

2019 DRU-CDBG Boot Camp



Financial Management/Invoices
Ginger Moses
Edwin Legnon



March 2019

Finance

OSRAP – Office of Statewide Reporting and Accounting Policy

The Commissioner of the Division of Administration is charged with establishing a uniform system of accounting in all state agencies. He has delegated this authority to OSRAP.

- Provide and maintain a uniform system of accounting for all state agencies
- Provide accurate and timely financial information
- Provide for the maximum recovery of federal funds through the Statewide Cost Allocation Plan.



March 2019

Finance

OFSS – Office of Finance and Support Services

- The Cash Disbursement Unit is responsible for processing payments for the Division of Administration and various agencies/appropriations that include vendor, contract and travel payments.
- The Financial Reporting Unit is responsible for performing expenditure analysis, federal and state monthly/quarterly financial reporting, and preparation of the annual financial reports.
- Provides comprehensive accounting services, including financial reporting and analysis and budget development and preparation for the Division of Administration and various offices and agencies within the Executive Department.



March 2019

Finance

State Systems

Advantage Financial System (AFS) - a component of the Integrated Statewide Information System (ISIS) handles basic governmental accounting needs

Supplier Resource Module (SRM) – a component of the LaGov system. SRM is used to provide grant agreement management support for professional, personal, consulting, and social services contracts. LaGov SRM interfaces with AFS.



IBM Reflection for the Web - DOA

File Edit Connection Setup Macro View Administration Help

Connect Disconnect Session Print Copy Paste IND\$FILE FTP Terminal Color Keyboard

09.052 DIVISION OF ADMINISTRATION ACF/VTAM TERM: DOALUS61
 14:14 MODEL 3

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  DDDDDDDDDDDDDDDDD  OOOOOOOOOOOOOOOO  AAA  AA
  
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PHONE (225) 342-4730 FOR ASSISTANCE

APPLICATION	ENTER	APPLICATION	ENTER
DOA PRODUCTION CICS	C	DOA ISIS PRODUCTION	CI
DOA TEST CICS	CT	DOA ISIS TEST	CC
DOA DEVELOP CICS	DEV	DOA ISIS/AFS CBT	CBT
DOA TSO	T	DOE PRODUCTION CICS	CDOE
		DOE TEST CICS	CDOET

MA+ >> 28/001

28,1 >> ibm3270 3E Connected Bo... 3.1 RSA with 128-bit AES

tn3270e://mvs.doa.louisiana.gov:723



March 2019

Finance

Display Purchase Order: 2000262487

Check Close Export Related Links

Number 2000262487 Smart Number IEMRESTORE LA\$308M Type Standard PO Status Ordered Created On 06/21/2017 Total Value (Gross) 308,000,000.00 USD Supplier INNOVATIVE EMERGENCY MGT

Overview Header Items Notes and Attachments Approval Tracking

General Header Data

Smart Number: IEMRESTORE LA\$308M
 Smart Number is External

Purchase Order Number: 2000262487

*Supplier: 310002196 INNOVATIVE EMERGENCY MGT

*Requester: 19713 BONITABROWN

Recipient: 19713 BONITABROWN

Location: 207 Division of Administration

Ship-To Address: 1 LaGovRootOr

*Purchasing Organization: LaGov Purchasing Organization

*Purchasing Group: 107 DOA DISASTER REC BUYERS/ FI Show Members

Total Value (Net): 308,000,000.00 USD

Note to Supplier: RESTORE LAFLOOD HOMEOWNER PROGRAM MGT & BLDG/CONSTRUCTION MGT, FEE SCHEDULE, DONE ON SFO, 100% FEDERAL CDBG HUD FUNDS. [Enlarge](#)

Internal Note: 3/22/18: Added Line 15, Item 22 - Road Home: DF [Enlarge](#) [Receiving Report](#)



Finance

State Systems

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.

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.

Sharepoint Draw Request Tracker – OCD/DRU system used to submit, process, and track requests for payment for programs funded through non-GIOS appropriations.



Finance

Federal System

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.



March 2019

- Log on to DRGR
- Getting Started
- Training
- Reporting and Guidance
- Library



CPD Grants Portal Login

Please enter your Username (C*****, B***** or H*****) and Password to log in.

