

APPENDIX M

Louisiana Division of Administration Internal Audit Program Staffing Budget

State of Louisiana

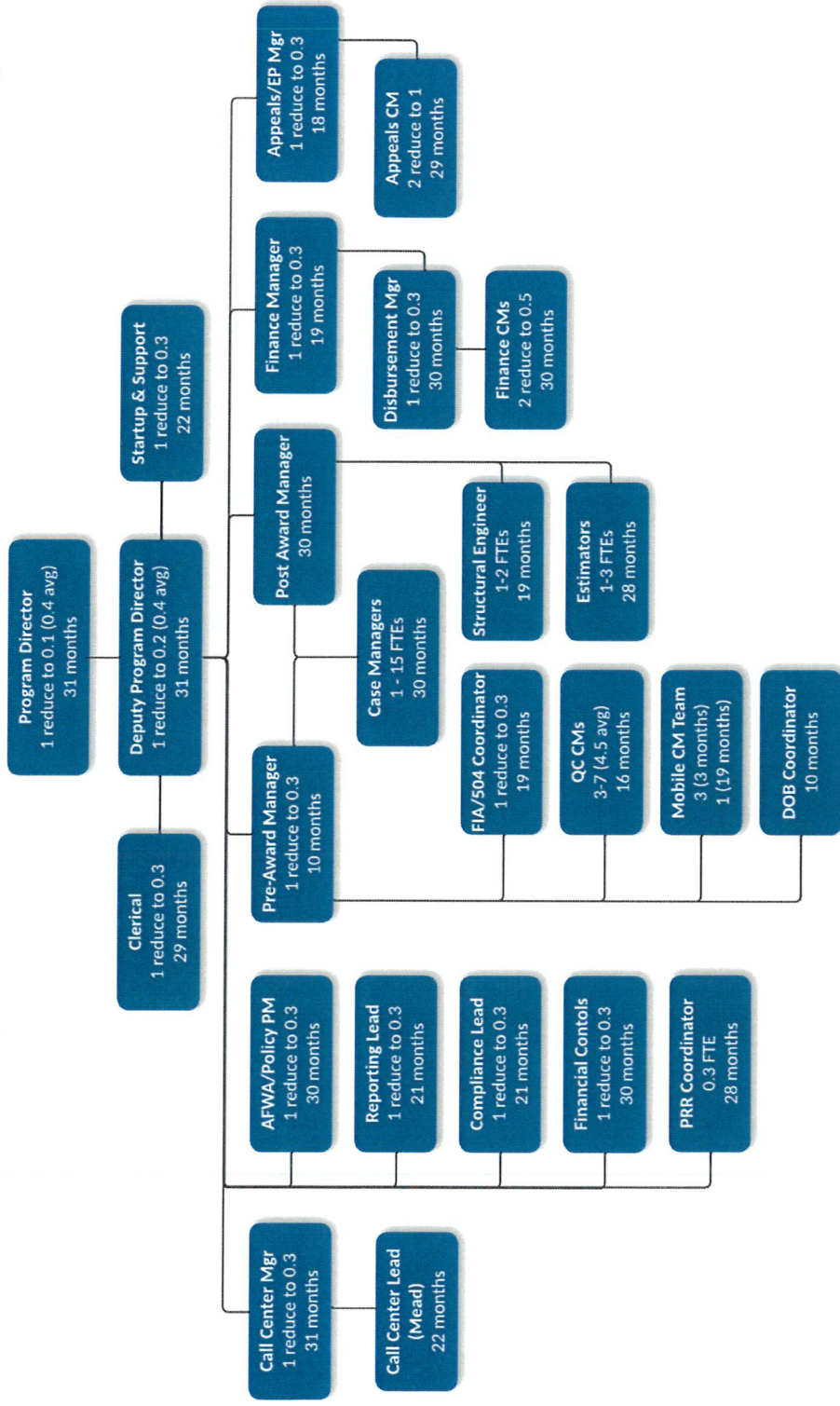
Certification Checklist

Prepared by
Louisiana Office of Community Development/Disaster Recovery Unit

Program Staffing by Function

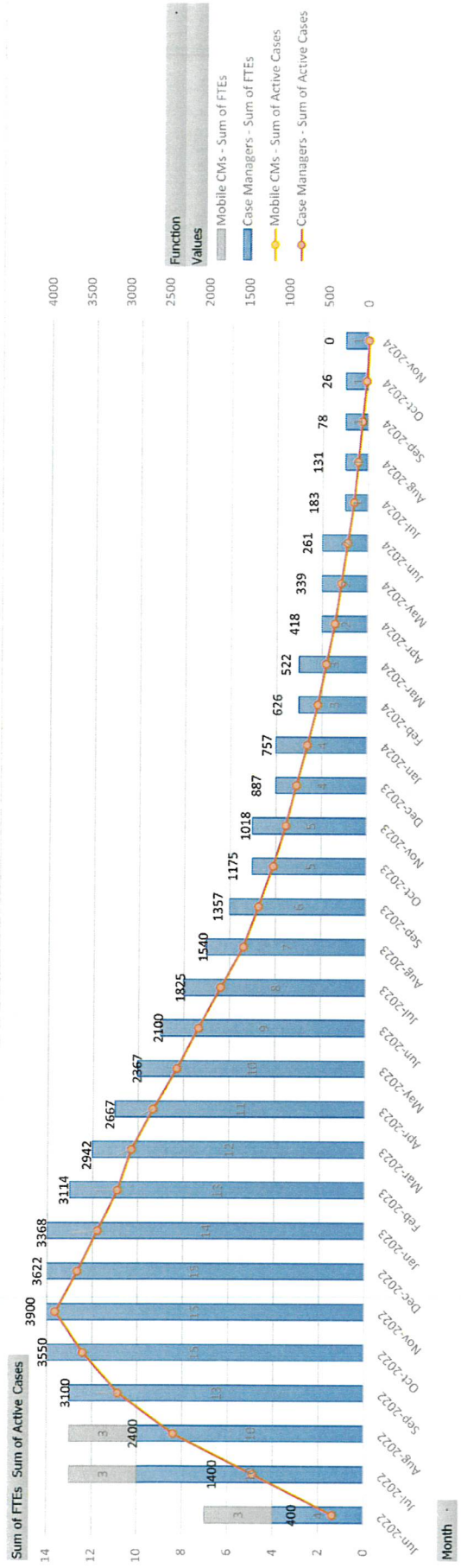
Components	Description	Staff Count beginning May 2022
Case Managers	320 cases/CM (30 min/month/case) Complete handling - Eligibility, DOB, VOB, Award and post closing through Funds Disbursed	1-15 (7 avg) for 30 months
Mobile Case Management	3 for 3 months (mobile team), 1 manager for startup and mobile team for 7 months, and 1 CM for 19 months in LC to host virtual meetings	3 Mobile CMs for 3 months; 1 host CM for 19 months; 1 Mgr for 5 months
QC	1 hour per case	3 to 7 (4.5 avg) for 8 months
FIA/504 Case Managers	FIA and 504 Coordinator	0.3-1 (0.5 avg) for 19 months
DOB CM	CM to coordinate with private insurance companies	1 for 10 months
Pre-Award Manager	Manage and supervise all activities through award, including QC	0.3-1 (0.7 avg) for 10 months
Appeals/EP Case Managers	Analyze and respond to appeals; analyze and write-up cases for EP	1-2 (1.6 avg) for 29 months
Appeals/EP Manager	Manage and coordinate all appeals and EP processes	0.3-1 (0.5 avg) for 18 months
Senior Manager	Manage all post-closing activities	1 for 30 months
AFWA/Policy	AFWA PM/SME and SOP development and maintenance	0.3-1 (0.4 avg) for 30 months
Estimator	Handle all change orders, DCOs, pricing analyses, solution changes, 504 scope updates	1-2 (1.7 avg) for 28 months
Structural Engineer	Structural Engineering services	1-2 (1.3 avg) for 19 months
