

Title 4

ADMINISTRATION

Part V. Policy and Procedure Memoranda

Chapter 35. Report of State Aid to Local Recipients CPM Number 70

§3501. Introduction

A. This policy and procedure memorandum supersedes the quarterly report of aid to local governments as required by R.S. 39:60(1)(A)(1)(c).

B. As it is critical that officials in the executive and legislative branches of state government have at their disposal uniform and timely data of financial aid to local recipients, all agencies, boards, and commissions in the executive branch of government shall submit the Report of State Aid to Local Recipients in accordance with the instructions and report format described herein. Such report shall be submitted to the commissioner of Administration biannually 30 days after December 31 and 30 days after June 30. Each biannual report shall only include the respective data for the preceding six-month period (July 1-December 31; January 1-June 30). The initial report shall be due 30 days after December 31, 1985. Because this report will be utilized for a number of purposes, it is imperative that the report be complete, accurate, and submitted on a timely basis.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:78 and Executive Order Number 85-52.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 11:1055 (November 1985).

§3503. Definitions

A. For purposes of this report, the following definitions apply.

Federal Financial Assistance Any assistance provided by a federal agency in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriation, but does not include direct federal cash assistance to individuals.

Federal Funds Any monies received by a unit, regardless of budgetary classification, that is within the meaning of federal financial assistance.

Financial Aid Monetary assistance, regardless of source, provided by the state of Louisiana to recipients under a grant, grant-in-aid, contract, agreement, award, appropriation, or any other means. Financial aid includes the dollar value of food stamps and commodities.

Local Governing Authority Any unit of government below the state level, including parishes, municipalities, school districts, or agencies or instrumentalities of a local government.

Recipient Any local government or part thereof, quasi-local government entity or organization, profit or nonprofit organization, or other entity.

State Funds Any monies received by a unit attributable to state imposed taxes, licenses, fees, et cetera, available to finance authorized operations. This would include direct state general fund appropriation, state general fund by Interim Emergency Board appropriation, state general fund by self-generated or interagency receipts (except in those cases where those self-generated/interagency receipts are federal in nature), and any other dedicated revenue source arising from state imposed taxes, licenses, and fees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:78 and Executive Order Number 85-52.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 11:1056 (November 1985).

§3505. Report Format

A. The report shall be prepared in the format prescribed on the attached Form DA 1405. Information shall be provided in each column in accordance with the column descriptions provided below [see §3507]. All requested information shall be submitted on copies of the attached Form DA 1405 or a computer printout. If a computer printout is used, the information shall be provided in the same prescribed format as shown on Form DA 1405.

REPORT OF STATE AID TO LOCAL RECIPIENTS

FOR THE SIX MONTHS ENDED _____ 19____

Agency _____

Page _____

of _____

Budget Schedule Number _____

(1) (2) (3) (4) (5) (6) (7) (8)

ACTUAL AID DISBURSEMENTS BY SOURCE

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Recipient's Name City Parish	Purpose of Financial Aid Aid Program Name State Aid I. D. No. Budgeted Aid This FY	<u>STATE FUNDS</u>		<u>FEDERAL FUNDS</u>			Federal Grant I. D. No.
		Amount	Federal Funding Agency Amount	Federal Grant Name	CFDA No.		
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	_____	\$ _____

Completed By: _____
Date: _____

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:78 and Executive Order Number 85-52.
HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 11:1056 (November 1985).

§3507. Column Descriptions

A. The information to be provided in each column shall be as follows:

1. Column 1. Identify the name of the recipient which receives the financial aid from your agency. Include the city and parish in which the recipient's business office is located.

2. Column 2

a. State the purpose or function of the project or services to be financed with the financial aid. Refer to the function classifications [see §3509] to determine the appropriate function classification to be used.

b. Identify the name of the program under which the financial aid is provided. This should be the program name as identified in your grant, contract, or other funding agreement with the recipient entity.

c. List the state project number, contract number, or other state aid identification number under which the financial aid is provided.

d. Indicate the total amount of financial aid which was budgeted to be provided to the recipient under the project, contract, et cetera, during the fiscal year for which the report is prepared.

3. Column 3. Identify the amount of state funds actually advanced or disbursed to the recipient under the identified program, during the report period, regardless of the year appropriated.

4. Column 4. If the financial aid includes federal funds received by the agency, identify the federal funding agency which provided the federal funds to the state. Refer to the list of federal funding agencies [see §3511] to determine the appropriate word or series of letters to identify federal funding agencies.

