

## **Request for Payment Guidance for Gustav/Ike Infrastructure Projects**

In response to audit concerns over invoice justification, and in an effort to pay invoices more quickly, OCD/DRU is providing the following guidance relative to supporting documentation for Requests for Payment (RFP's), under the Gustav/Ike Disaster Community Development Block Grant (D-CDBG) allocation. **This guidance should be distributed to ALL individuals who compile and/or submit RFP's through the Gustav Ike Online System (GIOS).**

### **TIME and MATERIAL or COST REIMBURSABLE CONTRACTS**

#### **TIMESHEETS**

Any individual who charges a rate to provide a service for a D-CDBG project must provide a signed, approved timesheet in support of the activity. All timesheets must include a description of the task performed and be signed by both the employee and the supervisor.

If a firm does not produce timesheets and an invoice is automatically generated from a timekeeping system, OCD/DRU will review the firm's procedures for review/approval of time in order to determine whether timesheets will be required.

Additionally, if an RFP contains invoices that align provided services with employee timesheets, please ensure that the dates on the timesheets and invoices match. If the dates do not align, OCD/DRU will return the RFP for correction.

#### **RATE SCHEDULES**

All rate schedules must be provided as a one-time item in support of the rates charged for services for each contract.

#### **PROOF OF REIMBURSABLE EXPENSES**

Any reimbursable expenditures for incurred costs associated with a subcontractor, rental fees, supplies, shipping, etc., must include a receipt or invoice for those services. Only the exact cost of the expense will be eligible for reimbursement, based on the receipt or invoice. If the subcontractor invoice includes time by rate or mileage, then a timesheet and/or mileage sheet is required, just the same as the primary contract.

#### **TRAVEL REGULATIONS (STATE PPM 49)**

Please be aware that all contracts and sub-contractors must follow the State of Louisiana's travel regulations and allowances (Travel Guide / PPM 49), which were adjusted as of July 1, 2011. Any travel occurring prior to the July 1, 2011 date must follow PPM 49 rules from the previous year (prior to July 1, 2011). Any travel occurring after the July 1, 2011 date must follow the new rates. Information relative to PPM 49 can be found here: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>

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## FIXED FEE / LUMP SUM CONTRACTS

### SUPPORTING NARRATIVES

Narratives supporting the partial or full completion of activities must be included in support of completed work on a project for each invoice. Examples include:

#### Consultant Invoice Example:

*Description of Completed Work during the billing period of January 1, 2012 – January 31, 2012*

- *Met with engineer to discuss CDBG requirements to be included in specifications*
- *Reviewed received invoices and drafted RFP for client submission*
- *Created file management system of project for client*
- *Drafted letters to agencies for environmental review record*

*Or, verifiable use of milestones is also permitted, such as:*

- *Implementation*
  - *A/E Procurement*
  - *ERR Complete*
  - *Project Development*
  - *Bidding/Pre-Construction*
  - *Construction*

#### Engineer Invoice Example:

*Description of Work Completed during the billing period of January 1, 2012 – January 31, 2012*

- *Attended meeting with consultant to review CDBG requirements*
- *Attended meeting with public works director to discuss project design*
- *Completed initial draft specifications*
- *Researched land ownership*
- *Completed draft of permits required for project*

*Or, verifiable use of milestones is also permitted, such as:*

- *Basic Services*
  - *Approval Drawings*
  - *Plans & Specs Issued to OCD/DRU*
  - *Bidding Process*
  - *Contracting*

If milestones are used for the description of work and a milestone is not invoiced 100 percent, then a description of the work completed for the percentage being invoiced must be provided.

If this type of contract also includes additional services that involve time, materials or reimbursable expenses, please refer to the information provided above for those types of contracts, as it would also be applicable for these additional services.

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## GENERAL INFORMATION

### RFPs SENT BACK TO THE PARISH/APPLICANT

As a matter of policy, when OCD/DRU finds invoice errors or omissions, the RFP will be returned to the applicant through the GIOS system, along with clear notes explaining what additional information is needed in order to process the RFP. Requests for Payment will not be held at OCD/DRU in lieu of additional information being submitted via e-mail. If you have questions related to a note requesting additional information about an RFP, please contact your OCD/DRU Infrastructure Analyst.

### INVOICE SUMMARY SHEET

RFPs are required to have a summary sheet listing all the invoices included in the RFP. If your RFP includes several employees and/or invoices, provide a summary sheet listing all employees and the amount being requested for reimbursement and/or each invoice being submitted. The summary page should total the amount being requested for reimbursement. If there are multiple items charged to the grantee on an invoice, but only specific items are being requested for reimbursement, then please highlight or identify those specific items on the invoice. This will help expedite payment and avoid confusion.

### LEGIBILITY, READABILITY OF DOCUMENTATION

Please ensure all submitted documentation with an invoice is decipherable and legible, with pages that are not cut-off, no numbers missing from the copy, and readable descriptions of charges on the scanned image.

### OTHER BENEFICIAL REMINDERS

- All RFPs must be a minimum of \$1,500 unless it is the final request. Grantees may submit a request to OCD/DRU if a RFP below this threshold is required.
- Only two RFPs per project are to be submitted within a 30 day period for a project.
- If more than one invoice is included in a RFP, then a summary page listing all the invoices and their amounts must be provided with the RFP.
- All uploaded documents in GIOS must be either a pdf or Word version of the document. Documents created in other programs cannot be opened and will have to be returned for correction.
- Attachments uploaded in GIOS are limited to 10MB in file size. Each RFP has the ability to allow 3 attachments if more file size is needed. Several invoices can be scanned and included in one electronic document. Invoices do not need to be scanned and attached as separate documents.
- Do not use symbols (*examples: "#", "\*", "\$"*) in the filename of an uploaded document. We cannot open the document and will be required to return to you for correction.
- In GIOS, when creating a new RFP, if you click the "Start Draw Request" button, you have created a new draw request with an original number in the sequential order of your RFP's. If you do not submit that RFP to the state through GIOS, then your RFP numbers for your files will not be in sequential order. If you currently have existing RFP's in your queue that never were submitted to the state, you may go back to those RFP's to edit them with updated invoices.
- If you experience log-in problems with GIOS or any problems uploading information, please contact the Help Desk at 225-330-0911.
- For more detailed information regarding the GIOS online submission process for RFPs, please review the guide provided on our website: [http://doa.louisiana.gov/cdbg/DR/DR\\_GustavIkeOnline.htm](http://doa.louisiana.gov/cdbg/DR/DR_GustavIkeOnline.htm)