Estimator	Structural scope development	0.5-1 (0.8 avg) for 19 months
Finance Manager	Oversee and coordinate all financial management	0.3-1 (0.5 avg) for 19 months
Disbursements Manager	Manage disbursements and reconciliations	0.3-1 (0.4 avg) for 30 months
Finance Case Managers	Perform disbursements and financial management	0.5-2 (1.4 avg) for 30 months
Call Center Management	Manage, supervise and train Mead call center staff	0.3-1 (0.5 avg) Mgr for 31 months
Clerical	Office support	1 CM lead for 22 months
Program Director	Program Director	0.3-1 (0.8 avg) for 29 months
Deputy Director	Deputy Program Director	0.1-1 (0.4 avg) for 31 months
Start-up and Production Support	Support and manage start-up activities, training, SOPs, eGrants assignments and other production activities	0.2-1 (0.4 avg) for 31 months
Compliance Lead	Compliance and internal controls; management of contract deliverables; subcontractor management	0.3-1 (0.5 avg) for 22 months
Financial and Internal Controls	Budget management, Section 3 reporting, financial reporting	0.3-1 (0.5 avg) for 21 months
Reporting Lead	Management of production and operations reporting	0.3-1 (0.4 avg) for 30 months
Records Request Coordinator	PRR CM	0.3-1 (0.5 avg) for 21 months
Facilities Management	0.1-0.2 through May 2022 then discontinued	0.3 for 28 months
		0.2 for 1 month
		Subtotal

Organizational Chart to Correspond to Draft Budget



Case Management

Monthly CM FTE and Active Case Volume



Case Management includes ownership/occupancy verification, income verification, verification of benefits, final file review as well as post closing case management.