5. Column 5. Identify the name of the federal grant or program under which the agency receives the federal funds.

6. Column 6. The federal assistance program number, as contained in the *Catalog of Federal Domestic Assistance*, should be entered in this column.

7. Column 7. The federal award identification number under which the federal funds were received by the agency should be entered in this column.

8. Column 8. Identify the amount of federal funds actually advanced or disbursed to the recipient under the identified program, during the report period, regardless of the year appropriated.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:78 and Executive Order Number 85-52.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 11:1056 (November 1985).

§3509. Function Classifications

*Capital Outlay*Cfinancial aid for the construction of highways, bridges, et cetera, including public improvements, aviation improvements, and watersheds, as well as capital projects of the levee districts and harbor and port authorities are accounted for in this function.

*Conservation*Cfinancial aid for the conservation and development of the state's natural resources is reported in this function.

*Corrections*Cthis category includes all financial aid for the confinement of law violators and for probation and parole activities that pertain to their rehabilitation.

*Culture, Recreation and Tourism*Cincluded in this major function is financial aid for cultural, recreational, and tourist related activities maintained for the benefit of resident citizens and visitors.

*Debt Service*Cthis category includes financial aid for interest and principal payments on general long-term debt.

*Education*Cfinancial aid for maintenance of the public education system is accounted for under this function.

*General Operations*Cthis function designates financial aid for general operations of the legislative and judicial branches of government and for general operations of the recipient entity.

*Health and Welfare*Cfinancial aid for activities which involve the conservation and improvement of public health, as well as activities designed to provide public assistance and institutional care for individuals who are economically unable to provide essential needs for themselves, is included in this function.

*Other*Cthis function is charged with financial aid for miscellaneous activities which cannot be properly charged elsewhere.

*Public Safety*Cfinancial aid for the protection of persons and property is accounted for in this function.

Transportation and Development This function designates financial aid for minor highway construction and maintenance and minor construction in all areas of transportation, as well as administrative support for these activities.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:78 and Executive Order Number 85-52.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 11:1056 (November 1985).

§3511. List of Federal Funding Agencies

Agency/ Designation	Agency	Catalog Number
AGRI	Department of Agriculture	10.000
COMMERCE	Department of Commerce	11.000
DEFENSE	Department of Defense	12.000
HHS	Dept. of Health and Human Resources	13.000
HUD	Dept. of Housing and Urban Development	14.000
INTER	Department of the Interior	15.000
JUSTICE	Department of Justice	16.000
LABOR	Department of Labor	17.000
STATE	Department of State	19.000
DOT	Department of Transportation	20.000
TREASURY	Department of the Treasury	21.000
ARC	Appalachian Regional Commission	23.000
CAB	Civil Aeronautics Board	26.000
OPM	Office of Personnel Management	27.000
CCR	Commission on Civil Rights	29.000
EEOC	Equal Employment Opportunity Commission	30.000
FCC	Federal Communications Commission	32.000
FMC	Federal Maritime Commission	33.000
FMCS	Federal Mediation and Conciliation Service	34.000
FTC	Federal Trade Commission	36.000
FCSC	Foreign Claims Settlement Commission of the United States	37.000
GSA	General Services Administration	39.000
GPO	Government Printing Office	40.000
ICC	Interstate Commerce Commission	41.000
LIBRARY	Library of Congress	42.000
NASA	National Aeronautics and Space Administration	43.000
NCU	National Credit Union Administration	44.000
NAandH	National Foundation on the Arts and the Humanities	45.000
NLRB	National Labor Relations Board	46.000
SCIENCE	National Science Foundation	47.000
PCEH	President's Council on Employment of the Handicapped	53.000
RR	Railroad Retirement Board	57.000
SEC	Securities Exchange Commission	58.000
SBA	Small Business Administration	59.000
SI	Smithsonian Institute	60.000
ITC	International Trade Commission	61.000
TVA	Tennessee Valley Authority	62.000
VA	Veterans Administration	64.000
EPA	Environmental Protection Agency	66.000
ART	National Gallery of Art	68.000
OPIC	Overseas Private Investment Corporation	70.000
ACTION	Action Agency	72.000
NRC	Nuclear Regulatory Commission	77.000
FUTURES	Commodity Futures Trading Commission	78.000
ENERGY	Department of Energy	81.000
INFO	United States Information Agency	82.000
FEMA	Federal Emergency Management Agency	83.000
EDUC	Department of Education	84.000
TRUMAN	Harry S. Truman Foundation	85.000
PENSION	Pension Benefit Guaranty Corporation	86.000
CPSC	Consumer Product Safety Commission	87.000

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:78 and Executive Order Number 85-52.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 11:1057 (November 1985).