request for Payment Uploaded to GIOS. A digital copy of the FRFP is uploaded to GIOS.
7. Finance Request for Payment sent to OFSS. The original FRFP is forwarded to the Office of Finance and Support Services (OFSS) for processing/payment.

### 7.2.3. Finance Request for Payment Processing

Approved FRFPs are forwarded to the Office of Finance and Support Services (OFSS) for payment processing.

1. Submission to OFSS. Approved original hard copy of the FRFP are received by the OFSS. Upon arrival, the FRFP is date stamped and forwarded to the appropriate OFSS Payment Technician.
2. Enter Finance Request for Payment and Schedule Payment. If all supporting information submitted agrees with the FRFP, the OFSS Payment Technician will send the FRFP to OFSS Financial Reporting for DRGR fund verification. Once returned from OFSS Financial Reporting, the OFSS Payment Technician enters the FRFP into the ISIS or LaGov system for payment and schedules the Automated Clearing House (ACH) to make payment in three days. The OFSS Payment Technician forwards all FRFP information to the OFSS Payment Manager for approval.
3. Review and Approval of Finance Request for Payment and ISIS Information. The OFSS Payment Manager reviews the FRFP entered into the payment system, to ensure all coding is correct; the total amount agrees with the request; and the scheduled pay date is correct. Final approval for payment is give electronically notifying the OFSS Appropriation Accounting staff.
4. Draw Down of HUD Funds. The Appropriation Accounting staff is responsible for making the formal voucher of HUD. The OFSS Appropriation Accounting staff accesses the HUD DRGR and initiates a voucher created based on the information provided in the FRFP.

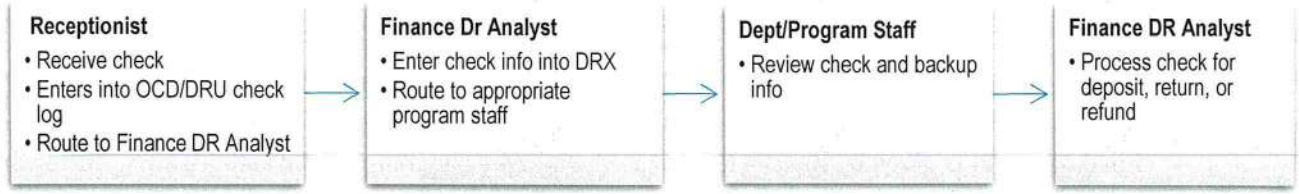
### 7.2.4. Funds Received and Disbursed

Funds are disbursed from HUD into the Louisiana Department of Treasury.

1. Cash Funds Received From HUD. Funds from HUD are usually received within three days of the request.
2. Disburse Funds. ACH disbursement from the Louisiana Department of Treasury occurs simultaneously as the funds are received from HUD.

## 8. Cash Receipts Process

Checks may be received at the OCD/DRU for various reasons. All checks received are entered into the Disaster Recovery Exchange (DRX) data base for processing by the appropriate program staff. The following process is a high-level overview of the Cash Receipts Process. Details regarding this process are outlined in the sections below.




### 8.1. Receipt of Checks

Checks may be hand delivered or mailed to the OCD/DRU.

1. Receipt and Logging of Checks
   a. Checks mailed or hand delivered to OCD/DRU are date stamped by the receptionist.
   b. Receptionist copies all checks and their backup and makes an extra copy for the file.
   c. Receptionist enters all checks into the OCD/DRU check log. A new log is started each month.
   d. Receptionist notifies the OCD/DRU Finance DR Analyst that checks are ready to be picked up.
   e. Finance DR Analyst picks up original checks and signs off on each check in the OCD/DRU check log. The Receptionist maintains a copy of the checks.
   f. The Finance DR Analyst scans original checks and any documentation included with the check.
   g. Original checks and backup documentation remain in the Finance Department until final resolution.
   h. Checks are allowed to leave the Finance Department only when a transmittal form has been completed by Finance and the receiving department.

2. Route Check
   a. The Finance DR Analyst enters the check information and upload the scanned check and backup into the DRX check database system and directs the check to the appropriate queue.
      i. Return of Grant
      ii. Subrogation Restitution
      iii. Administrative Reimbursement

### 8.2. Processing Checks

Program staff is notified of an incoming check through the DRX database system. Program staff is responsible for reviewing the check and backup documentation, selecting the check type within the DRX database, and updating any relevant notes.

### 8.3. Deposit / Liquidated Damage / Return / Refund Checks

Once complete, the department/program staff directs the Finance DR Analyst to deposit the check, return to sender, or process a refund to the sender.

#### 8.3.1. Deposit of Checks

1. Checks to be deposited are batched, pulled from the safe, and a DRX transmittal form is printed by the Financial DR Analyst assigned to DRX.
2. A second tier review will be performed against the DRX transmittal and the batched checks.
3. Batched checks are hand delivered to OFSS for further deposit processing.
4. Copies of transmittals with OFSS signatures are maintained and reconciled to ISIS on a monthly basis.

#### 8.3.2. Liquidated Damages

Liquidated damages are incurred due to non-compliance with Davis Bacon regulations. These checks will be logged as any other check arriving at OCD/DRU. Once the check is logged, the finance analyst will assign the check to the "Other" bucket, sub-folder "liquidated damages" within DRX. This action will prompt the OCD/DRU Labor Compliance DR Analyst/Specialist to audit the check to ensure that it reflects the proper project/program identifier. After the completion of this step, the check is clear for deposit and should be submitted to the Office of Finance Support Services. The check should be coded to Org: F329, Rev Source: 1090, Rptg Cat: H2XC.

OCD/DRU will collect any liquidated damage check and hold the funds in a state treasury account until either of the following occurs:

1. The account reaches a $1,000 benchmark.
2. The end of the fiscal year arrives and funds are present in the account.

At the occurrence of any of the above, the funds will be wired back to HUD. An accountant from OFSS will communicate with the OCD/DRU Finance Analyst about the need for a wiring tracking number. The OCD/DRU Finance Analyst will inform the OCD/DRU Labor Compliance Analyst of this request. The OCD/DRU Labor Compliance DR Analyst/Specialist will next contact a HUD representative and request a wiring tracking number. This information will be conveyed back to the accountant at OFSS; in which the liquidated damages funds will be wired back to HUD using the assigned tracking number.

Checks received due to employee restitution will be coded to Agency 107, Fund ESC, Appropriation ESC, Org BRA6, revenue source 1810. The funds will sit in the escrow account for a period of three years. If the employee cannot be found within this time period, the restitution will be credited back to HUD.

#### 8.3.3. Returned Checks

1. Checks are returned as directed by Program staff.
2. All checks are returned by FedEx in order to have a signature upon receipt.
3. FedEx tracking number must be entered in DRX.

#### 8.3.4. Refunded Checks

1. OFSS prepares refunded checks and sends to OCD/DRU.
2. Receipt of refunded check.
3. Program staff prepares a cover letter to be returned with check.
4. All checks are returned by FedEx in order to have signature upon receipt.
5. FedEx tracking must be entered in DRX.

## 9. Rules of Expenditures

### 9.1. Allowable Costs

Cost incurred must be in line with 2 CFR 200. It is a grantee's responsibility to ensure that Disaster Recovery CDBG funds are spent only on reasonable and necessary costs associated with project activities. The grantee must establish policies and procedures to determine if costs are reasonable, allowable, and allocable. The costs must also be within the approved service dates of the contract, or within the approved per-award costs dates if applicable.

### 9.2. Indirect Costs

Disaster related funds awarded by OCD/DRU are considered to be state funding. The state's intended use of these funds is to assist the citizens and businesses of the state of Louisiana in their disaster recovery efforts. Funds awarded by OCD/DRU, to the maximum extent possible, are to be for direct costs of disaster recovery programs.

As a general rule, OCD/DRU does not allow the payment of indirect costs (including Facilities and Administrative (F&A) costs) associated with any grants awarded. OCD/DRU will consider these costs on a case-by-case basis where a persuasive need is clearly shown.

If an exception to this policy is granted by OCD/DRU, payment of indirect cost will be based on an approved Cost Allocation Plan or an Indirect Cost Rate approved by the appropriate cognizant agency.

### 9.3. Direct Costs

Costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a degree of accuracy.

### 9.4. Project Cost and Project Delivery Costs

Those costs directly linked to a project can fall into two categories: Project Delivery and Project Costs. These activities will need to be properly categorized when Parishes submit Request for Payment forms for reimbursement from the Disaster Recovery CDBG program. Project Delivery Costs will be monitored for reasonableness and generally falls within 15% of total project cost.

Project Delivery Costs are similar to administrative costs, but are used specifically to meet the requirements to complete a particular project, especially as it applies to meeting CDBG requirements. This would include things such as eligibility verification, environmental clearance, project monitoring, application development, etc. Project Costs are the direct costs of the project, such as the amount of the actual loan or grant provided construction costs, etc.

### 9.5 Improper Payments

In the event an improper payment is discovered through an audit or financial finding, the sub-recipient/grantee is informed via a certified letter. The letter instructs the sub-recipient/grantee of the improper payment and provides direction as to how the funds should be returned the state. The DR Financial Manager is informed, and the funds will be wired back to HUD upon the receipt of funds by the state.

### 9.6 Administrative Costs

A general rule of thumb is that if it crosses multiple projects, it is probably an administrative cost. Cost activities that are required to meet federal regulations include items such as, grants management, monitoring, financials, reporting, etc.

## 10. Payroll

All OCD/DRU salary and wage expenditures are considered direct cost to HUD disaster related grants. If under unusual circumstances an employee performs duties outside their assigned grant such time should be entered on their timesheet and coded.

### 10.1 Daily Time and Attendance

1. All employees will enter their own attendance/absence hours in the CATS system (Cross Application Time Sheet) on a weekly basis. (**Exhibit X**).
   a. Employees must enter:
      i. Start/end time
      ii. Cost Center and Fund worked on
      iii. Number of hours spent on Fund
      iv. Leave time taken (holiday, vacation or sick)
      v. eCertify time statement
   b. Employees working on more than one grant must enter details in the notes section (**Exhibit XI**).
   c. Emails are sent once a day at 12:30am to approvers informing them of employee-created CATS requests. This daily email will include all CATS requests created that day by all employees supervised.

2. Payroll Administrators review/verify hours in the state's payroll system, SAP, by codes relating to the various grants based on attendance records. OCD/DRU time charges are generally charged to Administration and coded as such.

3. Salary and benefits are calculated by the State's payroll system administered by the Office State Uniform and Payroll (OSUP). The OSUP request OFSS to draw funds from the DRGR system and in turn make deposits into employee accounts.

### 10.2. Payroll Review

After time entry, Payroll Administrators verify the accuracy of data entered. Any errors found are corrected on the time record.

Once payroll has been entered and corrected as necessary, a final Time Entry Audit Report is attached to the biweekly payroll records and payroll is closed out. Closed out payroll files include payroll summary report, time sheets, leave slips, and overtime forms.

After closeout, any errors that are found are corrected with a PPA (prior period adjustment). After all adjustments are entered, employees and supervisors will need to re-certify time statements.

Payroll records are maintained by Payroll Administrators for a period consistent with the records retention policy.

OCD/DRU payroll audits conducted by the Division of Administration are done on a randomly selected pay period once a year.

### 10.3. Semiannual Certification of Time Allocation

Personnel who are compensated from a single federal grant must certify they spent one hundred (100) percent of their time on that particular grant. Certifications are submitted by January 15th and July 15th of each year for the periods January through June and July through December.

Personnel who are compensated by more than one federal grant should also complete the form giving a percentage estimate of the amount of time spent between different grants.

See **Exhibit XII** for a copy of the Certification of Time Allocation.

### 10.4. Allocation of Leave

Personnel who are compensated from one or more funding resources must document actual time supporting the cost distribution to each program.

Those employees with time allocated between two or more grants must enter details in the notes section in CATS **(Exhibit XI)**. The purpose of these details is to document task or duties completed on the grant that is **other than** one's primary assignment. The details should include sufficient information to understand the connection of the task to the intent and purpose of the grant.

### 10.5. Payroll Administrators Time

Payroll Administrators are to follow the same daily time and attendance procedures identified above regarding their own time. Payroll Administrators time is reviewed by back-up Payroll Administrators.

## 11. Travel

The Disaster Recovery Unit (DRU) is authorized to reimburse individuals for expenses incurred while traveling on official Disaster Recovery business. The expenses must be directly related to the purpose of the trip, evidenced by receipts and other supporting documents. All travel must comply with the Policy and Procedure Memorandum #49 (PPM 49) effective at the time of travel.

### 11.1. Routine Travel

Annual travel authorizations are not mandatory for routine in-state travel.

Use of OCD/DRU vehicles must be coordinated with the OCD/DRU Administrative Assistant. Gas cards will be assigned with the use of the vehicle.

### 11.2. Non-routine Travel

Any OCD/DRU employees traveling outside the normal course of business must have prior approval. Employees must **FULLY** complete a Travel Authorization Form GF-4 (TA) including purpose of the trip and an indication as to what grant the expenses relate to. Authorization form should be submitted at least fifteen days prior to the date of travel. Travel Authorization forms must be approved by the OCD/DRU Executive Director or his designee and forwarded to the Finance Administrative Assistant for coding and submission to the DOA Commissioner's Office for approval.

### 11.3. Request for Travel Expense Reimbursement—Form BA-12

After travel has been completed, a Travel Expense form entered into LEO LAGov Travel system within thirty (30) days of travel. Travel Expense forms must be fully completed and supported according to PPM 49, include the purpose for the trip with an indication as to what grant the expenses relate to and supported with a MapQuest printout if applicable. Completed Travel Expense forms are to be approved by the employee's supervisor or Program Director. Once department approval has been given, Travel Expense forms should be forwarded to program Administrative Assistant's to complete the review process and then submit to Finance Manager for coding approval. The form is then submitted to OFSS for final approval and payment. Travel reimbursements are routed to employees via EFT (Electronic Funds Transfer).

## 12. Property Management

Disaster Recovery CDBG funds used to acquire real or personal property valued greater than $5,000, the following must be ensured:

1. The property continues to be used for its intended and approved purpose,
2. Proper records are maintained to keep track of it,
3. Steps are taken to take care of it,
4. At the end of the grant, the property is disposed of properly.

### 12.1. Intended Use

Property acquired with Disaster Recovery CDBG funds for a specific use should be made part of the CEA with the approval of the DR Manager.

### 12.2. Proper Recordkeeping

Grantee will submit property inventory logs with information such as purchase date, price, physical description and location.

Property Control Inventory Logs should be updated annually and submitted to the OCD/DRU DR Manager.

### 12.3. Proper Care

Grantees are responsible for the good care of property by protecting it from damage, theft or loss. Grantee documentation of proper care should be submitted with its updated annual Property Control Inventory Log presented to OCD/DRU DR Manager.

### 12.4. Disposition for Governmental Grantees (24 CFR 85.32)

Equipment with a current per-unit fair market value of less than $5,000 may be retained, sold or otherwise disposed of by the grantee after notice to the OCD/DRU.

Equipment with a current per-unit fair value of $5,000 or more may after notice to OCD/DRU be retained or sold by the grantee with the grantee having the right to compensation in an amount equal to multiplying the current fair market value or the proceeds from the sale by the federal share (percentage) in the original acquisition price of the equipment.

### 12.5. Leases Procedure

From time to time OCD/DRU will enter into leases for program delivery or administration of grants.

1. OCD/DRU works with the Division of Administration Facility Planning and Control in order to procure the most appropriate lease arrangements.
2. All leases, clearly delineating terms and conditions will be approved and signed by the Executive Director.
3. Copies of Leases are kept by the Finance Department.
4. Expenditures for lease are charged to each grant according to space occupied.

