



# Gustav/Ike Procedure Documents

G/I Procedure – Request for Payment - Projects

October 20, 2009

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## **Requests for Payment-Projects - Instructions**

This set of instructions applies to requesting payment for project costs. There are separate instructions for requesting payments for CDBG administration.

Funds for approved CDBG disaster activities should be requested as close to the time of disbursement as is possible.

### **General Procedures**

Submit all requests for payment of CDBG disaster funds on the appropriate form provided. Grantees need only fill in information in the provided form cells with a light yellow background. Light blue and light green cells in the form are for LRA/OCD-DRU entry and automatic calculations.

### **Request for Payment Form Completion**

The following outlines the method for submitting the Request for Payment Form for administrative costs.

#### ***Header***

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

- Grantee – Payment Requestor. This should be the name of the organization or governmental entity making the request for payment
- Contact – Member of grantee staff to be contacted in case of billing questions.
- Address – Grantee Address. (LRA/OCD-DRU will attempt to fill in the appropriate information. Please make changes if necessary)
- Parish Project Admin – The Parish’s Project Administrator. This person may be different from the grantee Contact.
- DRU Advisor – OCD-DRU/LRA Program Manager. This is the person to whom requests for payments should be directed. This field lists the appropriate DRU Advisor with their email. However, mailing contact can be found below. It has been determined that scanned PDF versions of requests for payment can be accepted as long as the scan has been signed by the appropriate parish authorized persons.
- Date of Request – Date Request is made, i.e. 9/8/2009.
- Dates of Service – Please enter the beginning and ending dates of the range in which service for this request for payment is requested.



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- Parish Number – Geographical area of service to be chosen from a drop-down box on the attached form. This will be pre-filled for your parish.
- Project Type – Each project type has a different number associated with it. This project type # goes towards creating the project # and invoice #. This field will be pre-filled for you.
- Project Sequence – OCD/DRU will assign consecutive numbers for each project of a project type starting with “01” for each parish. For instance, the first levee project in Terrebonne parish should receive project sequence “01”, the second levee project in Terrebonne parish should receive sequence “02”, etc. Numbers begin with “01” for each parish and are not carried over consecutively to another other parish. This field will be pre-filled for you.
- Request # – Each Request for Payment will be consecutively numbered by the grantee. In the case of each project, each request should be numbered consecutively for each specific project’s request. Ex. – 01 for the first levee 01 request, 02 for the second levee 01, etc.
- Contract Number – Number provided by the Division of Administration’s Contract Management System. It will be the same for all projects within a parish. This will be pre-filled for you.

Project # - The two digit parish #, the two digit project type prefix, as well as the two digit project sequence will automatically combine with PARA to create the Project #. PARA distinguishes that the project is a parish level project. For instance, Washington Parish (parish #59) has a levee water and sewerage project (project type – Infrastructure – Water and Sewerage – 23) and is the second application of this project type received from Washington parish (project sequence 02). This would all combine to give a project number “59PARA2302”.

- AFS Vendor Invoice # - The invoice # is automatically generated based off of the project # assigned by OCD/DRU and the request # provided by the parish. Parishes need to ensure that the invoice # for each invoice is unique.
- Project Name – This distinguishes different projects of the same project type from each other. This should be pre-filled for you
- Nat’l Objective – Parishes will need to decide which national objective from the drop down list provided was met with the funds requested. In some cases, a project may meet more than one national objective. If this should happen, parishes will need to make separate requests for payment for each national objective.



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### ***Part I – Cash on Hand (where applicable)***

- Choose “Yes” or “No” as to whether there is the potential for having program income. If “Yes” is chosen, then please get with the DRU Advisor as to specifics.

### ***Part II – Cash Requirements***

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

The amount requested must be broken down between the various eligible activities in which the funds were used as well as breaking down project delivery costs. A guideline on the difference between administrative costs vs. delivery costs vs. project direct costs is provided at the end of this document. To complete this section:

- Choose the “Eligible Activity” from the drop down list for which funds were spent. This eligible activity is based on the specific budget items you provided in your project application.
- Enter the amount that has been previously requested in total for this project and particular eligible activity. This goes in the “Requested Prior” row.
- Enter the current request for this project and particular eligible activity in the “Current Request” row.
- Repeat the 3 prior steps should the request for payment apply towards more than one eligible activity.
- Under “Project Delivery” place the previously requested amount as well as the current request in their appropriate rows.
- On the right side of the request for payment is a calculation which compares amounts requested to the total budget for the project and shows the balance of funds as well as the % requested to date as well as the % of funds that have currently been spent on project delivery.

### ***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, in the section that starts with “*Source of other funds*”, indicate the amount of other funds drawn and expended on this project. Break these funds down using the classifications shown in the grant agreement. The first row is for the funding source description and the second row is for the dollar amount of other funds. Examples of other fund sources might be FEMA, other state programs, private funding, etc.



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### ***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 mail the original form and the required supporting documentation required to the OCD-DRU/LRA Program Manager. Please get with the program manager regarding what types of supporting documentation will need to be submitted. PDF scans of signed requests for payment and supporting documentation are also acceptable and should be emailed to the appropriate DRU Advisor.

