


APPENDIX N

Policy and Procedure for Leverage Reporting

State of Louisiana

Certification Checklist

Prepared by
Louisiana Office of Community Development/Disaster Recovery Unit

POLICY AND PROCEDURE FOR LEVERAGE REPORTING	Version: 01 Date: 12.17.16
Approved by: 	Title: Executive Director

State of Louisiana

Office of Community Development/ Disaster Recovery Unit

Policy and Procedure for Leverage Reporting

I. Overview

Grantees are required to show evidence that firmly committed leverage resources in the amount required by the grant terms and conditions were actually received and used for their intended purposes on quarterly reports. OCD/DRU displays these proceeds via GIOS. The information is verified by the Grantee. Staff is updated weekly by reports pulled from GIOS on any changes. The approved budget is required by HUD. It includes only funding necessary and reasonable for completion of project or program objectives.

II. GIOS

GIOS is the internal system of record for OCD/DRU. Within this system, there is a requirement to track other funds whether they are from local or private sources. As a grantee/sub-recipient enters a request in the system, they are tasked with providing any leveraged funding. This information is entered into the GIOS system, and is tracked via a report showing any leverage

funding associated with a project/activity. It is also populated on the draw request from. Below is a screen shot showing the requirement in the “Other Funds” section.

Draw Request Upload Documents Performance Measures Environmental Review Generated PDF Notes Internal Notes Audit History

**Office of Community Development
Disaster Recovery Unit
Request For Payment**

Grantee: Iberia-Fisheries Parish Project Admin: Minvielle & Associates, Inc. Parish #: 204
 Contact: Laura Bentley DRU Advisor: consuella.green Project Type: Infrastructure - Fisheries - 35
 Address: 300 Iberia Street, Suite 400 Date of Request: 2/19/2014 Request #: 05
 Abbeville, LA 70560 Dates of Service: 6/8/2011 (Begin) 1/31/2014 (End) Contract #: 679511
 Project #: 23FSCC3501
 Vendor Invoice #: 23FSCC350105
 Project Name: Delcambre Fishery Recovery Project
 Nat'l Objective: Urgent Need

Part I - Cash On Hand (Complete only if there is program income)
 Will this program receive program income?
 Yes No

Part II - Cash Requirements

Page: 1 of 1 Total: 3 Items

Eligible Activity	Current Bud...	Previously Disburs...	Current In Rev...	Available Bala...	Current Request	Approved By Pr...	Approved By FL...	Approved I
Public Facilities and Improvements	\$386,500.00	\$388,500.00	\$0.00	-\$2,000.00	\$21,500.88	\$21,500.88	\$21,500.88	\$21,5
Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$400,000.00	\$400,000.00	\$0.00	\$0.00	\$25,250.88			\$25,250.88

Part III - Project Status
 Briefly describe the project's activities and/or status (750 Characters)
 Delcambre Redevelopment Project (Fisheries) - Application submitted 10/27/10; Application approved by DRU on 12/21/10; ERR approved 7/6/11; Bids received 7/2/13; Construction is 51% complete.

Other Funds

Local	\$61,322.50	Other State	\$0.00	Other	\$0.00
Private	\$0.00	Federal	\$165,653.35		

Final Paid Draw Request
 DRGR Voucher #
 ISIS Transaction #

Final Approved Signed Draw Request

III. GIOS Leverage Funding Report

The weekly “GIOS Leverage Funding Report” will pull previous or updated information located in the local, private, other state/federal, and other funding GIOS fields. The DRGR reporting specialist will utilize the data received in the report to input into the DRGR quarterly report as to indicate the leveraged funding input during the quarter.

IV. Action Plan Amendment

The DRGR specialist will utilize the data in the "GIOS Leverage Funding Report" in order to update Action Plan Amendments in the DRGR system with the same funding amounts. Below is a screenshot showing leverage funding being added to the DRGR.

*Activity Status: Under Way		*Project # / Project Title: 0066 / Piggyback PIA	
Environmental Assessment: COMPLETED		Adjust Project Budget: <input checked="" type="radio"/> No <input type="radio"/> Yes	
Funding Source Name		Funding Type	Matching Funds
State Funds	State Funds	<input type="checkbox"/> Yes	\$
State Historic Tax Credit Equity	State Funds	<input type="checkbox"/> Yes	\$ 206,375.00
Community Development Block Grant	Other Federal Funds	<input type="checkbox"/> Yes	\$
Federal Highway Administration	Other Federal Funds	<input type="checkbox"/> Yes	\$
Federal Historic Tax Credit Equity	Other Federal Funds	<input type="checkbox"/> Yes	\$ 718,147.00
HOME Funds	Other Federal Funds	<input type="checkbox"/> Yes	\$
FEMA Public Assistance	FEMA Public Assistance	<input type="checkbox"/> Yes	\$
Local Funds	Other Local Government Funds	<input type="checkbox"/> Yes	\$
1st Mortgage	Other Private Funds	<input type="checkbox"/> Yes	\$ 4,231,800.00
2nd Mortgage	Other Private Funds	<input type="checkbox"/> Yes	\$ 11,201,662.00
Deferred Developer Fee	Other Private Funds	<input type="checkbox"/> Yes	\$
Deferred Developer Reimbursement Installment	Other Private Funds	<input type="checkbox"/> Yes	\$
Gross Tax Credit Equity	Other Private Funds	<input type="checkbox"/> Yes	\$ 19,590,040.00
LIHTC Equity	Other Private Funds	<input type="checkbox"/> Yes	\$
Lease-Up Reserves	Other Private Funds	<input type="checkbox"/> Yes	\$
Other	Other Private Funds	<input type="checkbox"/> Yes	\$
Sponsor Loan	Other Private Funds	<input type="checkbox"/> Yes	\$
Temporary Construction Loan	Other Private Funds	<input type="checkbox"/> Yes	\$
Matching Funds Subtotal			\$ 0.00
Other Funds Total			\$ 26,452,224.00

7/100%