## 13. Documentation and Document Retention

All aspects of the OCD/DRU including planning, grants management and finance must maintain adequate supporting documentation of work performed. Documentation and record retention should provide reasonable assurance that assets are controlled and transactions are correctly recorded.

- Documentation - Most documents used by OCD/DRU are custom designed. Directors and Managers will design documents to ensure adequate transaction information is recorded. Whenever possible, documents are to be numbered in a sequential order. Any voided documents should include adequate supporting documentation for the void.

- Record Retention - OCD/DRU follows the standard federal requirement of document retention being five (5) years after grant closeout. Our Records Retention Manual can be found at the link provided.

## 14. Noncompliance

OCD/DRU determines that a Recipient has failed to comply with federal and state requirements of the disaster recovery program and/or the policies and procedures of OCD/DRU, sanctions including, but not limited to those described under 2 CFR 200, FR71-29 and FR73-177 as listed below may be imposed.

- Suspending grant funds in whole or in part;
- Prohibiting the Recipient from incurring additional obligations/commitment of funds.
- Imposing special conditions on the grant and future grant awards.

"Recaptured funds" are those funds that have not been expended in accordance with the regulations and policies governing OCD/DRU. Any recaptured funds will be expended in accordance with OCD/DRU Action Plans.

## 15. Program Income

The following procedure contains the appropriate steps to correctly identify record, distribute and report Program Income. All program income will be returned to OCD/DRU, unless otherwise stated in written agreements with recipients.

Program income is defined as gross income received by a state, a unit of general local government or a sub recipient of a unit of general local government that was generated from the use of CDBG funds (2 CFR 200.80).

Program income includes but is not limited to:

1. Proceeds from the disposition by sale or long term lease of real property purchased or improved with CDBG funds.
2. Proceeds from the disposition of equipment purchased with CDBG funds.
3. Gross income from the use or rental of real or personal property acquired by the recipient or sub recipient with CDBG funds, less cost incidental to the generation of the income.
4. Gross income from the use or rental of real property owned by the recipient or sub-recipient that was constructed or improved with CDBG funds, less cost incidental to the generation of the income.
5. Payments of principal and interest on certain loans made using CDBG funds.
6. Proceeds from the sale of loans secured with CDBG funds.
7. Proceeds from the sale of obligations secured by loans made with CDBG funds.
8. Funds collected through special assessment made against properties owned and occupied by households not of low and moderate income, where the assessments are used to recover all or part of the CDBG portion of a public improvement.

Program income does not include rebates, credits, discounts, and interest earned on any of them.

<u>Identifying Specific Programs Generating Program Income</u>

CDBG programs that generate Program Income will be identified as programs are developed. As agreed to, recipients will forward Program Income funds to OCD/DRU for deposit.

<u>Receiving and Recording of Program Income Funds</u>

Program Income funds received will be recorded and accounted for by the program which generated it. Financial and Reporting staff monitor the receipt and reporting of Program Income in OCD/DRU's check data base system DRX, the state's accounting system ISIS and the DRGR.

Once received, program income funds will be recorded in either of three ways.

- *Program Income Deposited in the Revolving Loan Fund*
  Revolving Loan Funds are accounts set up in the state's accounting system and are separate from the General Fund and are to be interest bearing. Interest earned is calculated by the State Treasury and credited to the fund balance on a monthly basis.

- *Program Income Used to Reduce the Next Program Draw*
  To the maximum extent feasible, OCD/DRU shall distribute Program Income before the state makes additional withdrawals from the Treasury.

- *Program Income*
  As approved by HUD, OCD/DRU has established program income accounts that hold program income funds. Applications for projects are submitted to OCD/DRU and are funded through the program income accounts.

Distribution of Program Income

Program Income funds in the Revolving Loan Fund will be used to fund or supplement funding of specific CDBG projects which in turn generates payments to the fund.

All other program income funds will be used before the state makes the next draw from the Treasury.

Reporting of Program Income

Program income earned and received is reported to HUD on a quarterly basis in the DRGR system.

Generally, any program income received by a grantee must be returned to the OCD/DRU; however the OCD/DRU may make exceptions on a case-by-case basis. Specific program income plans are outlined in the OCD/DRU action plans and ensuing Amendments where applicable. In addition, the following clause is written into each sub recipient agreement that requires all program income generated to be returned to the OCD/DRU in order to accurately track and receipt program income.

1. **Remittance of Program Income**

   Program income shall be remitted to the OCD/DRU.

   **See Exhibit XV for the following Program Income Policy and Procedures:**

   - **Sale of Administrative Assets and Use of Program Income**
   - **Piggyback Program Income**
   - **Agriculture Program Income**
   - **Louisiana Land Trust (LLT) Program Income**
   - **PARA Program Income**
   - **Small Rental PI**

2. **Recording Program Income**

   Grantee shall submit a quarterly report to OCD/DRU detailing receipt of program income which is defined in 2 CFR 200.

3. **Returning Program Income**

At the time of grant closeout, OCD/DRU will compile program income data showing any and all program income accumulated at the state and sub-recipient/grantee level. The finance department will reconcile this data against what is reported in the state system and DRGR. OCD/DRU will send a certified letter to a sub-recipient/grantee if it appears the reported program income hasn't yet been returned to OCD/DRU. The letter will indicate the program income reported, and the method in which the program income should be returned to state.

## 16. Suspension and Debarment

Non-federal entities, including state agencies, are prohibited from making federally funded payments under covered transactions to parties that are suspended or debarred by the federal government. "Covered transactions" include those procurement contracts for goods and services awarded under a nonprocurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed $25,000 or meet certain other criteria as specified in 2 CFR section 180.220. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215.

When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR section 180.995 and the agency adopting regulations, are not suspended or debarred or otherwise excluded from participating in the transaction. The following OCD DRU procedures provide reasonable assurance that payments under covered transactions are not made to federally suspended and debarred vendors:

- OCD DRU verifies prior to contracting with or requisitioning goods or services from an entity that will be paid with federal funds that the entity is not suspended, debarred or otherwise excluded from participating in the transaction. OCD DRU contract personnel checks the DUNS number for every grantee and contractor using the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) and available at https://www.sam.gov when entering into a new contract or CEA and also whenever there is an amendment to a contract or CEA. This is documented on the OCD/DRU checklist form used to process every contract/CEA/amendment. **(Exhibit XVII)** In addition, all the contract/CEAs have language in the body saying that, by signing the document, the grantee/contractor is affirming that they are not on the list of federally debarred entities.
- Periodically, but no less than once each fiscal year, OCD DRU confirms that no entities have become suspended or debarred since the last verification check.
- G:\DRU Finance\Suspension and Debarment

## 17. Leverage Reporting

Within the GIOS system, there is a requirement to track other funds whether they be from local, private, federal, or other sources. As a sub-recipient/grantee enters a request in the system, they are tasked with providing any leveraged funding. This information is entered into the GIOS system, and is tracked via a report showing any leverage funding associated with a project/activity. The information entered in GIOS is also populated on the draw request from. Below is a screen shot showing the requirement to list and track the other funding in GIOS.

| Other Funds | | | | | |
|---|---|---|---|---|---|
| Local | $0.00 | Other State | $0.00 | Other | $0.00 |
| Private | $0.00 | Federal | $0.00 | | |

**18. Purchase Order/Contract Obligations and Encumbrances**

Beginning in FY16, the state transitioned over to a new contract based tracking system titled LaGov. This system replaced the CFMS, which was a system used to maintain and track contract obligations and encumbrances.

- Purchase Orders: Purchases orders are entered into LaGov using a "shopping cart". These shopping carts are built by searching the system for all applicable state contracts that may maintain the particular service needed. In the event the state currently holds a contract for that service, the DR Finance Analyst will submit the shopping cart for approval to the DR Finance Manager for approval. Once DRU approval is given, the State Office of Procurement (OSP) will review and give final approval. The purchase order is now a valid request, and a copy of the purchase order will be retained within the system, and a copy sent to the vendor. This purchase order is lastly pushed to an outstanding encumbrance report.
- Contracts: Contract's follow the same path as purchase orders. A shopping cart is built once the CEA has been executed. The shopping cart is approved by OFSS, and a representative within the Division of Administration. Once 2 tier approval is given, the DR Contract Specialist will convert the shopping cart into a purchase order. The purchase order must be approved by the DR Finance Manager before given final approval by OSP. After the contract has been fully approved, it will be pushed to an outstanding encumbrance report.
- Encumbrances: An automatically generated encumbrance report from LaGov is sent to each DR Finance Analyst daily. This report is used by each individual to ensure that the project being reviewed has available funding in the state system. LaGov has the ability to revise encumbrances based on need, but will not allow the contract or purchase order to go over the approved amount.

**19. Single Audit and Annual Financial Statement**

Each year, the State utilizes the Louisiana Legislative Auditors to meet the single audit requirements which are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) (200.514(a)). The Office of Community Development, Disaster Recovery Unit (OCD-DRU) will ensure that the audit is performed in accordance with the OMB 2 CFR Part 200, subpart E; and OMB part 200, subpart F.

### Findings

If the audit has findings or issues, the Audit Manager will follow up until resolved. Per 2 CFR 200.511, OCD-DRU will provide a Corrective Action Plan (CAP) for each audit finding. The CAP shall contain the name(s) of the contract person(s) responsible for the corrective action, the corrective action planned, and the anticipated completion date.

## 20. Internal Audit

The internal audit section within the Division of Administration (DOA) conducts objective and independent audits of the departments and agencies within DOA to determine the adequacy of controls, reliability of information, and security of state assets. These audits can assist program managers in improving their operations by identifying areas that are vulnerable to abuse or inefficiency, ensuring that policies and procedures are followed, and that their programs are adhering to state laws. Reports are published to the Commissioner, as necessary, with specific recommendations for improvements.

DOA adheres to the standards and practices promulgated by the Institute of Internal Auditors. As appropriate, other generally accepted auditing standards may be applied. Internal audits are independent evaluations of the programs and internal controls over the many functions of the Division of Administration. After a risk assessment has been completed, internal audit selects a section within the Division of Administration for audit. From there:

- Clear, concise audit objectives will be established.
- Internal audit will prepare an audit program that accomplishes the objectives set forth in the audit assignment.
- The section head will receive a letter announcing the audit's start, functions to be audited, audit objectives, and time frame. The internal audit administrator will work with the Section Head to schedule an entrance conference during which they will discuss the start of the audit, the audit's objectives, make arrangements for workspace, and tour the facilities.
- During fieldwork, the internal auditor will discuss preliminary findings.
- The internal auditor will prepare and present an audit report draft at an exit conference meeting.
- The section head will have seven calendar days to provide a written response, which will be included with the final report.
- The Internal Auditor will prepare a final report, which will include the section head's written response, and submit it to the Commissioner of Administration.

The DOA internal audit section operates under an annual Internal Audit Charter and performs audits based on the DOA Internal Audit Procedures Manual.

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# Office of Community Development

# Disaster Recovery Unit

# Financial and Administrative Policies and Procedures Manual

## Exhibit I:

## Organizational Structure

This document is maintained by OCD-DRU Management and Administration

# Office of Community Development

# Disaster Recovery Unit

# Financial and Administrative Policies and Procedures Manual

## Exhibit II:

## Job Descriptions

This exhibit represents job descriptions for those OCD/DRU Staff directly involved in the daily operations of the Finance Department. Job descriptions for all other OCD/DRU staff listed in the organizational structure are maintained by the Administrative Liaison and may also be located on the Louisiana State Civil Service website at the link provided.

**DISASTER RECOVERY**

**FINANCE ANALYST**

**Purpose**

Provides analysis of disaster recovery program and projects to ensure effective implementation of disaster recovery efforts administered by the Office of Community Development/Disaster Recovery Unit. Maintains and understanding of federal programs for disaster recovery, as well as specific federal and state regulations applicable to the administration and implementation of federal recovery programs and projects.

**Essential Functions**

40% Through knowledge and understanding of HUD grants related to disaster recovery. Process project draw request for funds by reviewing for adequate supporting documentation, appropriate approvals, mathematical accuracy and coding. Prepare draw request for submittal and payment by another state agency.

30% maintain accounting records and budgets in grants management system for all programs assigned. reconcile grants management system to state's accounting system.

10% Assist Project Managers and grantees in preparing draw request.

10% Prepare fiscal reports on a monthly basis.

10% other related and assigned duties.

**QUALIFICATIONS:**

**Experience and Training:**

A Bachelor's Degree in business administration, accounting, finance, economics, or marketing or at least four years of experience in accounting and finance

**Preferred Experience:**

Experienced with Microsoft Office computer programs, business objects, ISIS and LaGov

# DISASTER RECOVERY

# FINANCE SPECIALIST

## Purpose

The Finance Specialist is responsible for developing, administering, analyzing, and monitoring the disaster recovery programs and project budget and associated financial transactions in accordance with federal and state policies and procedures. The Finance Specialist reports the Director of Finance and Administration or designee, updating on specific budget and accounting aspects of assigned disaster recovery programs and specific projects.

## Essential Functions

Specific objectives include, but are not limited to the following:

Plan, implement and evaluate performance-based budgeting components, processes, products, and systems for disaster recovery programs.

Review all items that define and affect program budgets, including contracts and RFPs, and ensure adherence to budget budget levels.

Participate in the development of a broad range of administrative policies and procedures in compliance with federal, state, and local laws, rules, and regulations. Provide guidance and ensure adherence to these applicable regulations and those specific to disaster recovery funds.

Prepare reports regarding budget matters and other items related to the overall operation of assigned disaster recovery programs and projects.

Review and evaluate programs expenditures for effectiveness and efficiency, recommending corrective action to program managers, directors and Finance Director as necessary.

Advise on the development and implementation of invoice processing, fiscal, and budget systems. Implement effective and best practices for finance, accounting and budgeting for recovery programs.

Review state and federal legislation and regulations for interpretation, implementation, and compliance relative to the budget, finance and accounting.

# Disaster Recovery Unit

# Finance Manager

## Purpose

Manages and supports the finance and accounting needs of the Office of Community Development/Disaster Recovery Unit. Manages staff to accomplish agency objectives and adherence to standard finance and accounting procedures in accordance with state and federal regulations. Has an understanding of the unique aspects of managing disaster recovery CDBG and other federal disaster funding. Reports to the Director of Finance and Administration.

## Essential Functions

Develops adequate accounting and finance policies and procedures to effectively manage the disaster recovery budget and expenditures of DRU

Responsible for the management and handling of the processing of disaster recovery project draw requests, approval of eligible cost and accuracy of requests

Ensure payments are within budget restraints and reconcile with the balances in the State financial system and in line with HUD reporting database

Maintain records and spreadsheets for internal and HUD auditors

Approve all contracts for coding and submission to OFSS

Provide monthly reporting on General Fund expenses and balances, Program Income, Revolving Loan funds, etc.

Manage finance and analyst staff of the division. Ensure appropriate staffing levels to priority initiatives to guarantee effective and timely completion. Train staff in Business Object reporting and other training needs.

