User Guide

for the Gustav/Ike Grant Program

Request for Payment

Requests for Payment (RFP)

In an attempt to provide a more efficient means to grantees in submitting project applications for Community Development Block Grant funds, the Office of Community Development - Disaster Recovery Unit has developed an online system for submission of requests for administrative and project costs. The Gustav Ike Recovery Proposal (GIRP) Entry System was designed to be utilized by parish- and state-implemented programs, thus including the Municipal Infrastructure Program (MIP), MIP-Coastal, Coastal Communities, Fisheries Infrastructure, and Interoperable Communications.

This manual is meant to serve as a set of instructions for submitting Requests for Payments using the online system and navigating the screens for entry of the requests along with the related documentation to support the RFP. This manual will also provide information on how to provide hard copy RFPs where necessary.

RFP Submission Requirements

Please follow the set of guidelines below when submitting a Request for Payment (RFP). This will help expedite the payment process. Your RFP should meet most of the following requirements.

1) The minimum amount that can be requested for each RFP is $1,500 unless prior written permission is obtained from DRU staff. As per your Cooperative Endeavor Agreement (CEA), only two (2) RFPs can be submitted to DRU by the grantee each month for each project unless prior written permission is obtained from DRU staff.

2) Executed RFPs must be signed by authorized respresentatives and the executed copy uploaded to GIRP (where available).

3) Supporting Documents: Supporting documentation needs to be applicable and discernible (i.e., only send the documentation that supports the payment request).
    a. Invoices – All invoices must include a signature or initials of the grantee demonstrating that someone with the grantee's office has reviewed and approved for payment. The State cannot accept mark-ups, over-costs and/or cost-plus items. The State can only reimburse for the actual costs incurred. Each invoice should include at a minimum the following information:
        - ➢ See Exhibits A and B as usable examples
        - Invoice Number
        - Invoice Date
        - Invoice Amount
        - Project Number
        - Project Description
        - Quantity and Item
        - Price
        - Total

b. Timesheets – At a minimum, your documentation should include
    - See Exhibit C, including tabs as usable examples
    - Timeframe (week beginning and week ending)
    - Project number
    - Description of work performed
    - Number of Hours worked with date and time details
    - Labor costs shall include fringe benefits.

c. Mileage – Grantee and any sub-receipients must comply with PPM 49 regulations in order for travel and meal costs to be eligible for reimbursement.
    - See Exhibit D for a copy of the regulations; the most current version can always be found at http://doa.louisiana.gov/osp/travel/travelpolicy.htm
    - See Exhibit E for a sample form to use in documenting travel expenses.

4) RFPs are required to have a summary sheet. 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.

5) Your Request for Payment for Administrative costs should be organized and grouped by calendar month. Further, it is recommended that draw requests be submitted on a month-to-month basis. Example: January 1-31, 2011 billing should be submitted for reimbursement prior to February 28, 2011. However, do not split your payroll if the last day of the month falls during the middle of the payroll week. Just submit the request at the end of the payroll period that completed the month.

6) Payments will be delayed if the DRU accounting staff is required to stop processing the RFP to wait for corrections to supporting documentation or additional documentation from the grantee. The grantee has three business days to provide corrected and/or additional documentation to continue processing the RFP. Upon failure to comply, DRU staff will be forced to short-pay the RFP.

7) The State's contract with the Grantee takes precedence. We are not bound to any over-cost between the grantee and sub-recipient.

8) Prior to submission, RFP should be audited by grantee to ensure accurate data including recalculating numbers throughout the RFP summary and supporting documents for accuracy.

9) Draw downs are to be submitted only if the environmental exemption or environmental approval has been secured in writing with the amount of the project reflected.
NOTE: All Grantees should be reminded to review Section 9 – Environmental Review in the Grantee Handbook. This describes the environmental review process and clearly

states that a grantee may not commit CDBG funds on any activity nor any project until the OCD/DRU has approved the grantee's Request for Release of Funds.
If you are to incur costs related to an exempt activity, you should submit a Certification of Exemption form (Exhibit F) in order to request that those funds be released in order to request reimbursement specific to those activities.