Username:

Password:

By using this U.S. Government information system you understand and consent to the following:

- The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the information system for all government, contract personnel and other federally funded users. The RoB is intended to enhance and further define the specific rules each user must follow while accessing the information system and enforcing user understanding of:
 1. HUD's policy requiring a separation of duties between the requestor and approver for financial transactions;
 2. Prohibition from misusing the information system, i.e., exceeding their authority;

I agree to the Terms of Service

Login

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U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
[Find the address of a HUD office near you](#)



Finance

Pre-Request for Payment (Draw Request)

- Procurement (Request For Proposal) or Cooperative Endeavor Agreement (Grant Award)
- Written Contract/Agreement
 - Budgets
 - Funding Source
- Appropriation Budgets – Sets up budget authority in ISIS
- Encumbrance – Cooperative Endeavor Agreements and other contract budgets are encumbered in LaGov
- DRGR Activity – Sets up budget in Federal system



Finance



Processing a Draw Request

OCD-DRU receives a draw request

- Email
- GIOS
- Hand delivery

Draw request is reviewed and approved by program staff prior to submission to Finance

Financial Analyst/Specialist will

- Review calculations
- Verify authorized signature and date of service
- Review grant agreement (rates/deliverables)
- Adequate supporting documentation
- Verify/include proper coding for proper accounting and source of funding

Submit to Finance Manager



Finance

Request for Payment (cont)

Finance Manager will

- Review and approve the Draw Request
- Return to Financial Analyst/Specialist

Financial Analyst/Specialist will

- Post Draw to Sharepoint/GIOS
- Forward draw to OFSS for processing



Finance

Request for Payment (cont)

OFSS will

- Enter payment into ISIS/LaGov
- Schedule the payment to grantee
- Review and approve the Draw
- Draw funds from HUD
- Create payment voucher in DRGR



March 2019

Support Documentation

OCD/DRU does not make a payment without adequate supporting documentation. Supporting documentation may include:

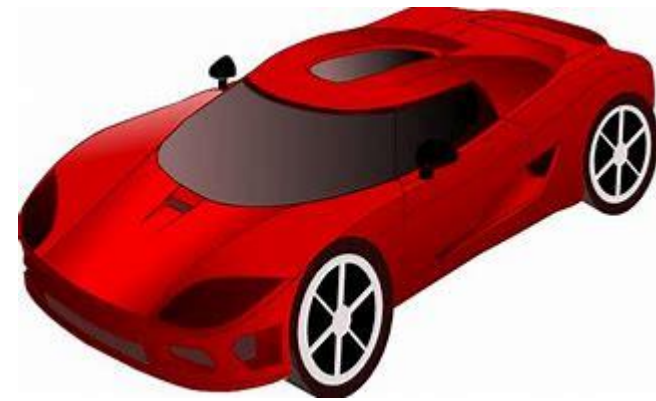
- Invoices
- Cancelled checks
- Paid bills
- Purchase orders payrolls
- Deposit slips
- Time and attendance records

Source documentation must explain the basis of the costs incurred and the actual dates of the expenditure.

All source documentation must be legible (quality scans).



Finance



Rules of Expenditures

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 pre-award costs dates if applicable.



Finance

Rules of Expenditures

Indirect Costs

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.



Finance

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.



Finance

Office of Community Development
Disaster Recovery Unit
Request for Payment

66FDPS160102

cells for user entry

Grantee:		DRU Advisor:	Tommy Latour	Parish #	Statewide - 66
Contact:	Nicole Sweazy	Date of Request:	2/21/2019	Project Type	Housing - Homelessness Prevention - 1600
Address:	2415 Quail Drive Baton Rouge, LA 70808	Dates of Service:	1/1/2017 1/31/2017 Begin End	Request #	02
				Contract/PO #	2000113814
				Project #	66FDPS1601
				Invoice #	66FDPS160102
				Project Name	Permanent Supportive Housing Services

Program Budget				
	Direct	Proj Deliv	Admin	Total
Budget	-	108,000	-	108,000
Total Requested	-	9,852	-	9,852
Balance % Requested	\$ -	\$ 98,148	\$ -	\$ 98,148
	#DIV/0!	9.1%	#DIV/0!	9.1%

For DRU Use Only						
Agency	Org	Rpt Cat	Sub Obj	Amount	DRGR Activity #	
107	3096	FDPS	ML	\$ -	66FDPS1601	
			RL	\$ -		
				\$ -		
				\$ -		