Assist the Director, Finance and Administration with division policies, initiatives and projects

Attend meetings as backup for the Director, Finance and Administration

## Required Qualifications

- An accounting, finance or other business baccalaureate degree plus four years of professional level experience in accounting or financial auditing. Other baccalaureate degrees will be considered depending upon experience
- Detail-oriented
- Demonstrated ability to work independently and proactively

- Ability to work collaboratively with a team
- Highly organized
- Superior written and verbal communication skills
- Microsoft Office proficient
- Flexibility with schedule
- Some travel required
- Ability to manage time and work within tight timeframes
- Ability to supervise professional accounting staff

**Preferred Qualifications**

- CPA candidates preferred
- Knowledge of Community Development Block Grant or other federal regulations

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# Office of Community Development

## Disaster Recovery Unit

## Financial and Administrative Policies and Procedures Manual

### Exhibit III:

### OCD/DRU Accounting Record Tracking

# Exhibit III Accounting Record Tracking

## KATRINA/ RITA

| Organizational Unit | | Reporting Category | | Federal Grant ID |
|---|---|---|---|---|
| 3050 | ADMINISTRATIVE & TECH ASSIST | SATA | SUPP APPROP 1-TECH ASSIS-CDBG | B-06-DG-220001 |
| 3050 | ADMINISTRATIVE & TECH ASSIST | SAAD | SUPP.APPROP FOR LDR-CDBG | B-06-DG-220001 |
| 3050 | ADMINISTRATIVE & TECH ASSIST | S2AD | SUPP.APPROP FOR LDR-CDBG | B-06-DG-220002 |
| 3050 | ADMINISTRATIVE & TECH ASSIST | SAAC | SUPP.APPROP FOR LDR-CONTRACTS | B-06-DG-220001 |
| 3050 | ADMINISTRATIVE & TECH ASSIST | SAGF | 100% GF-DISASTER RELIEF | NONE |
| 3051 | HOUSING | H2HP | #2 FIRST TIME HMBYR PILOT PGRM | B-06-DG-220002 |
| 3051 | HOUSING | HAOO | ASSIST TO OWNER OCCUPANTS | B-06-DG-220001 |
| 3051 | HOUSING | H2OO | ASSIST TO OWNER OCCUP-GRANT#2 | B-06-DG-220002 |
| 3051 | HOUSING | H3OO | ASSIST TO OWNER OCCUP-GRANT#3 | B-08-DG-220003 |
| 3051 | HOUSING | HOSD | ASSIST TO OWNER OCCUP-STAT DED | NONE |
| 3051 | HOUSING | HBCE | BUILDING CODE ENFORCEMENT | B-06-DG-220001 |
| 3051 | HOUSING | HCAP | CAPACITY BUILDING GRANTS | B-06-DG-220001 |
| 3051 | HOUSING | H3CW | CHINESE DRYWALL-HOMEOWNER PGRM | B-08-DG-220003 |
| 3051 | HOUSING | HDEV | DEVELOPMENT LOAN FUND | B-06-DG-220001 |
| 3051 | HOUSING | H2NV | ENVIRONMENTAL CLEARANCE COSTS | B-06-DG-220002 |
| 3051 | HOUSING | HENV | ENVIRONMENTAL CLEAR CONTRACT | B-06-DG-220001 |
| 3051 | HOUSING | HMLS | HOMELESS SUPPORTS & HOUSING | B-06-DG-220001 |
| 3051 | HOUSING | HCAL | HOUSING - ACS(CALL ASSISTANCE) | B-06-DG-220001 |
| 3051 | HOUSING | HSUP | HOUSING START-UP COST (3051) | B-06-DG-220001 |
| 3051 | HOUSING | HLAS | LAND ASSEMBLY | B-06-DG-220001 |
| 3051 | HOUSING | HTXC | LIHTC/CDBG PIGGYBACK | B-06-DG-220001 |
| 3051 | HOUSING | H2XC | LIHTC/CDBG PIGGYBACK-GRANT #2 | B-06-DG-220002 |
| 3051 | HOUSING | HNRP | NONPROFIT REBUILDING PILOT PGM | B-06-DG-220001 |
| 3051 | HOUSING | HPSR | PLAQUEMINE PARISH SM RNTL PROG | B-06-DG-220001 |
| 3051 | HOUSING | HRRP | RAPID RE-HOUSING PROGRAM | B-06-DG-220001 |
| 3051 | HOUSING | HSRP | SMALL RENTAL PROPERTIES | B-06-DG-220001 |
| 3051 | HOUSING | H2RP | SMALL RENTAL PROP-GRANT #2 | B-06-DG-220002 |
| 3051 | HOUSING | HFHP | SM RNTL HMBYR ASSIST PILOT PGM | B-06-DG-220001 |
| 3051 | HOUSING | HSHO | SUPPORTIVE HOUSING | B-06-DG-220001 |
| 3051 | HOUSING | H2HO | SUPPORTIVE HOUSING-GRANT #2 | B-06-DG-220002 |
| 3052 | ECONOMIC RECOVERY | EBLP | BRIDGE LOAN PROGRAM (3052) | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | EDUC | DRU EDUCATION ENHANCE PROGRAM | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | EPRO | EXTENSION OF ESLG PROGRM | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | EINK | INNOVATION FUND - EXTENS ETAS | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | ERWT | RECOVERY WORKFORCE TRAIN PROGR | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | ESLG | SMALL FIRM RECVY L & G (3052) | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | ETAS | TA TO SMALL FIRMS (3052) | B-06-DG-220001 |
| 3052 | ECONOMIC RECOVERY | ECRT | TOURISM (3052) | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | ITPD | LONG TERM RECOVERY PROGRAM DELIVERY | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IOPD | LOCAL INFRASTRUCTURE PROGRAM DELIVERY | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IOP2 | LOCAL INFRASTRUCTURE PROGRAM DELIVERY | B-06-DG-220002 |
| 3053 | INFRASTRUCTURE | IFIS | FISHERIES INFRASTRUCTURE | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IFPD | FISHERIES PROGRAM DELIVERY | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IFP2 | FISHERIES PROGRAM DELIVERY | B-06-DG-220002 |

| Organizational Unit | | Reporting Category | | Federal Grant ID |
|---|---|---|---|---|
| 3053 | INFRASTRUCTURE | I2PD | INFRASTRUCTURE PROGRAM DELIVER | B-06-DG-220002 |
| 3053 | INFRASTRUCTURE | I2OC | LOCAL INFRASTRUCTURE | B-06-DG-220002 |
| 3053 | INFRASTRUCTURE | ILOC | LOCAL INFRASTRUCTURE | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | ILTR | LONG TERM COMM RECOVERY (3053) | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | ILT2 | LONG TERM COMMUNITY RECOVERY | B-06-DG-220002 |
| 3053 | INFRASTRUCTURE | IEDU | PRIM & SEC EDUC INF (3053) | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IEPD | PRIM & SEC EDUC PRO DEL | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IRMP | RATEPYR MITIG PRG INFRA (3053) | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | IRWF | RECOVERY WORKFORCE FACILITIES PRG | B-06-DG-220001 |
| 3053 | INFRASTRUCTURE | I2WF | RECOVERY WORKFORCE FACILITIES PRG | B-06-DG-220002 |
| 3054 | PLANNING | PLAN | PLANNING | B-06-DG-220001 |

## Gustav/Ike Grants

| Organizational Unit | | Reporting Category | | |
|---|---|---|---|---|
| 3080 | PLANNING & GRANT ADMIN | GIGF | 100% GF GUSTAV/IKE DISASTER | B-08-DI-220001 |
| 3080 | PLANNING & GRANT ADMIN | GIAD | GUSTAV/IKE ADMIN-DRU | B-08-DI-220001 |
| 3080 | PLANNING & GRANT ADMIN | GIPL | GUSTAV/IKE ADMIN-LRA | B-08-DI-220001 |
| 3080 | PLANNING & GRANT ADMIN | GITA | GUSTAV/IKE TA | B-08-DI-220001 |
| 3081 | ALLOCATION TO PARISHES | PARA | GUSTAV/IKE-ALLOCAT TO PARISHES | B-08-DI-220001 |
| 3081 | ALLOCATION TO PARISHES | PAAD | GUST/IKE PARISH ADMIN | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RHPP | AFFDBLE RNTL HSNG - PARISH | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RHPS | AFFDBLE RNTL HSNG - STATE | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RHML | GUST/IKE - HOMELESS PREVENTION | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RPGS | GUST/IKE - PIGGYBACK | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RHAP | PARISH – RENTAL HOUSING | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RHAS | STATE – RENTAL HOUSING | B-08-DI-220001 |
| 3082 | AFFORDABLE RENTAL HOUSING | RPHS | PUBLIC/SUPPORTIVE HOUSING | B-08-DI-220001 |
| 3083 | AGRICULTURE | AGBR | GUSTAV/IKE AGIR-BUS REC LOAN | B-08-DI-220001 |
| 3083 | AGRICULTURE | ADAF | GUSTAV/IKE DEPT AGRI ADM COST | B-08-DI-220001 |
| 3083 | AGRICULTURE | ACFI | GUSTAV/IKE FARM INFRA GRANT | B-08-DI-220001 |
| 3083 | AGRICULTURE | AFLG | GUSTAV/IKE FARM REC LOAN/GRANT | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FCGL | COMMERCIAL FISHERMAN G&L PGRM | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FITA | FISHERIES TECHNICAL ASSISTANCE | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FMOD | FISHING INDUSTRY MODERNIZATION | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FIAD | GUST/IKE FISHERIES ADMIN | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FSCC | SUSTAINAINABLE COASTAL COMMUNI | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FBGL | WHOLESALE DEALER BROKER G&L | B-08-DI-220001 |
| 3084 | FISHERY RECOVERY PROGRAM | FVMS | FISHERY VESSEL MONITORING SYSTEM | B-08-DI-220001 |
| 3085 | COSTAL COMMUNITIES RECOVERY | CRAD | GUST/IKE COASTAL RESTOR ADMIN | B-08-DI-220001 |
| 3085 | COSTAL COMMUNITIES RECOVERY | CSCC | SUSTAINABLE COASTAL COMMUNITIES | B-08-DI-220001 |
| 3085 | COSTAL COMMUNITIES RECOVERY | CPFI | PUBLIC FACILITIES AND IMPROVEMENTS | B-08-DI-220001 |
| 3085 | COSTAL COMMUNITIES RECOVERY | CWTR | WETLANDS RESTORATION | B-08-DI-220001 |
| 3086 | MUNICIPAL INFRASTRUCTURE PROGR | MIPC | DREF-G/I MUNICIPAL CSTL INFRAS | B-08-DI-220001 |
| 3086 | MUNICIPAL INFRASTRUCTURE PROGR | MIPL | G/I-MUNICIPAL INFRAS 1500&OVER | B-08-DI-220001 |
| 3086 | MUNICIPAL INFRASTRUCTURE PROGR | MIPS | G/I-MUNICIPAL INFRAS UNDER1500 | B-08-DI-220001 |
| 3087 | ECONOMIC REVITALIZATION | DLGA | ECONOMIC REVITALIZATION ADMIN | B-08-DI-220001 |
| 3087 | ECONOMIC REVITALIZATION PROGRA | DINW | G/I-ECOM REVIT-DST2 COMM ENHAN | B-08-DI-220001 |

| Organizational Unit | | Reporting Category | | Federal Grant ID |
|---|---|---|---|---|
| 3087 | ECONOMIC REVITALIZATION PROGRA | DINV | GUST/IKE-ECON REVIT INNOVATION | B-08-DI-220001 |
| 3087 | ECONOMIC REVITALIZATION PROGRA | DRLG | GUST/IKE-ECON REVIT LOAN&GRANT | B-08-DI-220001 |
| 3087 | ECONOMIC REVITALIZATION | DINU | INNOVATION PROGRAM UNMET NEEDS | B-08-DI-220001 |
| 3088 | PILOT COMPREHENSIVE RESILIENCY | PCPL | COMPR.RESIL CODE ENFRCMT STAFF | B-08-DI-220001 |
| 3088 | PILOT COMPREHENSIVE RESILIENCY | PCCE | COMPR RESIL PLAN & ZONING DEV | B-08-DI-220001 |
| | | | | B-08-DI-220001 |
| 3090 | DRU INTEROPERABLE COMMUNICATIO | INOP | INTEROPERABLE COMMUNICATIONS | B-08-DI-220001 |
| | | | | B-08-DI-220001 |
| 3091 | RECOVERY PUBLIC SERVICE PROGRAM | YALF | RECOVERY PUBLIC SERVICE PROG | B-08-DI-220001 |
| | | | | B-08-DI-220001 |
| 3092 | DRU ECO DEV INFRASTRUCTURE | BEDI | G/I-ECONOMIC DEVLPT INFRASTRUC | B-08-DI-220001 |
| | | | | |

| Isaac Grant | | | | |
|---|---|---|---|---|
| Organizational Unit | | Reporting Category | | FEDERAL AID ID |
| 3060 | HURRICANE ISAAC GRANT ADMIN | TADM | ISAAC ADMIN COSTS-DRU | B-13-DS-220001 |
| 3060 | HURRICANE ISAAC GRANT ADMIN | TITA | ISAAC TECHNICAL ASSISTANCE-DRU | B-13-DS-220001 |
| 3060 | HURRICANE ISAAC GRANT ADMIN | TPLN | ISAAC STATE PLANNING | B-13-DS-220001 |
| 3061 | ISAAC ST JOHN THE BAPTIST ALLO | USJB | ISAAC ST JOHN THE BAPTIST ALLOCATION | B-13-DS-220001 |
| 3061 | ST. JOHN THE BAPTIST SCHOOL | USCH | ST. JOHN THE BAPTIST SCHOOL | B-13-DS-220001 |
| 3062 | ISAAC PLAQUEMINES ALLOCATION | UPLQ | ISAAC PLAQUEMINES ALLOCATION | B-13-DS-220001 |
| 3063 | ISAAC STATE RUN PROGRAMS | VFCS | STATE COST SHARE | B-13-DS-220001 |
| 3063 | ISAAC STATE RUN PROGRAMS | VHCS | HMA COST SHARE | B-13-DS-220001 |
| 3063 | ISAAD STATE RUN PROGRAMS | VHRP | ISAAC HOMEOWNER REHAB | B-13-DS-220001 |
| 3063 | ISAAC STATE RUN PROGRAMS | VPRP | STATE/PARISH COST SHARE | B-13-DS-220001 |

| LA RESTORE FLOOD GRANTS | | | | |
|---|---|---|---|---|
| Organizational Unit | | Reporting Category | | FEDERAL AID ID |
| 3095 | ADMINISTRATION 0 | FDAD | FLOOD ADMIN | B-16-DL-220001 |
| 3096 | RESTORE LOUISIANA HOMEOWNER | FDHO | RESTORE LOUSIANA HOMEOWNER | B-16-DL-220001 |
| 3096 | RESTORE LOUISIANA RENTAL HOUSING | FDRN | IN FILL AND REHAB | B-16-DL-220001 |
| 3096 | RESTORE LOUISIANA RENTAL HOUSING | FDRG | MULTIFAMILY RENTAL | B-16-DL-220001 |

| LA RESTORE FLOOD GRANTS | | | | |
|---|---|---|---|---|
| **Organizational Unit** | | **Reporting Category** | | **FEDERAL AID ID** |
| **3096** | RESTORE LOUISIANA RENTAL HOUSING | **FDPB** | PIGGYBACK | B-16-DL-220001 |
| **3096** | RESTORE LOUISIANA RENTAL HOUSING | **FDRR** | RAPID REHOUSING | B-16-DL-220001 |
| **3096** | RESTORE LOUISIANA RENTAL HOUSING | **FDPS** | PSH | B-16-DL-220001 |
| **3097** | RESTORE LOUISIANA RENTAL HOUSING | **FDLG** | LOAN AND GRANT PROGRAM | B-16-DL-220001 |
| **3097** | RESTORE LOUISIANA RENTAL HOUSING | **FDTA** | TECHNICAL ASSISTANCE | B-16-DL-220001 |
| **3097** | RESTORE LOUISIANA RENTAL HOUSING | **FDBL** | BRIDGE LOAN | B-16-DL-220001 |
| **3097** | RESTORE LOUISIANA RENTAL HOUSING | **FDFR** | FARM RECOVERY | B-16-DL-220001 |
| **3098** | FEMA PA STATE MATCH | **FDFM** | FEMA PA STATE MATCH | B-16-DL-220001 |

