

# Gustav/Ike Procedure Documents



G/I Procedure – Request for Payment – Comprehensive Resiliency Pilot Projects  
December 2010

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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 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. (OCD-DRU will attempt to fill in the appropriate information. Please make changes if necessary)
- Comprehensive Resiliency Project Admin – The Comprehensive Resiliency Project Administrator. This person may be different from the grantee Contact.
- DRU Advisor – OCD-DRU 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 authorized persons.
- Date of Request – Date Request is made, i.e. 6/8/2010.
- 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.
- 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.
- Project # - Projects have been assigned project #s in accordance with DRU system. The two digit parish #, the two digit project type prefix, as well as the two digit project sequence will automatically combine with PCPL for Planning and Zoning Development or PCCE for Code Enforcement to create the Project #. There may be times that a parish has more than one municipality or organization receiving Comprehensive Resiliency Pilot Program grants. In these instances, the projects will have consecutive numbers starting with "1" added to the end of the project #.
- AFS Vendor Invoice # - The invoice # is automatically generated based off of the project # assigned by OCD/DRU and the request # provided by the grantee. Grantees need to ensure that the invoice # for each invoice is unique. Request #s should be sequential starting with #01.
- Project Name – This distinguishes different projects of the same project type from each other. The Project Name remains the same throughout the duration of the project.
- National Objective – Your program manager will pre-fill this section.

### ***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.

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## ***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. The “Eligible Activity” for Comprehensive Resiliency will be either 20 Planning or 05 Public Services (General) for Code Enforcement.
- 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. 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 encouraged 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. Please send the requests for payment to:

OCD-DRU

Angela Lawson, Program Manager at [Angela.Lawson@la.gov](mailto:Angela.Lawson@la.gov)

Send via postal mail to:

Attn: Eugenia Williams  
Office of Community Development  
Disaster Recovery Unit  
PO Box 94095  
Baton Rouge, LA 70804