### ***DRU Advisors***

Different type projects have different advisors at OCD/DRU who need to review and approve project fund requests. Those persons are –

Person	Email	Type Project
Thomas Brennan	<a href="mailto:Thomas.brennan@la.gov">Thomas.brennan@la.gov</a>	Administration
Richard Gray	<a href="mailto:Richard.gray@la.gov">Richard.gray@la.gov</a>	Economic Development Planning
Lara Robertson	<a href="mailto:lara.robertson@la.gov">lara.robertson@la.gov</a>	Housing
Andrienne Celestine	<a href="mailto:adrienne.celestine@la.gov">adrienne.celestine@la.gov</a>	Infrastructure Coastal

These persons can also be sent items through postal mail at:

Office of Community Development  
Disaster Recovery Unit  
PO Box 94095  
Baton Rouge, LA 70804



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### **Project #s**

Project types have been assigned project #s in accordance with DRU/LRA systems. Below is a general listing of those project #s. There may be times that a grantee has two or more projects of the same project type. In these instances, the similar projects will have consecutive numbers starting with "1" added to the end of the project #. For instance, should a particular grantee have three road projects, then these projects would be assigned project #s 2101, 2102, and 2103.

- 11 Housing and Community Development - Homeowner Rehabilitation
- 12 Housing and Community Development - Homeownership Financing
- 13 Housing and Community Development - Homeowner Compensation/Incentive
- 14 Housing and Community Development - Housing Relocation Program
- 15 Housing and Community Development - Rental Rehabilitation
- 16 Housing and Community Development - Homelessness Prevention
- 17 Housing and Community Development - Neighborhood Redevelopment
  
- 21 Infrastructure - Transportation/Roads and Bridges
- 22 Infrastructure - Transportation/Other
  
- 23 Infrastructure - Water and Sewerage
- 24 Infrastructure - Health and Hospitals
- 25 Infrastructure - Police and Sheriff
- 26 Infrastructure - Fire and EMS
- 27 Infrastructure - K-12 Public Education
- 28 Infrastructure - K-12 Private Education
- 29 Infrastructure - Higher Public Education
- 30 Infrastructure - Higher Private Education
- 31 Infrastructure - Libraries
- 32 Infrastructure - Other Public Buildings
- 33 Infrastructure - Hurricane Protection and Coastal Restoration
- 34 Infrastructure - Drainage
- 35 Infrastructure - Fisheries
- 36 Infrastructure - Parks, Recreation, Landscaping and Others (Cold Storage and other fresh food initiatives can be accounted for here)
- 37 Infrastructure - Utilities
  
- 70 Economic Development - Grant and Loan
- 71 Economic Development – Workforce
- 72 Economic Development – Other (includes cold storage projects, if applicable)
  
- 90 Planning and Admin - Administration
- 91 Planning and Admin - Community Resiliency / Planning
- 92 Planning and Admin - Public Services Program



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### Further Clarification on Admin, Project Delivery and Direct Project Costs By Program Area

Under Gustav/Ike implementation, it is important for Parishes to delineate in their Request for Payment between Administrative charges and those that can be linked directly to a project. Furthermore, those directly linked to a project can fall into two categories: Project Delivery and Project Costs. The table below provides guidance and specific examples of activities and under which categories by program area these activities should be budgeted and/or invoiced. These activities will need to be properly categorized when Parishes submit Request for Payment forms for reimbursement from the disaster CDBG program. Note that there is no requirement to designate a specific budget for project delivery; however, project delivery will be monitored for reasonableness and generally falls within 15% of total project cost.

Program Type(s)	Admin	Project Delivery	Project Costs
General	Cost activities that are required to meet federal regulations that include things like grants management, monitoring, financials, reporting, etc. General rule of thumb is that if it crosses multiple projects, it is probably an admin cost.	Similar to admin, but 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.	The direct costs of the project, such as the amount of the actual loan or grant provided, construction costs, etc.
<b>Housing Programs</b>			
Homeowner Rehab Rental Rehab	Management, financial, reporting, compliance and monitoring requirements that span multiple projects.	Eligibility determination, environmental clearance, underwriting costs, appraisals, costs associated with clearing title or other legal fees	Direct grants or loans, direct costs of construction including architecture or engineering.



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Homeownership financing	Same as above	Eligibility determination, environmental clearance, underwriting costs, appraisals, costs associated with clearing title or other legal fees	Direct grants or loans, direct costs of construction including architecture or engineering.
Homeowner Compensation	Same as above		
Housing Relocation	Same as above		
Homeless Prevention	Same as above	Eligibility determination, environmental clearance, underwriting costs, appraisals, costs associated with clearing title or other legal fees	Direct grants or loans, direct costs of construction including architecture or engineering.
Neighborhood Redevelopment	Same as above		
<b>Infrastructure</b>			
Infrastructure	Management, financial, reporting, compliance and monitoring requirements that span multiple projects.	Specific Application development and completion, environmental clearance, compliance and monitoring efforts associated with a single project, grant consulting if it is specific to one project.	Architecture and Engineering services specific to the project, direct construction management, time and materials to construct the project.



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<b>Economic Development</b>			
Economic Development Grant and Loan	Same as above	Costs to process grants including eligibility determinations and underwriting. Can include compliance and monitoring if specific to one project.	Amount of direct grants or loans to applicants.
Economic Development Workforce	Same as above	Support costs to directly run a specific project. This can include cost to maintain records, advertising programs, etc.	Includes instructor costs, equipment and materials required to conduct training and job placement activities.
<b>Planning</b>			
Community Resiliency	Same as above		
Public Services Program	Same as above		