| Neighborhood Stabilization Program | | | | |
|---|---|---|---|---|
| **Organizational Unit** | | **Reporting Category** | | **FEDERAL AID ID** |
| **3073** | OCD-NEIGHBORHOOD STABILIZAITON | **NSPA** | HUD NBRHD STABIL OCD ADM 20% | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZAITON | **NSPL** | HUD NBRHD STABL LHFA ADMIN 80% | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSEC** | HUD NSP HMBYR EDUC & COUNSLNG | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSHP** | HUD NSP HMOWNRSHP DVLPMT 120% | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSHD** | HUD NSP HOMEOWNERSHIP DVLPMNT | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSLB** | HUD NSP LANDBANKING ASSISTANCE | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSRP** | NSP RNTL HOUSING DVLPMNT 120% | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSRD** | NSP RNTL HOUSING DVLPMNT 50% | B-08-DN-220001 |
| **3073** | OCD-NEIGHBORHOOD STABILIZATION | **NSMB** | DOWN PAYMENT ASSISTANCT | B-08-DN-220001 |
| **3077** | OCD-NSP3 NEIGHBORHOOD STABILIZ | **NSP3** | NSP3 - OCD ADMIN | B-11-DN-220001 |

| NATIONAL DISASTER RESPONSE | | | | |
|---|---|---|---|---|
| **Organizational Unit** | | **Reporting Category** | | **FEDERAL AID ID** |
| **3065** | NATIONAL DISASTER RESPONSE | **NADM** | STATE ADMIN | B-13-DS-220002 |
| **3066** | NATIONAL DISASTER RESPONSE | **NISL** | ISLE DE JEAN CHARLES | B-13-DS-220002 |
| **3067** | NATIONAL DISASTER RESPONSE | **NSAF** | LA SAFE FUND | B-13-DS-220002 |

| FEMA FLOOD GRANT | | | | |
|---|---|---|---|---|
| **Organizational Unit** | | **Reporting Category** | | **FEDERAL AID ID** |
| **3078** | FEMA FLOOD GRANT | **LSSF** | LA SEVER STORM FLOOD | FEMA4263 |
| **3078** | FEMA FLOOD GRANT | **FLD4** | AUGUST FLOOD | FEMA4277 |

| Program Income | | | |
|---|---|---|---|
| **Organizational Unit** | | **Reporting Category** | |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **I36S** | ORLEANS PARISH |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **E36S** | ORLEANS PARISH |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **E52S** | ST. TAMMANY PARISH ED |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **H2PI** | SMALL RENTAL PI |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **H36S** | ORLEANS PARISH |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **HFPI** | FIRST TIME HOMEBUYER PI |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **HSPI** | SOFT SECONDS PROGRAM INCOME |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **H44I** | ST. BERNARD |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **I2GI** | LA4-SCHOOL PROGRAM |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **ITI2** | LTR SG PROGRAM DELIVERY |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG01** | 3222 CANAL APARTMENTS |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG02** | LAFITTE MARKET RENTAL 89 |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG03** | ON IBERVILLE PHASE I |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG04** | IBERVILLE PHASE II |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG05** | WINDSOR COURT |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG06** | HIGH SCHOOL PARK |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG07** | IBERVILLE ONSITE PHASE III |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG08** | CHARLESTON HOMES |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG09** | RIVER SOUTH |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG10** | CINDY PLACE |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG11** | CYPRESS PARC |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG12** | CHOCTAW LODGE |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG13** | ARTSPACE |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PG14** | IBERVILLE IV |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PGAD** | QAP ADMIN |
| **3S51** | DRU K/R HOUSING PI EXPENSE | **PGPD** | QAP PROGRAM DELIVERY |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WBDI** | AG PI ECON/DEV GROWTH AND INFRA |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WCIT** | CITRUS DISEASE RECOVERY PROGRM |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WDRG** | AG PI ECONOMIC REVITALIZATION |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WGAD** | AG PI STATE ADMIN |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WLAD** | AG PI ADMIN & PROGRAM DELIVERY |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WLAI** | LA AG IND GRANT PROGRAM |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WNOC** | AG PI GREATER NO COMM HEALTH |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WPAE** | PUBLIC AG ENTITIES GRANT PROG |
| **3S83** | DRU G/I PROG INCOME EXPENSE | **WPGY** | G/I PI FUNDED PIGGYBACK PRGM |
| | | | |

| Program Income | | | |
|---|---|---|---|
| **Organizational Unit** | | **Reporting Category** | |
| **Auxiliary Account** | | | |
| **Organizational Unit** | | **Reporting Category** | |
| **AE15** | DRU ECON DVLPMNT REV LN FUND 1 | **EI15** | CIRCLE FOODS PROGRM INC PROJECT |
| **AE15** | DRU ECON DVLPMNT REV LN FUND 1 | **EI16** | MYRTLE BANKS PROGRM INC PROJECT |
| **AE15** | DRU ECON DVLPMNT REV LN FUND 1 | **EI17** | KINGSLEY HOUSE PROGRM INC PROJECT |

## Sub Objects

The State of Louisiana is currently using Webl, a web based semantic layer of the Business Intelligence suite purchased by SAP, as the reporting tool on the State Financial System (AFS). AFS is the financial component to the all-inclusive mainframe system known as ISIS. The AFS database has a field labeled sub object, which is associated with each transaction processed in the System. The Division of Administration's Financial Office, OFSS, is to populate the information for each transaction based on information provided by the OCD/DRU financial staff in a Request for Payment form. On this form, there is a cell labeled sub object. It is to be populated with the following information based on the national objective (s) of the activity for which a payment is being requested:

1. LM – Direct program costs on a low to moderate income activity.
2. UN – Direct program costs on an urgent need activity.
3. NU – Direct program costs – Unmet Needs Non-LMI
4. NL – Direct program costs – Unmet Needs LMI
5. SB – Direct program costs on a slum and blight activity.
6. PL – Program delivery costs for a low to moderate income activity.
7. PU – Program delivery costs for an urgent need activity.
8. PS – Program delivery costs for an activity designed to prevent slum and blight.
9. PD – Program delivery costs for a planning activity or one for which only one national objective has been assigned or the national objective has not been determined.
10. AD – Admin costs.
11. AS – Additional Extended Affordability Subsidy Program costs. This is an activity in the Piggyback Multi-Family Housing Program.
12. MC – McCaleb Piggyback Multi-Family Housing Program.
13. TU – Tulane Piggyback Multi-Family Housing Program.
14. SC – Shelter Plus Care Admin costs.
15. S8 – Section 8 housing voucher costs coming from Homelessness Program.

If the OCD/DRU financial staff has any questions concerning the identity of the national objective for an activity, they are to check with the reporting team member responsible for reporting to HUD, via the DRGR System, for guidance. The reporting team member determines the appropriate sub object based on the HUD approved Action Plans and Amendments describing the activity in question.

The use of the sub object in the manner described above allows the reporting team members to extract expenditure totals from the AFS database using the Webl reporting tool. This information is then entered into the DRGR System QPR's.

# Office of Community Development

# Disaster Recovery Unit

# Financial and Administrative Policies and Procedures Manual

## Exhibit IV:

## GIOS Process Flow

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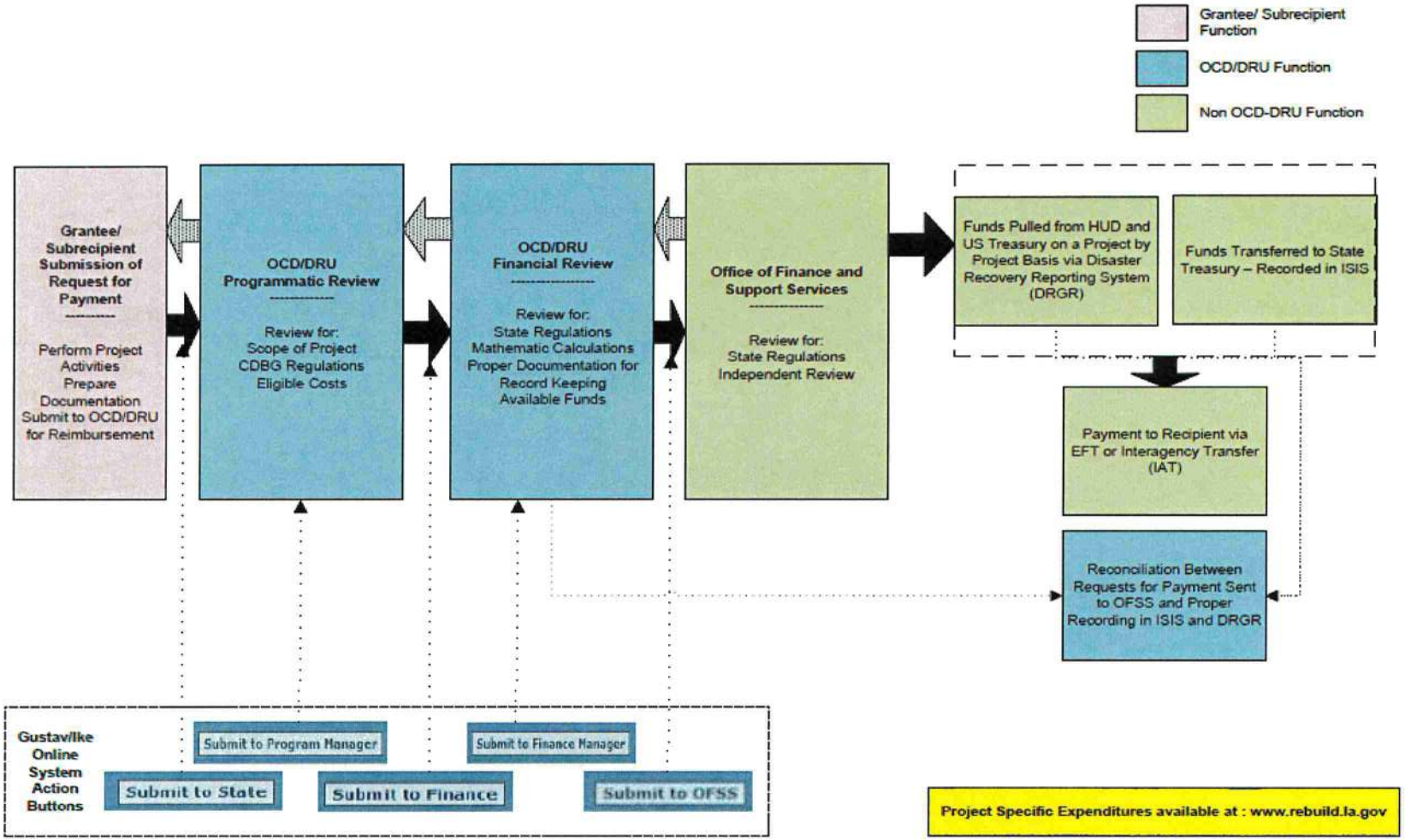
# Exhibit IV GIOS System Map

## Process for Office of Community Development Disaster Recovery Unit Request for Payment+




**Project Specific Expenditures available at : www.rebuild.la.gov**

Oct. 19, 2012

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# Office of Community Development

# Disaster Recovery Unit

# Financial and Administrative Policies and Procedures Manual

## Exhibit V:

## DRX Overview and Training Guide

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# Exhibit V DRX Overview and Training Guide

## Concept of DRX

The Disaster Recovery Exchange (DRX) Metastorm system was created as a check tracking and workflow tool for the Finance Department of OCD/DRU. Data was being captured through various manual forms and OCD/DRU Finance determined an IT system was needed to unify all data and serve as a business process workflow tool.

The goal of DRX was to automate the OCD/DRU Finance Department's Program Income and return of grant process as well serve as a central database to house all check data. As payments were made to OCD/DRU for various program funds, a system was needed to track and maintain records of the returns and deposit. The previous process involved Excel spreadsheets to keep record of all receipts, returns, deposits, and in house checks, which was to be replaced with a system of record and workflow application. DRX was to automate the OCD/DRU Finance team's current processes as well as serve as an audit tracking mechanism which would capture each action performed and the date/time of any activity.

Metastorm, as a workflow system, is setup with stages created for each step in a process for users with certain roles to perform actions in order to move a record forward. This allows for tracking of where records are in the process, how long it has been in each stage, and whose responsibility it is to perform an action. The Implementation of DRX, as a stage and action based system, has greatly improved the flow and transparency over the manual process. DRX has aided in reducing, identifying and eliminating bottlenecks, as well as helped streamline the overall check process and improve the OCD/DRU Finance's business process.

## Overall Process Flow

The OCD/DRU Finance team enters basic check information into DRX. Once created, the data is reviewed, check image and documents are uploaded, and a Check Type designation is made which routes the check to the appropriate department for further analysis. Each department reviews the check to determine if it should be returned or deposited. Using DRX to work checks through each step of the process, by the necessary individual, ensures records are thoroughly reviewed and verified which did not exist before. If a check is to be deposited, it is sent for batch processing. A batch is created based on Project Types and ISIS Program codes assigned. If a check is to be returned, OCD/DRU Finance mails it out via FedEx noting the date of the return and the Fed-Ex tracking number

OCD/DRU Finance reviews the batches, generates automated transmittal forms, and sends the checks along with the transmittal forms to OFSS. Once signed transmittal documents are received back by OCD/DRU Finance, a copy of the transmittal is uploaded and the CRQ number and transmittal date are entered into DRX.

Search screens are available to perform manual searches displaying the various fields. These searches can be used as a quick ad hoc reporting tool that can provide immediate feedback to the user. Manual searches can be performed to show the number, dollar amount, and average of checks received, returned, deposited, un-deposited, and recorded receivables by each check/check/type in various time frames. The search screen allows users to pull any item in the database using simple search options or detailed criteria based on the underlying reporting needs.

Automated reports are generated from DRX and are sent daily, weekly, and monthly based on OCD/DRU Finance's reporting needs. Reports range from detailed lists of all Road Home housing check deposits and EFTs to reports which show check records that are waiting for certain users to process. These reports provide management with a high level overview of the status of records in DRX as well as detailed information on specific items. Both reporting options, search capabilities and automated reports, assist OCD/DRU Finance in reconciling with ISIS, eGrants and HUD by providing quick and simple ways to view and analyze data.

# Disaster Recovery Exchange Training Guide

## CHECK PROCESSING

When a **check** is received, the data entry clerk will:

- Select the "New" Folder from the main screen.
- Click on "Grant Repayment Checks" to enter basic information for the received check.
- Basic check information will be highlighted in red and are required fields. These fields include Check Received Date, Check Date, Check #, Check Amount, Payee and Payer. Additional information can be entered about the applicant (if available), but these fields are optional.
- After the details have been entered, the 'Submit' button must be selected for the check to be entered and a folder will be created for the entered check.
- The check folder will then be moved to the Finance Review stage.

At the Finance Review Stage, the folder will be on the Finance Review "to do" list:

- Click on the folder of the check you would like to select from the "to do" list of Finance Review.
- To add notes to the check folder, select the "Add Notes" button on the bottom of the screen, enter notes, and select 'Submit' button.
- If the basic check information was entered incorrectly, select the "Edit Check" button to correct the data then select the enter button.
- Click "Enter Details" to enter the Identification #, upload a copy of the check, and enter details of the Disaster and Program associated with the check.
- Select the 'Submit' button and the check folder will then be automatically routed to the responsible department based on the Disaster, Program Type and Program Subtype. It will then be on that specific department's "to do" list and the Finance Review's "watch list" such as Gustav/Ike checks will be routed to the DRX Gustav Ike role.

At the department stage, the folder will be on the specified department's "to do" list:

- Click on the folder of the check you would like to select from the "to do" list of the specified department.
- If a correction is needed on a previously entered field, select the "Corrections" button and the folder will be moved to the Make Corrections stage. The folder will be on the Finance Review "to do" list where Finance Review can select the folder, modify details, and send the folder back to the appropriate department.
- When the check has been researched and a decision is ready to be made, select the "Research Complete" button to choose a check action.
- If the check is to be returned, select, a reason box will appear and a drop down to select 'Awaiting Check?' Yes or No. This field is to be selected if a check for this Identification # is expected to be received in the future.
- If the check is to be deposited, select 'Send to Deposit'
- Once a check action is selected and the necessary fields are populated, select 'Submit'.
- The check folder will then be automatically routed to either the "Return Check" stage or the "Ready for Deposit" stage based on the check action selected.