Invoice Total: \$ -

Rpt Cat-SubObj	FDPS-ML	FDPS-RL					TOTAL
Cost Category	Project Delivery, MID	Proj. Delivery, Non-MID					
Budget	\$ 100,000.00	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 108,000.00
Requested Prior	\$ 9,852.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,852.44
Current Request	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Requested to Date	\$ 9,852.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,852.44
Balance	\$ 90,147.56	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 98,147.56

Briefly describe the project's activities and/or status

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 Review Authorized Signature / Date _____



March 2019

Finance

Office of Community Development
 Disaster Recovery Unit
 Request for Payment

66FDPS160102

	DRU Advisor:	Tommy Latour		Parish #	Statewide - 66	
				Project Type	Housing - Homelessness Prevention - 1600	
	Date of Request:	2/21/2019		Request #	02	
	Dates of Service:	1/1/2017	1/31/2017	Contract/PO #	2000113814	
		Begin	End	Project #	66FDPS1601	
				Invoice #	66FDPS160102	
				Project Name	Permanent Supportive Housing Services	

Invoice Number 66FDPS160102

- First two digits equal the Parish Code – 66 is a Statewide program
- Next four alpha/numeric is the reporting category - FDPS is Permanent Supportive Housing Services Program
- Next two digits represent the DRGR activity - 16 represents Homelessness Prevention
- Next two digits equal the sequence of the activity – 01 is the first activity for the grantee in this program
- Last two digits equal the sequence in the draw – 02 is the second draw for this activity



March 2019

Finance

For DRU Use Only					
Agency	Org	Rpt Cat	Sub Obj	Amount	DRGR Activity #
107	3096	FDPS	ML	\$ -	66FDPS1601
			RL	\$ -	
				\$ -	
				\$ -	

Accounting Entries

- Agency number – 107 is for Division of Administration
- Org Number is similar to a Cost Center – 3096 is for Restore LA Rental Housing
- Reporting Category – FDPS is Permanent Supportive Housing Services Program
- Sub-Object Codes – ML is LMI Project Delivery for MID Parishes
RL is LMI Project Delivery for Non MID Parishes



Finance

Budget

Budget is for Project Delivery totaling \$108,000

PD is broken down between 100,000 for MID Parishes 8,000 for Non MID

Program Budget				
	<u>Direct</u>	<u>Proj Deliv</u>	<u>Admin</u>	<u>Total</u>
Budget Total	-	108,000	-	108,000
Requested	-	9,852	-	9,852
Balance	\$ -	\$ 98,148	\$ -	\$ 98,148
% Requested	#DIV/0!	9.1%	#DIV/0!	9.1%

Rpt Cat-SubObj	FDPS-ML	FDPS-RL
Cost Category	Project Delivery, MID	Proj. Delivery, Non-MID
Budget	\$ 100,000.00	\$ 8,000.00
Requested Prior	\$ 9,852.44	\$ -
Current Request	\$ -	\$ -
Requested to Date	\$ 9,852.44	\$ -
Balance	\$ 90,147.56	\$ 8,000.00

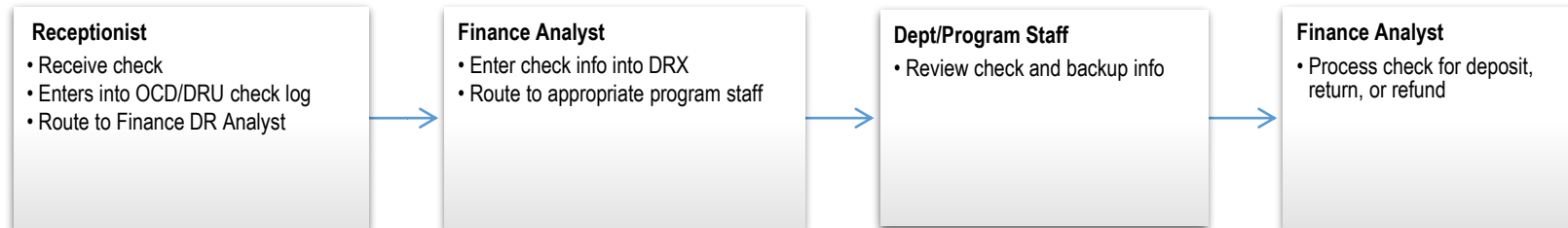


Finance



Receipt of Checks

All checks received by OCD/DRU employees must be properly safeguarded. Checks should be mailed to the Baton Rouge office. However, if checks are hand delivered in New Orleans or Baton Rouge, they should be brought to the Front Desk immediately upon receipt.



Finance

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.



March 2019