At the "Return Check" Stage, the folder will be on the Finance Review's "to do" list:

- Click on the folder of the check you would like to select.
- When the check has been mailed, select the "Check Mailed" button.
- Enter the Fed Ex date and tracking number and select the 'Submit' button.
- The check folder will be sent to the "Check Returned" stage where it will remain.

At the "Ready for Deposit" Stage, the check folder will not be on anyone's "to do" list, but will be on the Finance Review's "watch" list:

- At this stage the check details can be entered and the check can be excluded from a batch. This will be done when the check is selected through the batch process.
- The check folder will remain at the "Ready for Deposit" stage until it is selected to be included in a batch and the "Batch Ready" action has been executed. At this point the check folder will be moved to the "Deposit Pending" stage.

At the "Deposit Pending" Stage, the check folder will not be on anyone's "to do" list, but will be on the Finance Review's "watch" list:

- The folder will remain at the "Deposit Pending" stage until the batch Deposit Slip is generated. Once generated, the check will be moved to the "Deposit Slip Generated" stage.
- Once the deposit details have been entered on the batch, the check will move to the "Pending Deposit Complete" stage. This is a 10 day window which allows the deposit to be completed. If a check is NSF, stopped or not deposited for any reason, the "Pending Deposit Review" button will be selected. A contra check will be created to negate the deposit. The contra CRQ# will be entered and the folder will move to a Stop Payment, NSF Check or Other Reason Deposit Review stage.
- Once the batch has been sent to the "Batch Deposited" stag, the check folder will be moved automatically to the "Check Deposited" stage where the check process is complete.

At the "Holding" Stage, the check folder will be on Finance Review's "to do" list:

- At this stage, Finance Review can select the "Request Input" button which will require a note to be entered and route the folder back to the department. The folder will be on the department's "to do" list.
- The department user will click on the folder of the check to select and will re-review and select "Research Complete" as done previously at the department stage. Based on the decision, the folder will route to Ready for Deposit or Return Check

## BATCH PROCESSING

When a batch is started, Finance Review will:

- Select the "New" Folder from the main screen.
- Click on "Grant Repayment Batch Deposit" to start a new batch for deposit.
- To add notes to the check folder, select the "Add Notes" button on the bottom of the screen, enter notes, and select the "Submit" button.

- Select a Program Type and select the 'Submit' button which will automatically reopen the folder at the "Batch Review" stage.
- Finance Review can select a check to view check information. Select the "Exclude from Batch" button to remove the check from the batch.
- When the batch is ready, select the "Submit" button and the batch folder will be moved to the Finance Review stage.

At the Finance Review Stage, the folder will be on the Finance Review "to do" list:

- Click on the folder of the batch you would like to select from the "to do" list of Finance Review.
- The "Remove from Batch" button can be used to remove the check from the batch and send it to the Holding stage in the check process.
- Select the "Review Complete" button to move the batch folder to the Print Deposit Slip stage, select the "Submit" button to indicate you are sure, and the batch folder will reopen at the Print Deposit Slip stage.

At the Print Deposit Slip Stage,

- Print the deposit slip and select the "Deposit Slip Printed" button, select the "Submit" button to indicate you are sure, and the batch folder will reopen at the Deliver Batch stage.

At the Deliver Batch Stage,

- When the batch is delivered, select the "Delivered to OFSS" button, select the "Submit" button to indicate you are sure, and the batch folder will be moved to the Waiting for Signature stage.

At the Waiting for Signature Stage, the folder will be on the Finance Review "to do" list:

- Click on the folder of the batch you would like to select from the "to do" list of Finance Review.
- Select the "Enter Deposit Details" button and enter the CRQ #, deposit date and upload a copy of the signed transmittal form. Select the "Submit" button which will move the batch folder to the Pending Deposit Complete stage.

At the Waiting for Signature Stage, the folder will be on the Finance Review "to do" list:

- Click on the folder of the batch you would like to select from the "to do" list of Finance Review.
- Select the "Enter Deposit Details" button and enter the CRQ # and the deposit date. Select the "Submit" button which will move the batch folder to the Pending Deposit Complete stage.

At the "Pending Deposit Complete" Stage, the check folder will not be on anyone's "to do" list, but will be on the Finance Review's "watch" list:

- At this stage the batch will wait 10 days for checks to clear and then the batch folder will automatically move to the Batch Deposited Stage.

- When the batch is moved to the Batch Deposited stage, the check folders related to the batch will be moved to the "Check Deposited" stage where the check process is complete.
- The batch folder will remain at the Batch Deposited stage and the batch process is complete.

## EFT PROCESSING

When an EFT is received, the data entry clerk will:

- Select the "New" Folder from the main screen.
- Click on "EFT Received" to enter basic information for the received EFT.
- Basic EFT information will be highlighted in red and are required fields. These fields include Date Notified, EFT Amount, Reference #, EFT origin, Payee, Payer. Additional information can be entered about the applicant (if available), but these fields are optional.
- After the details have been entered, the 'Submit' button must be selected for the EFT to be entered and a folder will be created for the entered EFT.
- The EFT folder will then be moved to the Finance Review-EFT stage.

At the Finance Review-EFT Stage, the folder will be on the Finance Review "to do" list:

- Click on the folder you would like to select from the "to do" list of Finance Review.
- To add notes to the EFT folder, select the "Add Notes" button on the bottom of the screen, enter notes, and select 'Submit' button.
- If the basic EFT information was entered incorrectly, select the "Edit EFT" button to correct the data then select the enter button.
- Click "Approve" to enter the Identification #, upload a copy of the EFT details, and enter details of the Disaster and Program associated with the EFT such as Gustav Ike, then select the 'Submit' button and the folder will move to the "Ready for Deposit- EFT" stage.

At the "Ready for Deposit- EFT" Stage, the EFT folder will not be on anyone's "to do" list, but will be on the Finance Review's "watch" list:

- At this stage the EFT details can be entered and the EFT can be excluded from a batch. This will be done when the EFT is selected through the batch process.
- The EFT folder will remain at the "Ready for Deposit- EFT" stage until it is selected to be included in a batch and the "Batch Ready-EFT" action has been executed. At this point the EFT folder will be moved to the "Deposit Pending-EFT" stage.

At the "Deposit Pending- EFT" Stage, the folder will not be on anyone's "to do" list, but will be on the Finance Review's "watch" list:

- The folder will remain at the "Deposit Pending-EFT" stage until the batch Deposit Slip is generated. Once generated, the EFT will be moved to the "Deposit Slip Generated-EFT" stage.
- Once the batch has been sent to the "Batch Deposited-EFT" stage, the EFT folder will be moved automatically to the "EFT Deposited" stage where the EFT process is complete.

## EFT BATCH

When a batch is started, Finance Review will:

- Select the "New" Folder from the main screen.
- Click on "Grant Repayment Batch Deposit-EFT" to start a new batch for deposit.
- To add notes to the EFT folder, select the "Add Notes" button on the bottom of the screen, enter notes, and select the "Submit" button.
- Select a Program Type and select the 'Submit' button which will automatically reopen the folder at the "Batch Review-EFT" stage.
- Finance Review can select a folder to view EFT information. Select the "Exclude from Batch" button to remove the EFT from the batch. The user will create the batch to match the total EFT.
- When the batch is ready, select the "Submit" button and the batch folder will be moved to the OCD/DRU Fin Dept. Slip Kickoff- EFT stage.

At the OCD/DRU Fin Dep Slip Kickoff- EFT stage, the folder will be on the Finance Review "to do" list:

- Click on the folder of the batch you would like to select from the "to do" list of Finance Review.
- The "Remove from Batch" button can be used to remove the EFT from the batch and send it to the Holding stage in the EFT process.
- Select the "Review Complete" button to generate the transmittal form and move the batch folder to the Print Deposit Slip-EFT stage, select the "Submit" button to indicate you are sure, and the batch folder will reopen at the Print Deposit Slip stage.

At the Print Deposit Slip-EFT Stage,

- Print the deposit slip and select the "Deposit Slip Printed" button, select the "Submit" button to indicate you are sure, and the batch folder will reopen at the Deliver Batch stage.

At the Deliver Batch Stage,

- When the batch is delivered, select the "Sent to OFSS" button, select the "Submit" button to indicate you are sure, and the batch folder will be moved to the Batch Deposited – EFT.
- Click on the folder of the batch you would like to select from the "to do" list of Finance Review.
- Select the "Enter Deposit Details" button and enter the CRQ # and the deposit date. Select the "Submit" button which will move the batch folder to the Pending Deposit Complete stage.
- The batch folder will remain at the Batch Deposited-EFT stage and the batch process is complete.

## ADMINISTRATION SCREENS

To Search checks in Grant Repayment:

- Select the Admin Folder from the main screen.
- Click on Grant Repayment Check Search and the Grant Repayment Check Search Screen will appear or the Grant Repayment EFT Search and the Grant Repayment EFT Search Screen will appear.
- Populate any fields you want to search by and select the search records button.

- The grid will display the records found which match the search criteria entered.
- The total number of checks, the total check amount, and the average check amount will appear on the bottom of the screen based on the records displayed in the grid.
- Click on a specific check/EFT in the grid and the check folder will be opened at its current stage.

To Create a Deposit Log in Grant Repayment:

- Select the Admin Folder from the main screen.
- Click on Grant Repayment Deposit Log and the Grant Repayment Batch Deposit Search Screen will appear.
- Populate any fields you want to search by and select the search records button.
- The grid will display the records found which match the search criteria entered.
- The total number of batches, the total batch amount, and the average batch amount will appear on the bottom of the screen based on the records displayed in the grid.
- Click on a specific batch in the grid and the batch folder will be opened at its current stage.

To Create a Fed Ex Log in Grant Repayment:

- Select the Admin Folder from the main screen.
- Click on Grant Repayment Fed Ex Log and the Grant Repayment Fed Ex Search Screen will appear.
- Populate any fields you want to search by and select the search records button.
- The grid will display the records found which match the search criteria entered.
- Click on a specific check in the grid and the batch folder will be opened at its current stage.

# Office of Community Development

## Disaster Recovery Unit

## Financial and Administrative Policies and Procedures Manual

**Exhibit VI:**

**GIOS Overview**

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## Exhibit VI GIOS Overview

A large number of OCD/DRU programs for both the Katrina/Rita and Gustav/Ike grants use Metastorm as the platform for their systems with applications that are somewhat customized depending upon the need of the program. Metastorm is a business process management software which allows for electronic form capture and defined routing of documents throughout our office for approvals on applications, requests for payment, etc.

One of OCD/DRU's largest Metastorm applications is GIOS (Gustav/Ike Online System). As part of the Gustav/Ike grant design, OCD/DRU allocated most of the funds to local governmental entities (parishes-counties, municipalities, etc.) for those entities to determine their recovery needs and administer their projects directly. With GIOS, OCD/DRU created a web-based system that allows for electronic application and requests for payment intake of approximately 400 different projects from approximately 130 different LGE's. GIOS will allow OCD/DRU to:

1. Populate a detailed database of project specific information by capturing information through electronic forms – this information is fed directly into SAP Business Objects where we have a number of standard reports built and can easily pull ad hoc reports and perform on the fly analysis when needed. Through setting up data validation on various input fields, we ensure that the data we receive is consistent and in the format we require.
2. Eliminate a large part of the paper submission of documents which can easily be lost in the mail, misfiled, etc. Most of our project specific records are electronically submitted and stored and thus easily available by simply logging into GIOS.
3. Provide a date/time stamp on when certain actions are performed such as when documents are submitted, when reviewed and approved, etc. With this we can pull program wide statistics on our turnaround time on how long it takes us to pay out a request for payment, etc.
4. Define a formal routing process for each type of document. Through defining of user accounts and assigning specific authorization levels, we are able to ensure that the proper review is performed on each document. When revisions on a document are necessary, we are able to electronically return the document to the grantee for editing, adding supporting documentation, etc. Also, by having a defined routing system and setting up the various stages, any manager can look up exactly what is in their subordinate's queue to be reviewed and how long each document has been in the queue. As certain steps are completed, we have defined various notifications that are sent via email (for instance, the grantee receives an electronic receipt with an application is submitted or receives notification when a request for payment has been approved).
5. Allow easy access to other information that might be necessary for the review of a document. One example is when a request for payment on any particular project is reviewed, the system automatically calculates and easily provides how much has been previously paid on that project, how much is still available per the approved project budget, and also quickly identifies how much has been environmentally cleared or exempted.
6. Pull in all information in one place (via the electronic record) that is necessary for creating activities in the DRGR to allow for project funding as well as easy access to the information necessary for the DRGR Quarterly Performance report. We have greatly reduced the burden on our program staff to provide the necessary information for HUD reporting requirements.

7. Standardize to a large extent how each internal analyst manages their assignments. By project status, etc. being in GIOS, we eliminate each analyst keeping their own record and format of how each project is progressing.

Please see the attached link for a copy of the GIOS User Guide.

# Office of Community Development

# Disaster Recovery Unit

# Financial and Administrative Policies and Procedures Manual

## Exhibit VII:

## OFSS Authorized Signature Form

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## Exhibit VII OFSS Authorized Signature Form

DIVISION OF ADMINISTRATION

TO: Office of Finance and Support Services
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

The following persons are authorized to perform the following duties for

The Office of: Office of Community Development/Disaster Recovery Unit Fiscal Year: 2017-2018

(A) Approve the purchasing of goods and/or services

(B) Approve goods and services invoices for payment

(C) Approve Travel Expense Accounts for reimbursements (BA-12's)

(D) Approve Travel Authorization (GF-4's)

********This Notice Supersedes ALL Prior Authorizations********

| NAME | SIGNATURE | INITIALS | JOB TITLE | AUTHORIZED DESIGNEE | DUTIES TO BE PERFORMED (Please indicate by A, B, & C as described above.) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Date: _____ Authorized By: _____

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# Office of Community Development

## Disaster Recovery Unit

## Financial and Administrative Policies and Procedures Manual

### Exhibit VIII:

### Finance Request for Payment Instructions

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## Exhibit VIII Finance Request for Payment Instructions

In general, the request should outline the:

- ❑ Amount of Federal funds previously requested;
- ❑ Amount of Federal funds disbursed;
- ❑ Amount of program income/miscellaneous revenue; and
- ❑ Balance of Federal Funds on hand.

If a grantee has received more than one project, a separate request should be completed for each project. The request for CDBG funds shall be limited to the minimum amount needed and shall be timed to be in accord with the actual, immediate cash requirements of the grantee in carrying out the approved activities.

Program income will be disbursed by the grantee before requesting additional funds. Cash on hand will be subtracted from the amount of funds requested.

### Finance Request for Payment Completion Form

The following outlines the method for completing the Finance Request for Payment Form.

### General

The top portion of the Finance Request for Payment form should be completed with the appropriate identifying information:

- ❑ DRU Project Number – The number assigned to each project.
- ❑ Request Number – Each Finance Request for Payment will be consecutively numbered by the grantee. If a grantee has received more than one project, a Finance Request for Payment will be made separately and numbered consecutively for each project.
- ❑ Dates of Service – Enter the dates of service this request is for.
- ❑ Contract # – State assigned grant agreement number.

### Part I – Status of Funds

Part I of the Request for Payment will provide the status of funds.

- ❑ Line 1 – List all OCD/DRU funds received to date.
- ❑ Line 2 – Add program income received from CDBG activities related to the grant.
- ❑ Line 3 – Subtotal lines 1 and 2.
- ❑ Line 4 – Show the total of all disbursements of OCD/DRU funds to date.
- ❑ Line 5 – Subtract line 4 from line 3. This shows the Federal funds on hand that have not been disbursed.

### Part II – Cash Requirements

Part II of the Finance Request for Payment will provide information on the cash requirements.

- ❑ Enter the amounts for each approved activity. Identify the activities by entering the activity code and a brief description above each column. Be sure to complete Part II for **all** approved activities even if funds are not requested for all activities. Totals should be entered to the right of each row and at the bottom, with the current approved budget amount for each activity being included as well.
- ❑ Line 1 – Enter the total of all CDBG cash requirements to date. This amount should be equal to all CDBG expenditures paid to date plus cash needed to meet immediate needs.
- ❑ Line 2 – Show the total amount of CDBG funds requested on previous request for payments.
- ❑ Line 3 – Subtract line 2 from line 1. This will result in the amount of CDBG funds needed on this request for each activity.

If there are more than nine activities, use a second request form to include all activities. The second page should contain the total for both pages and the authorized signature.

**Part III – Project Status**

Part III describes in brief the status of the project. This section should include accomplishments achieved since the last request and if necessary discussion of any project delays.

After the narrative, indicate the amount of other funds drawn and expended on this project. Break these funds down using the classifications shown in the grant agreement.

**Certification**

After reviewing the form and verifying that all of the conditions listed in the certification have been complied with, the CEO or person authorized on the Authorized Signature Form should sign and date the form in the space provided.

Once the form is completed, the grantee should forward the original form to the OCD/DRU.

# Office of Community Development

## Disaster Recovery Unit

## Financial and Administrative Policies and Procedures Manual

### Exhibit IX:

### Finance Request for Payment Template

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# Exhibit IX Finance Request for Payment Authorized Signature Form

**Office of Comm Development**
**Disaster R... ...very Unit**
**Request for Payment**

| | | | | |
|---|---|---|---|---|
| Name<br>Address | Project Admin | | Project # | |
| | DRU Advisor | | Parish # | Multi-Parish - 65 |
| | Date | | Request # | |
| | Task Order No. | | Contract # | |
| | | | Dates of Service | |

**PART I - Cash On Hand**

| | |
|---|---|
| 1. Grant funds received to date | |
| 2. Add program income received to date | |
| 3. Subtotal | |
| 4. Less CDBG funds disbursed to date | |
| 5. Cash on Hand | |

**For DRU Use Only**

| Agency | Organization | Category | Sub-Category | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

| National Objective (check one) | Admin | LMI | Urgent Need | Slum/Blight |
|---|---|---|---|---|
| | | | | |

**PART II - Cash Requirements**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Activity Code | | | | | | | | Total |
| Description | | | | | | | | |
| Curr. Budget | | | | | | | | $ |
| 1. CDBG funds req'd to date | | | | | | | | |
| 2. CDBG funds previously req. | | | | | | | | |
| 3. CDBG funds requested | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ |

**PART III - Project Status**
**Briefly describe the project's status**

| | | | | | | |
|---|---|---|---|---|---|---|
| **Source of other funds** | | | | | | TOTAL |
| **Total other funds expended** | | | | | | $ |

*I certify that this request for federal funds has been prepared in accordance with the terms and conditions of the Grant Agreement, I also certify that all the data reported above is correct and that the amount of the request for federal funds is not in excess of current needs.*

Authorized Signature | Date

**For DRU Use Only**

Authorized Signature/Date | Environmental Authorized Signature/Date

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# Office of Community Development

## Disaster Recovery Unit

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**Exhibit X:**

**Daily Attendance Record**

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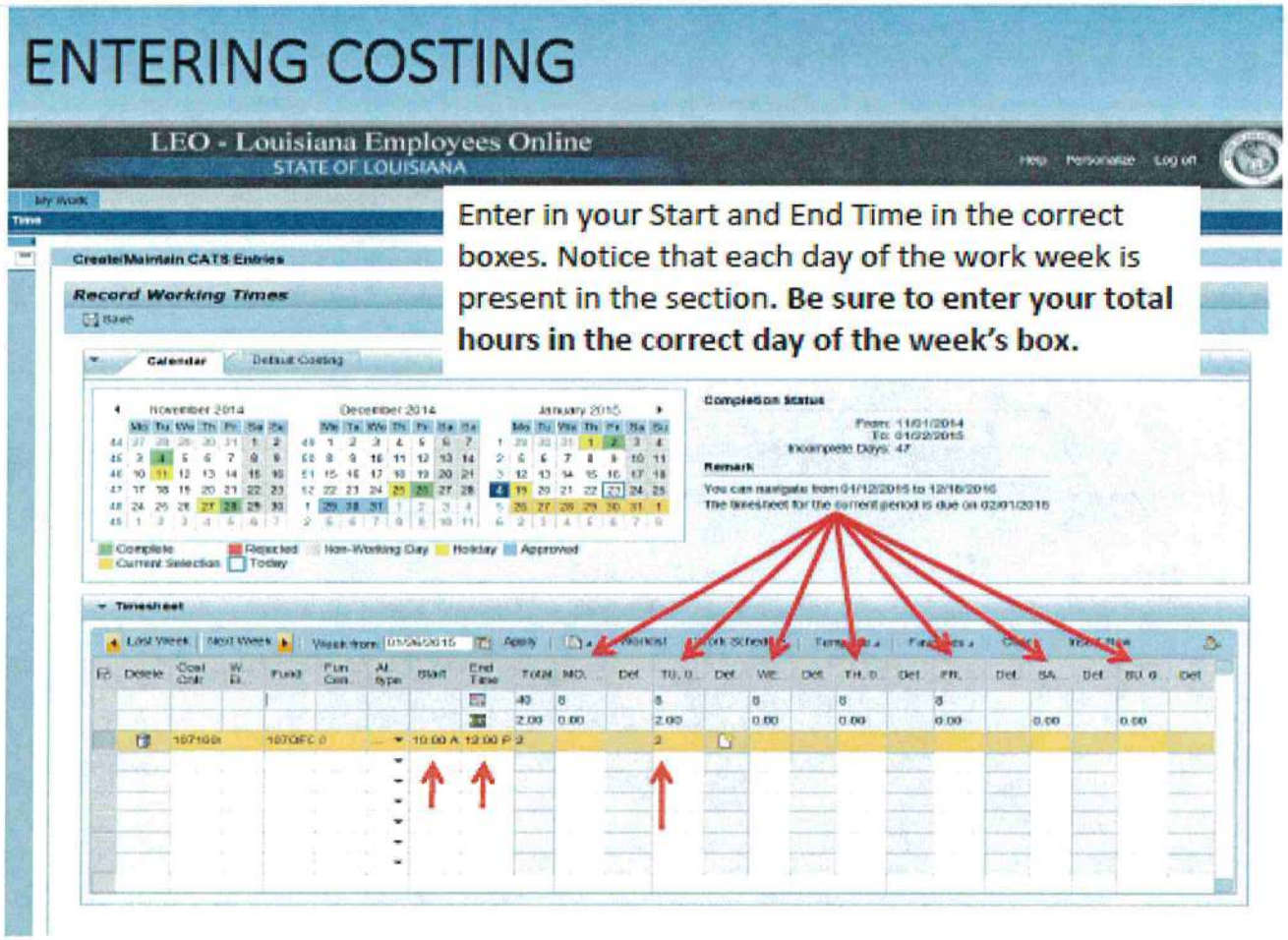
**Exhibit X Daily Attendance Record**



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# Office of Community Development

## Disaster Recovery Unit

## Financial and Administrative Policies and Procedures Manual

**Exhibit XI:**

**Weekly Task Record Log**

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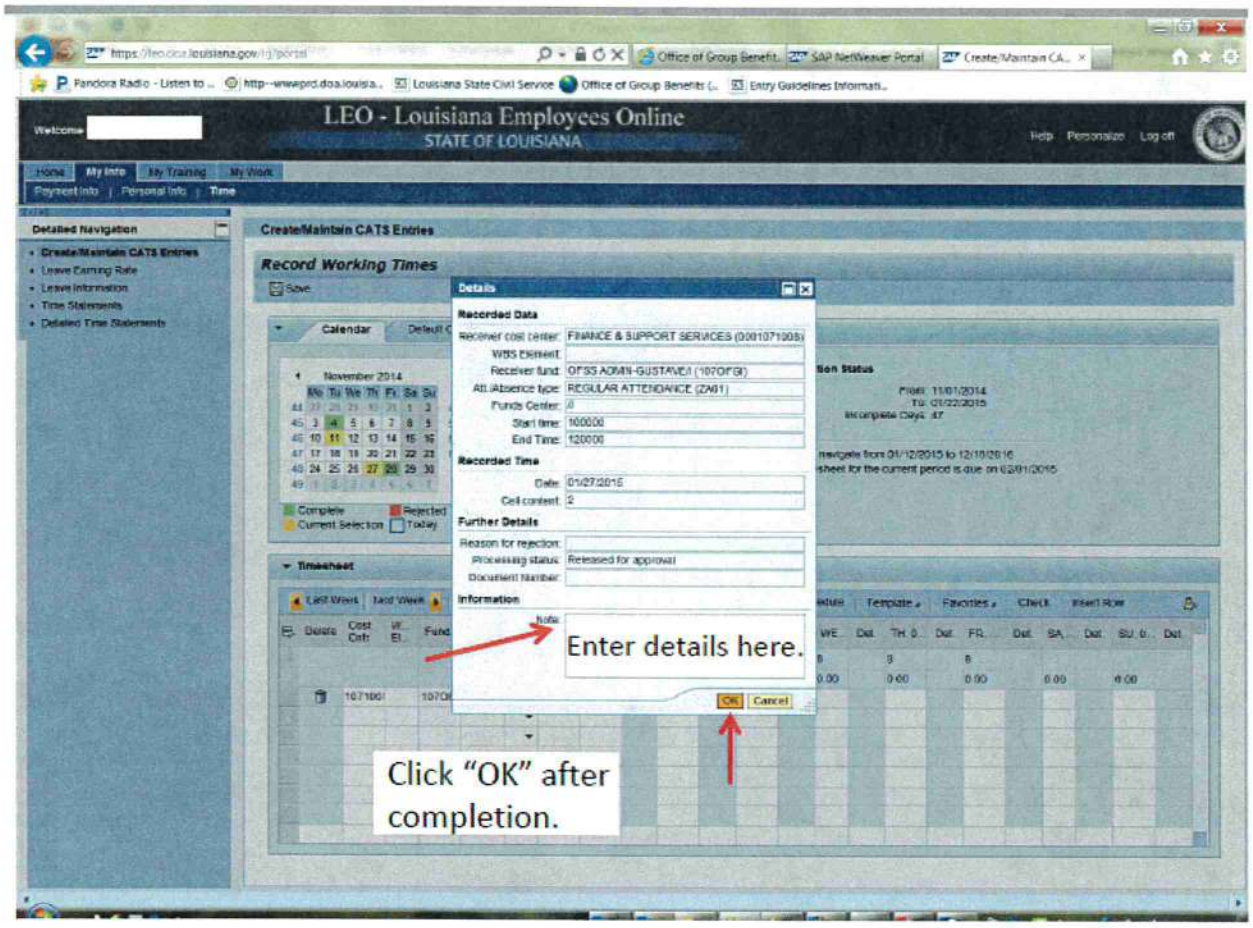
# Exhibit XI Weekly Task Record Log



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# Financial and Administrative Policies and Procedures Manual

## Exhibit XII:

## Certification of Time Allocation

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## Exhibit XII Certification of Time Allocation

STATE OF LOUISIANA

DIVISION OF ADMINISTRATION

OFFICE OF COMMUNITY DEVELOPMENT

DISASTER RECOVERY UNIT

**Certification of Time Allocation**

**Period: July 2016 – December 2016**

Please check one of the following:

_____ I hereby certify that my work assignments and duties are exclusively devoted to the _____Program administrated within the Office of Community Development, and all hours for which I am paid should be charged to this source.

_____ I hereby certify that my work assignments and duties are allocated between the following programs. (List all programs that you work on). The number of hours that I spend on each program is indicated on my daily time sheets.

_____ _____

_____ _____

_____ _____

_____ _____

I understand that if this situation should change, I will notify the Timekeepers and will complete the necessary forms to accomplish an accurate reflection of my time spent and leave taken.

_____

[Signature]

_____

[Printed Name]

_____

[Date]

# Office of Community Development

# Disaster Recovery Unit

STATE OF LOUISIANA

DIVISION OF ADMINISTRATION

OFFICE OF COMMUNITY DEVELOPMENT

DISASTER RECOVERY UNIT

**Certification of Time Allocation**

**Period: January 2017 – June 2017**

Please check one of the following:

_____ I hereby certify that my work assignments and duties are exclusively devoted to the _____Program administrated within the Office of Community Development, and all hours for which I am paid should be charged to this source.

_____ I hereby certify that my work assignments and duties are allocated between the following programs. (List all programs that you work on). The number of hours that I spend on each program is indicated on my daily time sheets.

_____ _____

_____ _____

_____ _____

_____ _____

I understand that if this situation should change, I will notify the Timekeepers and will complete the necessary forms to accomplish an accurate reflection of my time spent and leave taken.

_____

[Signature]

_____

[Printed Name]

_____

[Date]

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# Financial and Administrative Policies and Procedures Manual

## Exhibit XIII:

## Vendor Sample Packet

For complete packet, refer to the following link:

https://eportal.road2la.org/financeandmanagement/Financeteam/GranteeVendor%20Packets/Forms/AllItems.aspx

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**Louisiana Office of Community Development Disaster Recovery Unit**

**AUTHORIZED SIGNATURE FORM**

| Name/Address of Recipient: | CEA / Contract Number: |
|---|---|
| | Date: |

| | |
|---|---|
| **1)** Person (A) Approved to Sign Draws<br>Signature:<br><br>Print Name | **2)** Person (B) Approved to Sign Draws<br>Signature:<br><br>Print Name |
| **3)** Person (C) Approved to Sign Draws<br>Signature:<br><br>Print Name | **4)** Person (D) Approved to Sign Draws<br>Signature:<br><br>Print Name |

**APPROVED BY**

| Signature: | |
|---|---|
| Print Name: | Title: |

Updated Form: June 20, 2016

## AUTHORIZED SIGANTURE FORM

### Instructions

1. Insert typed name of organization and complete mailing address of recipient; include zip code.
2. Enter CEA / Contract Number assigned by DRU, if known.
3. Enter the typed name of the individuals who are authorized to sign the community's Request for Payment. NOTE: Not all four boxes must be filled.
4. Provide name and title of approver who certifies the above signatories are authorized to request payment of CDBG funds.
5. Print out form, and have all required signatures affixed to form.
6. Email form to appropriate DRU Finance Personnel and be sure to copy: Bonita.Brown@LA.GOV.

Updated Form: June 20, 2016

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To: Katrina/ Rita and Gustav/Ike Disaster Awardees

From: Virginia Moses, CPA, Financial Manager

Subject: Required Documentation

Date: December 19, 2019

The financial documents required by the Office of Community Development-Disaster Recovery Unit are enclosed. Below is a checklist of documents that must be completed and returned by the grant recipient. Instructions on completing the forms are included. If you have any questions regarding these forms, please contact your Program Manager.

Documents 1 through 6 should be sent to Virginia Moses, Financial Manager, Disaster Recovery Unit, 617 N. Third St., 6th Floor, Baton Rouge, LA 70802. Document 7 should be sent to Office of Statewide Reporting and Accounting Policy, P.O. Box 94095, Baton Rouge, LA 70804.

**Checklist for Louisiana Disaster Recovery CDBG Program**

| **Required Forms and Documentation** | ✓ |
|---|---|
| 1. Request for Vendor Information | |
| 2. IRS Form W-9 (if applicable) | |
| 3. HUD Form 2880 | |
| 4. OCD/DRU Authorized Signature Form | |
| 5. Statement of Assurances | |
| 6. Financial Management Questionnaire Form | |
| 7. Electronic Funds Transfer Enrollment Form | |

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REQUEST FOR VENDOR INFORMATION

Your organization has sold merchandise and/or services to the State of Louisiana. Before payment can be processed we must have following information along with a completed IRS W-9.

Name of Vendor: _____

Remittance Address: _____

_____

Parish: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

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Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Give Form to the requester. Do not send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Social security number**
☐☐☐ – ☐☐ – ☐☐☐☐

**Employer identification number**
☐☐ – ☐☐☐☐☐☐☐

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here** Signature of U.S. person ▶ Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

## Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

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12/01/2004

## Disaster Recovery Unit Financial Management Questionnaire

Grantee: _____ Number of employees: _____

1. List those who will be performing the following CDBG financial management functions. Include their title.

   a. Signs contracts: _____ Title: _____

   b. Receives invoices: _____ Title: _____

   c. Approves payment of invoices: _____ Title: _____

   _____ Title: _____

   d. Prepares Requests for Payments: _____ Title: _____

   e. Signs Requests for Payments: _____ Title: _____

   _____ Title: _____

   _____ Title: _____

   _____ Title: _____

   f. Records transactions: _____ Title: _____

   g. Keeps custody of checkbook and Request for Payment forms:

   _____ Title: _____

   h. Signs checks: _____ Title: _____

   _____ Title: _____

   _____ Title: _____

   _____ Title: _____

   i. Reconciles bank statements: _____ Title: _____

   j. Prepares fiscal year end financial statements:

   _____ Title: _____

12/01/2004

2. Identify by title the individuals who are covered by a blanket fidelity bond and the amount of coverage. **Attach a copy of the bond(s).**

Title: _____ Amount: $ _____

Title: _____ Amount: $ _____

Title: _____ Amount: $ _____

Title: _____ Amount: $ _____

Title: _____ Amount: $ _____

3. Identify name of company that issued the bond: _____

Issue date: _____ Expiration date: _____

Issue date: _____ Expiration date: _____

4. What is your fiscal year end date? _____

5. The most recent audit covered what period? _____

Identify name of firm that prepared the audit: _____

6. Name and telephone number of local official to contact regarding this questionnaire:

| _____ | _____ | _____ |
|---|---|---|
| *Name* | *Title* | *Phone #* |

Must be signed by the contract signatory

**I certify that this information is true to the best of my knowledge.**

*Signature:* _____

*Title:* _____

*Date:* _____

# Financial and Administrative Policies and Procedures Manual

## Exhibit XIV:

## Policy and Procedure for Reallocation of Funds When Duplication of Benefits Occur

| | |
|---|---|
| POLICY AND PROCEDURE FOR REALLOCATION OF FUNDS WHEN DUPICATION OF BEFEITS OCCUR | **Version:** 01<br><br>**Date:** |
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development/ Disaster Recovery Unit

Policy and Procedure for Reallocation of Funds When Duplication of Benefits Occur

## I. Overview

When a project being funded with CDBG-DR is later supplemented with an additional funding source; this causes a duplication of benefit. The funding sources could include FEMA, SBA, HUD grants, insurance proceeds, private/non-profit relief donations, state and local government grants.

## II. Programmatic Process

Once a sub-recipient receives additional funding sources towards a project where CDBG-DR funds have been utilized, an amended application is forwarded to the State for approval. In this application, funds from CDBG FFE are transferred to the other funding source to be covered under the project worksheet. Payments initially made from CDBG-DR are being reimbursed to the grant/project. If the project is complete, the CDBG-DR funds are reallocated to another recovery project which would also have to be amended. After the amended application is approved, the State sends the sub-recipient an official approval letter for their records. The finance and reporting department are also informed of this application amendment.

## III. Finance Process

Once it is determined that a duplication of benefit has occurred, the finance department will request that the sub-recipient submit a tracking spreadsheet showing all funds which were spent using CDBG-DR funds. These funds will be reconciled with the amount now being covered by the additional funding source. If the total amounts reconcile between what is now being covered, the funds will then be wired back to HUD and loaded back into the DRGR. This documentation will be retained in the project file.

## IV. Reporting Process

Depending on the status of the project receiving the duplication of benefits, the reporting team will follow the approved amended application or action plan to determine where the funds should be loaded in the DRGR.

# Financial and Administrative Policies and Procedures Manual

## Exhibit XV

| | |
|---|---|
| POLICIES AND PROCEDURES FOR ADMINISTRATION AND USE OF DISASTER RECOVERY UNIT PROGRAM INCOME PROCEDURE | **Version:** 02<br><br>**Date:** |
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development/ Disaster Recovery Unit

Policy and Procedure for Administration and Use of Program Income from the Sale of Administrative Assets

Definition of Program Income

Program Income is defined as gross income received by a state, a unit of general local government or a sub recipient of a unit of general local government that was generated from the use of CDBG funds as defined at (CFR 24 570.489 (e)).

Identification of Program Income

From time to time OCD/DRU will sell administrative assets originally purchased with CDBG funds, which generate Program Income.

Treatment of Program Income

Sales of equipment or other movable property are usually handled through the LPAA. LPAA will transfer proceeds to OCD by means of a J3 transaction. OFSS will notify OCD of amount received and will reduce the next draw. All other program income received will be credited back to the expenditure account that created the program income by reducing the next draw.

Reporting Program Income

Program Income earned and received is reported to HUD on a quarterly basis in the DRGR system.

| POLICIES AND PROCEDURES FOR ADMINISTRATION AND USE OF PIGGYBACK PROGRAM INCOME | **Version:** 02<br><br>**Date:** |
|---|---|
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development / Disaster Recovery Unit

Policies and Procedures for Administration and Use of Piggyback Income Program

## V. Overview

With loan repayments on the Piggyback Program loans expected over the next 35 years, the OCD/DRU can expect to receive $100 million to $200 million in Piggyback Program Income derived from these loan repayments. The OCD/DRU program income plan was outlined in The Road Home Action Plan and ensuing Amendments of Katrina/Rita, and Gustav/Ike where applicable, and remains the guiding principal by which program income is designated. As stated, the Program Income (PI) derived from loan repayments on Piggyback loans will be placed in a program income account and reinvested to further Low/Mod income housing programs in storm impacted areas of Louisiana.

## VI. Administration

The OCD/DRU receives and administers all Piggyback PI as it is generated. All Piggyback PI is the result of operating surpluses in the Piggyback projects, and their treatment in the OCD/DRU Surplus Cash Reporting Requirements is outlined in the Piggyback loan documents. OCD/DRU requires all completed Piggyback projects to annually submit an audited financial and audited surplus cash statement. If surplus cash is positive, a payment is required per the loan agreement (normally 1/3 of the first $1K per unit, 2/3's of anything in excess of $1K per unit). If surplus cash is negative, the project must fund the deficit in

accordance with the Operating Deficit Guaranty. All PI generated from Piggyback loan repayments is tracked by both Piggyback program staff and OCD/DRU Reporting and Financial sections. The Piggyback PI is placed in a non-interest bearing 'Piggyback Program Income' account managed by the OCD/DRU Financial section.

### 16. Louisiana Housing Corporation

Act 408 of the 2011 Louisiana Legislature created the Louisiana Housing Corporation (LHC). Part of the intent of the legislation was to consolidate all state run housing programs. It is planned that the Piggyback Program will be transferred to the LHC sometimes in the transition period of 2012. When the Program transfers, the LHC and its Board of Directors will administer the policies and procedures surrounding Piggyback Program Income. OCD/DRU will monitor LHC's Piggyback PI activities as a sub-recipient.

The LHC has indicated the intended use of Piggyback PI will be as follows:

- Assist in the production of additional low income housing developments in its various programs.
- Assist in the production of single family homeownership by being used in conjunction with LHC's Single Family Mortgage Revenue Bond Program. The program will be structured either as a soft second program or in the form of grants for down payment and closing costs.

These activities are consistent with the activities described in the approved APA that defines allowable uses of PI.

## VII. Expenditure of Piggyback PI

Due to the fact that Piggyback PI isn't realized until the year after a project is completed, in almost every instance, the project has drawn down all loan proceeds available by the time PI comes in on that same project. That being the case, OCD cannot expend Piggyback PI generated from a particular project on the same project because that project has drawn down their entire loan amount. Furthermore, each individual Piggyback project is set up separately in DRGR and each Piggyback project has a budgeted amount. OCD /DRU has determined that the best tracking of program income is to pool Piggyback PI upon receipt into a program income account and make it available to new affordable housing projects/programs as determined to be a priority by the OCD Executive Director in accordance with APA Number 1.

## VIII. Reporting

Piggyback PI checks are submitted to the OCD/DRU Financial and Reporting Team and recorded in the DRX and DRGR systems. Checks are forwarded to Office of Finance and Support Services to be recorded in the State's Financial System and sent to the State Treasury Office for deposit.

The OCD/DRU maintains an ongoing status of Piggyback Program Income. OCD/DRU will provide a Status Report quarterly of the Piggyback Program Income receipts/commitments/expenditures.

## IX. Methods of Distribution

All PI generated by Piggyback loans will be reinvested (as per APA Number_1) in affordable housing in storm impacted areas of the state. Methods of distribution by OCD/DRU would be similar to methods of distribution previously (but not limited to) implemented. Such examples (and links to the program descriptions for distribution) are:

- Leveraging CDBG with 9% LIHTC's as in the initial Piggyback funding round.
    - http://www.doa.louisiana.gov/cdbg/dr/Rental/Piggyback%20Program%20Description%2009-28-06.pdf
- Leveraging CDBG with tax-exempt bonds and 4% LIHTC's as in Piggyback funding round #2.
    - http://www.doa.louisiana.gov/cdbg/dr/piggy/Piggy-Rd2-Summary-08-05-29.pdf
- Leveraging CDBG with other sources as in the Gustav/Ike funding round.
    - http://www.doa.louisiana.gov/cdbg/DR/Gustav-Ike/DRpiggy-GI.htm
- Other distribution methods may also be created based upon needs of the state, other funds available for leveraging, and available Piggyback PI funding (determined by the current amount of 'pooled' PI available).

The State, through the OCD Executive Director, will reserve the right to determine and release the 'pooled' PI when sufficient amounts are available to constitute a substantial 'reinvestment' back into affordable housing. While it is anticipated that annual loan repayments on Piggyback projects will exceed $1 million per year, the stabilized amount will not be realized until all projects are complete and in operation for a few years.

## X. Compliance/Monitoring

All Piggyback PI awarded to new projects in the future will be subject to the same compliance requirements outlined in the OCD loan documents as well as monitoring requirements that currently exist for OCD/DRU managed CDBD Piggyback funds.

Template Piggyback Loan Documents can be found at the link below:

http://www.doa.louisiana.gov/cdbg/DR/DRpiggy.htm

| POLICIES AND PROCEDURES FOR ADMINISTRATION AND USE OF AGRICULTURE PROGRAM INCOME | **Version:** 01<br><br>**Date:** |
|---|---|
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development / Disaster Recovery Unit

Policies and Procedures for Administration and Use of Program Income from the Gustav/Ike Agriculture Programs

## I. Overview

To assist the agricultural sector recover from the 2008 storms, OCD/DRU developed the following two loan programs to be administered directly by the Department of Agriculture through the Louisiana Agriculture and Finance Authority:

1. Louisiana Farm Recovery Grand and Loan Program (LFRGLP) designed to assist individual farm enterprises;
2. Louisiana Agri-business Recovery Loan Program (LARLP) designed to assist agri-business that buy, sell, process, broker, and store products from individual farms.

The Louisiana Agricultural Finance Authority (LAFA, also referred to as "the Authority"), is a public agency organized pursuant to Louisiana Revised Statues 3§264 et al. and regulations promulgated LAFA with administrative assistance provided by the Louisiana Department of Agriculture and Forestry (LOAF). Through LAFA, the State implemented, managed, and monitored both LFRGLP and LARLP. Use of the expertise of the LAFA provided greater efficiencies in program delivery and ensured that accountability and transparency are achieved, as LAFA is familiar with the farming industry and has worked with other federal disaster recovery programs.

To be eligible for funding through Louisiana Farm Recovery Grant and Loan Program (LFRGLP), producers must have been in operation during the 2008 growing season; have received farm revenue in 2007 of at least $25,000; and must have suffered at least $10,000 in losses, damages, displacement or substantial farming operation interruption as a direct result of either or both hurricanes

Gustav and Ike. With a maximum loan of $100,000 and a minimum loan of $10,000; 80% of funds were distributed as loans and 20% as grants that with the proper payments on the loan will be forgiven. All loan repayments will be considered program income and be reinvested by the State in CDBG eligible projects in approved programs, as approved by the OCD/DRU Executive Director.

Louisiana Agri-business Recovery Loan Program (APRLP) used flexible low interest loans to provide capital financial assistance to agri-businesses that met the program guidelines and criteria as defined by the Authority. Applicants had to demonstrate 2008 storm related impacts, either as direct losses, physical damage, displacement or substantial business interruptions of at least $10,000. Repaid loans will be considered program income and will form the foundation of a program income fund, administered by the state.

The OCD/DRU program income plan was outlined in the Gustav/Ike Action Plan and ensuing Amendments where applicable, and remains the guiding principal by which program income designated. As stated, the Program Income (PI) derived from Joan repayments on Agriculture loans will be placed in a program income account and reinvested to further recovery and revitalization related programs in storm impacted areas of Louisiana.

## II. Administration

The OCD/DRU receives and administers all Agriculture PI as it is generated. All Agriculture PI is the result of loan repayments generated through the Agriculture projects. All PI generated from Agriculture loan repayments is tracked by both OCD/DRU Economic Development program staff and OCD/DRU Reporting and Financial sections. The Agriculture PI is placed in a non-interest bearing 'Agriculture Program Income' account managed by the OCD/DRU Financial section.

## III. Expenditure of Agriculture PI

OCD/DRU has determined that the best tracking of program income is to pool Agriculture PI upon receipt into a program income account and make it available to eligible CDBG infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities as determined to be a priority by the OCD Executive Director in accordance with APA Number 1, as well as with the informed input of the LAFA, where applicable. These activities are consistent with the activities described in the approved APA and ensuing Amendments that defines allowable uses of PI.

## IV. Reporting

Agriculture PI checks are submitted to the OCD/DRU Financial and Reporting Team and recorded in the DRX and DRGR systems. Checks are forwarded to Office of Finance and Support Services to be recorded in the State's Financial System and sent to the State Treasury Office for deposit.

The OCD/DRU maintains an ongoing status of Agriculture Program Income. OCD/DRU will provide a Quarterly Performance Report through our standard quarterly reporting to HUD of the Agriculture Program Income receipts/commitments/expenditures.

## V. Methods of Distribution

All PI generated by Agriculture loans will be reinvested in infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities in storm impacted areas of the state. OCD/DRU will follow the same methods of distribution utilized in approved CDBG disaster programs.

The State, through the OCD Executive Director, reserves the right to determine and release the pooled PI when sufficient amounts are available to constitute a substantial reinvestment.

## VI. Compliance/Monitoring

All Agriculture PI awarded to new programs/projects in the future will be subject to compliance requirements outlined in the monitoring section of the program guidelines. It is anticipated that the monitoring plan will be the same as existing CDBG monitoring plans for similar projects.

| POLICIES AND PROCEDURES FOR ADMINISTRATION AND USE OF LOUISIANA LAND TRUST PROGRAM INCOME | **Version:** 02<br><br>**Date:** |
|---|---|
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development / Disaster Recovery Unit (OCD/DRU) and the Road Home Corporation (Louisiana Land Trust – LLT)

# Policies and Procedures for Administration and Use of Louisiana Land Trust Program Income

## I. Overview

Road Home Corporation and the Louisiana Land Trust (LLT) is the publically chartered nonprofit corporation created to take title to properties purchased by the Road Home Homeowner Assistance Program and to work with the Office of Community Development/ Disaster Recovery Unit (OCD/DRU) and the parishes to facilitate the recovery and redevelopment initiatives of these properties.

Proceeds from property sales, less disposition costs, are considered to be program income and continue to be subject to CDBG Supplemental Disaster requirements. Proceeds from the sale of LLT properties, less disposition costs, must follow one of two possible outcomes: If approved by OCD/DRU, program income may be retained by the parish where the property was sold for CDBG eligible infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities. Alternatively, the funds shall be forwarded to the state CDBG Supplemental Disaster Program. The State will then allocate those funds to CDBG eligible infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities in approved disaster programs. Both alternatives require an application process.

For those funds returned to the state CDBG Supplemental Disaster program, the Program Income (PI) derived from LLT property sales will be placed in a non-interest bearing program income account and considered additional disaster recovery funds to be reinvested in CDBG eligible infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities in Katrina/Rita impacted areas of Louisiana.

The OCD/DRU Program Income Plan related to LLT disposition process is outlined in the State's Action Plan Amendment Number 20 and Number 57 for the Katrina/Rita First Appropriation and in Action Plan Number 7 and Number 21 for the Katrina/Rita Second Appropriation, providing the guiding principal by which program income is designated.

## II. Administration

LLT receives all properties that close under the Road Home Program as an Option 2 or 3. Program Income is calculated as proceeds less disposition costs, and based on the terms of the CEA with each parish, is either forwarded to the state or is retained at the parish level.

If a parish has entered a written agreement with OCD allowing that parish to retain their program income, they are required to submit quarterly reports to OCD/DRU on LLT property sales to be entered and tracked in the DRGR. The Parish shall track the revenues, accounts receivable, expenses and accounts payable relating to the sale of LLT properties. This obligation to track revenues and costs of LLT properties continues for the duration of Parish ownership of respective LLT property. The Parish may allocate Direct Management Costs as defined by the Parish CEA. Administrative Costs are considered part of the Direct Management Costs and shall be billed at a percentage approved by OCD/DRU. Adjustments to such budgeted allocations to reflect actual expenses may be made upon approval by OCD/DRU. The revenue received from the sale of a parcel, less the reasonable expenses allocated to handling and managing the properties during disposition or redevelopment, shall be deemed Program Income (PI).

For program income that is forwarded to the state, according to the agreement with the parish, the funds are placed in a non-interest bearing DRU Katrina/Rita Housing Program Income Account managed by the OCD/DRU Financial section. Program income is proceeds less disposition costs expended.

Funds in the DRU Katrina/Rita Housing Program Income Account will be deemed additional disaster recovery funds and will be distributed to fund approved CDBG eligible infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities.

## III. Reporting

Program Income earned and received is reported to HUD on a quarterly basis through the DRGR system. For those parishes whose agreement states that their program income is forwarded to the state, proceeds from the sales handled by LLT are submitted to the OCD/DRU Financial and Reporting Team. The Financial Team records receipt of the checks, and the Reporting Team tracks the information in the DRGR according to the recipient parish. Checks are submitted to the Office of Finance and Support Services to be recorded in the State's Financial System and are deposited in the State Treasury. The checks are then sent to the State Treasury Office for deposit.

The OCD/DRU maintains an ongoing status of LLT PI. LLT is responsible until their sunset for assisting OCD with gathering and reporting data from parishes on a quarterly basis. OCD/DRU will provide a Quarterly Status Report through its standard quarterly reporting to HUD of the Louisiana Land Trust Program Income receipts/commitments/expenditures.

## IV. Methods of Distribution

All LLT PI generated by the Louisiana Land Trust property sales will be considered additional Katrina/Rita disaster recovery funds to be reinvested in CDBG eligible infrastructure, housing, economic development, fisheries, agriculture, coastal restoration, public service and/or administration activities in approved programs in storm impacted areas of the state in accordance with priorities and one of the following national objectives: benefit of low and moderate income persons, elimination or prevention of slums and blight, public service, or urgent need.

Parishes were given the opportunity to elect to retain their program income or continue to have it forward to the state. The following Method of Distribution will be followed under each option. Determination of projects will not necessarily be competitive, and will be based on the identified priorities of the Parishes. However, all funds must be spent on CDBG eligible activities as defined above. If a parish has program income at both the parish and state levels, state held program income will be expended first.

### A. State Level Program Income

State-level program income will be designated to the Katrina/Rita disaster supplemental CDBG program, allocated to an eligible CDBG activity as determined by the parish, approved by the OCD/DRU Executive Director, and agreed to in a Cooperative Endeavor Agreement with the state. LLT PI will be used in eligible Katrina/Rita-impacted parishes, will be implemented through of the existing programs approved in previous Katrina/Rita Action Plans, and will

follow the guidelines of the approved program. The Program Income-funded project will undergo the State's project application process for approval under the identified Program area.

B. Parish-Level Program Income

A parish may submit a Program Income Plan describing the projected use of Program Income. Those plans will be evaluated and approved by OCD/DRU. While past policy was to limit projects to those included in each parish's Long Term Community Recovery Plan or a subsequent Program Income Plan, the policy going forward as of April 15, 2014 will also allow parishes to choose other disaster related projects if accompanied by a resolution of support from the applicant's governing authority after having received input from the public. The Program Income-funded project will undergo the State's project application process for approval under the identified Program area.

V. Compliance/Monitoring

All LLT PI awarded to new projects in the future will be subject to the same compliance requirements outlined in the OCD/DRU monitoring requirements that currently exist for OCD/DRU managed CDBG funds, and are subject to monitoring by OCD/DRU and HUD.

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| POLICIES AND PROCEDURES FOR ADMINISTRATION AND USE OF PARA PROGRAM INCOME | **Version:** 01<br><br>**Date: 8/26/16** |
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development-Disaster Recovery Unit

# Policies and Procedures for Administration and Use of Program Income from the Gustav/Ike PARA Programs

## I. Overview

The impacts of hurricanes Gustav and Ike which struck the Gulf Coast of the United States in September of 2008, resulted in the enactment of the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009, H.R. 2638/Public Law 110-329. This law provided the state of Louisiana with $1,091,178,431 to fund recovery needs as a result of those storms, to be administered by the U.S. Department of Housing and Urban Development (HUD) via the Disaster-CDBG program (CDBG-DR). Through the Action Plans for the Gustav/Ike recovery, the State allocated $565,541,122 to storm-impacted parishes for expenditure on eligible activities according to local recovery priorities as directed by public input at the local level, both parish and municipal. These funds were to be used for eligible disaster-related activities to include housing rehabilitation with emphasis on affordable rental housing, mitigation activities, economic revitalization, hurricane protection, and infrastructure repair and improvements at the requests of local governments. The process for grantees to receive funds is administered by the Louisiana Office of Community Development-Disaster Recovery Unit (OCD-DRU).

Many projects implemented under the action plans and amendments for hurricanes Gustav and Ike under the Parish Implemented initiatives - referred to as the PARA Programs - created opportunities for revenue generating activities. Portions of that revenue may qualify to be considered as program income. Program income generated by the PARA Programs will be returned to the state to be placed in a non-interest bearing account and considered additional disaster recovery funds, to be reinvested in CDBG-DR eligible disaster recovery or revitalization projects that can be attributed to the Low and Moderate Income national objective in Gustav/Ike impacted parishes. Exceptions may be made with the approval of OCD-DRU in its sole discretion in the two following scenarios:

- The parish is able to clearly demonstrate and support that there are not any LMI projects that can be funded using the program income; or

- The amount of program income is too small to fund a new project and the program income will be used to fund project shortfalls on an existing project that does not meet a LMI national objective.

If program income generated by a single grantee exceeds $1 million in a calendar year, the grantee may use up to .5% for administrative costs, and OCD-DRU may withhold and use up to 4.5% for admin costs. If program income is less than $1 million in a calendar year, NO administrative costs will be funded unless approved by OCD-DRU in its sole discretion.

1.

2. **II. Administration**

Grantees will forward their program income to the OCD-DRU Financial Section to be held in a non-interest bearing account and considered additional disaster recovery funds. All program income generated from PARA programs is tracked by the OCD-DRU Reporting and Financial sections.

**III. Reporting**

Program income earned and received is reported to HUD on a quarterly basis through the DRGR system. Program income is submitted to the OCD-DRU Financial and Reporting Teams and recorded in the DRGR system. Once the Financial Team records receipt of the checks, the funds are tracked according to grantee in the DRGR by the Reporting Team. Then checks are submitted to the Office of Finance and Support Services to be recorded in the state's financial system. The checks are then sent to the State Treasury Office for deposit.

**IV. Methods of Distribution**

PARA program income will be designated to the Gustav/Ike supplemental CDBG-DR program, allocated to an eligible activity as determined and approved by the OCD-DRU Executive Director or their designee. Program income will be used in eligible Gustav/Ike impacted parishes, and implemented through one of the existing programs approved in previous Gustav/Ike Action Plans. Priority will be given to projects or programs that benefit low to moderate income households. The program income funded project or program will undergo the state's project application process for approval under the identified program area.

**V. Compliance/Monitoring**

All program income awarded to new projects or to supplement existing projects in the future, will follow established OCD-DRU monitoring policies and procedures.

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| POLICIES AND PROCEDURES FOR ADMINISTRATION AND USE OF SMALL RENTAL PROPERTY PROGRAM, SOFT SECOND MORTGAGE PROGRAM AND FIRST TIME HOMEBUYER PILOT PROGRAM, PROGRAM INCOME | **Version:** 01<br><br>**Date:** 8/26/16 |
| **Approved by:** | **Title:**<br><br>Executive Director |

State of Louisiana

Office of Community Development / Disaster Recovery Unit

Policies and Procedures for Administration and Use of Program Income from the Small Rental Property, Soft Second Mortgage and

First Time Homebuyer Pilot Programs

## VII. Overview

The significant loss of the rental and single family housing stock resulting from hurricanes Katrina and Rita and the subsequent need for re-stocking the housing market led to the creation of housing recovery programs designed to stimulate the development of rental properties and create opportunities for homeownership and first time homebuyers. These programs included the Small Rental Property Program, the Soft Seconds Program and the First Time Homebuyer Pilot Program. The Small Rental Property Program provided assistance in the form of deferred payment loans at 0% interest due only upon resale of the property prior to the expiration of the affordability period, or upon failure to comply with the agreed-upon restrictions on rents and household incomes during the affordability period. The Soft Second and First Time Homebuyer Pilot Programs offered forgivable soft second mortgages to households under 120% AMI.

Both programs called for recapture of benefits in the case of a property sale. If the owner of a small rental property sells the property prior to the expiration of the affordability period or fails to comply with the agreed upon restrictions on rents and household incomes for tenants during the affordability period, the amount of the assistance must be repaid to the State. If an assisted homeowner sells the property before the soft second loan is completely forgiven, the outstanding principal or a portion of this principal will be due upon sale depending on whether the owner has realized a gain over his initial investment, i.e. his equity and the amount of the first mortgage that he took on in order to purchase the property. In both cases the funds recaptured are considered program income.

## VIII. Administration

The OCD-DRU receives and administers all program income from the Small Rental Property Program, Soft Second Mortgage Program and First Time Homebuyer Pilot Program as it is generated. The program income is tracked by both the OCD-DRU Reporting and Financial sections. The program income is placed in a non-interest bearing account managed by the OCD/DRU Financial section.

## IX. Reporting

Program income checks are submitted by grantees to the OCD-DRU Financial and Reporting teams and recorded in the DRX and DRGR systems. Checks are forwarded to the Office of Finance and Support Services to be recorded in the State's Financial System and sent to the State Treasury Office for deposit. The OCD-DRU maintains an ongoing status of this program income. OCD-DRU will provide a Quarterly Performance Report through its standard quarterly reporting to HUD of the program income receipts, commitments, and expenditures.

## X. Methods of Distribution

All program income generated by the Small Rental Property Program, Soft Second Mortgage Program and First Time Homebuyer Pilot Program will be reinvested in disaster related CDBG-DR eligible storm activities. Program income will be used in eligible parishes and will be implemented through a program approved in an Action Plan.

## V. Compliance/Monitoring

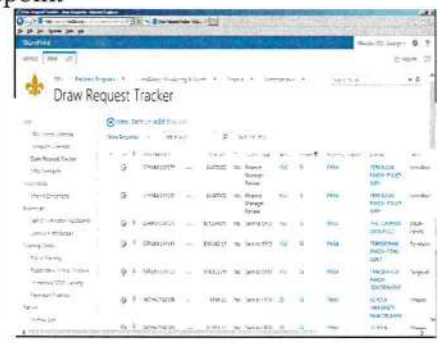
All program income awarded to new projects or programs, or to supplement existing projects or programs, will follow established OCD-DRU monitoring policies and procedures.

**Exhibit XVI:**

# Grant Reconciliation Process

*Regular Procedure:*

1. Receive email from OFSS containing DRGR system screen shots indicating draws have been paid; put into spreadsheet:
    a. Voucher Number
    b. Activity Number
    c. Grantee
    d. Amount Paid
2. Run "All Expenditures Report" for that time period in ISIS
    a. Transaction Number
    b. Transaction Date
    c. Vendor Invoice Number
    d. Amount
3. Match DRGR and ISIS data
4. Record reconciliation
    a. Either in GIOS or Sharepoint




    b. Voucher Number, ISIS Transaction Number, ISIS Transaction Date

5. If at any point, amounts do not match, go to appropriate department for correction
    a. OFSS – if DRGR is incorrect
    b. DRU Finance – if ISIS or GIOS is incorrect

*Quarterly Reconciliation / DRGR Quarterly Performance Review (QPR):*

1. After the quarter end, run DRGR Report "Fin Rept09B: QPR – Fin Data by Activity and Quarter"
2. Run the ISIS "All Expenditures Report" for the quarter; insert pivot table to isolate expenditures by activity.
3. Run the GIOS "GIOS All Draw Requests" report; also insert pivot table to isolate draw request by activity.
4. Match quarterly expenditures on each activity between all three sources (GIOS does not include all activities; reconcile for those that are included in GIOS)

5. If at any point, amounts do not match, go to appropriate department for correction

*Sources:*

- Daily DRGR Report (used to confirm funds availability in DRGR)
- Weekly Housing Report (used by LHC to confirm submitted housing draws have been paid)
- Monthly Expenditure Report – reconciles entire grant for month
- DRU Expenditure Report – reconciles individual activities on closeout, and any other time questions may arise

# Exhibit XVII

## Once contract/CEA is requested by DRU :

___ Contractor Name_____
___ CFMS # _____PO#_____
___ Make sure there are 3 originals
___ OCD Executive Director signature
___ Attorney General approval on all legal service contracts and amendments
___ DOA Legal approval on all legal service contracts- not amendments.
___ Board Resolution
___ Bank account information/locator code
___ Tax ID# _____ Dun's #_____
___ Beginning date _____
___ End date _____
___ Effective date of amendment_____
___ Maximum amount _____
___ Short description of services _____
_____
_____
___ Budget Code _____
___ DOA Key Internal Control Certification ___Civil Service
___ Debarred Status _____
___ Secretary of State Status _____
___ CFDA # _____ Encumbrance _____
___ Grant #/Year _____
___ Budget

## Once contract comes back approved:

___ Get our copy from bookcase
___ Update spreadsheet
___ E-mail interested parties

___ Write a transmittal letter
___ Arrange papers into one pile
___ Scan onto G: Drive/Sharepoint

___ File in appropriate bookcase

_____ HUD 2880
_____ W-9
_____ Non interest-bearing account
_____ Req. for Vend.
_____ Financial Q'n

_____ Bond/Insurance
_____ EFT
_____ Auth. Signature
_____ Voided Check