- See Exhibit F, 9-1 Certification for Exemption for HUD funded Projects

This form should be completed and submitted to our environmental department to the attention of Derek Galose. This can be emailed directly to Derek at derek.galose@la.gov or if you have any questions, you can call Derek at (225) 219-9727.

There are three (3) separate submission processes based on the type of program:

- Community Resilience Program – Paper only
- Housing Programs – Paper only
- Infrastructure and Economic Development – Online only

I. Comprehensive Resiliency Program (CRP)

The Comprehensive Resiliency Program uses a **paper system** for Requests for Payments on CRP projects. Comprehensive Resiliency has 2 categories: Category 1 – Planning; and Category 2 – Code Enforcement. Instructions for the requests for payment are different depending on which Category the funds were awarded.

Signed and scanned requests for payment can be submitted via email to the Program Manager, Angela Lawson at angela.lawson@la.gov or by mail. Contact Angela for the appropriate RFP form.

Comprehensive Resiliency Program
Attn: Eugenia Williams
Office of Community Development – Disaster Recovery Unit
150 N. Third St., Suite 200
Baton Rouge, LA 70801

Instructions for Comprehensive Resiliency: Category 1

A Category 1 request for payment should include:

(1) A Request for Payment form, the form is provided by the Program Manager.

- (See *Exhibit G* for instructions on completing this form.)

(2) A summary sheet that should include:

- A list of all documents included within the draw request
- An explanation of how the final amount of the draw request was calculated

(3) A Task Budget Sheet

A task budget sheet provides an estimate of the tasks that will be undertaken to complete the project, and how much each task will cost. The task budget sheet should include a column with the heading "Percent complete," each draw down request will include a revised task budget sheet that notates the percent complete of each task to date.

- (See *Exhibit H* Example of budget task sheet).

(4) Invoices

- Include invoices from consultants
- Each invoice should document the tasks completed during that specific time period
  - (See *Exhibits A and B*.)

(5) Timesheets

Timesheets are required for all grantee staff that are paid directly with CDBG funds. Timesheets should contain detailed duties and the hours worked.

- (See *Exhibit C*.)

(6) Any additional supporting material, as applicable

Instructions for Comprehensive Resiliency: Category 2

A Category 2 request for payment should include:

(1) A Request for Payment form

(2) A summary sheet that includes a list of all the previous invoices for personnel costs.

For Example: City of Bon Temps

Invoice 1:	2/11/11 – 3/10/11	Bill Smith	$2020
Invoice 2:	3/11/11 – 4/10/11	Bill Smith	$2020

(3) An invoice from the Grantee to OCD-DRU for the amount of the current request.

- (*See Exhibits A and B*.)

(4) Timesheets

Timesheets are required for all Code Enforcement staff paid through the Comprehensive Resiliency Program. Timesheets should contain detailed duties and hours worked.

- (*See Exhibit C*.)

(5) Any additional invoices for training, if applicable

If you have any questions or need copies of the appropriate Request for Payment form, please contact Angela Lawson at 504-556-9750 or (cell) 225-354-9881.

II. Housing Program:

The Housing Program uses a **paper system** for Requests for Payment on housing projects. Please contact the housing advisor for the appropriate Request for Payment form. Only Gustav/Ike Request for Payment forms supplied by OCD-DRU will be accepted.

The Housing Drawdown Request Checklist (See *Exhibit I*) must be submitted for each RFP as well as the Invoice Summary Sheet (See *Exhibit J*).

Housing RFP instructions for parishes are located in *Exhibit K*.

If you need additional information, please contact Sarah Fleming at (225) 219-8782 or David Marquette at (225) 219-8781.

III. Infrastructure and Economic Development Programs

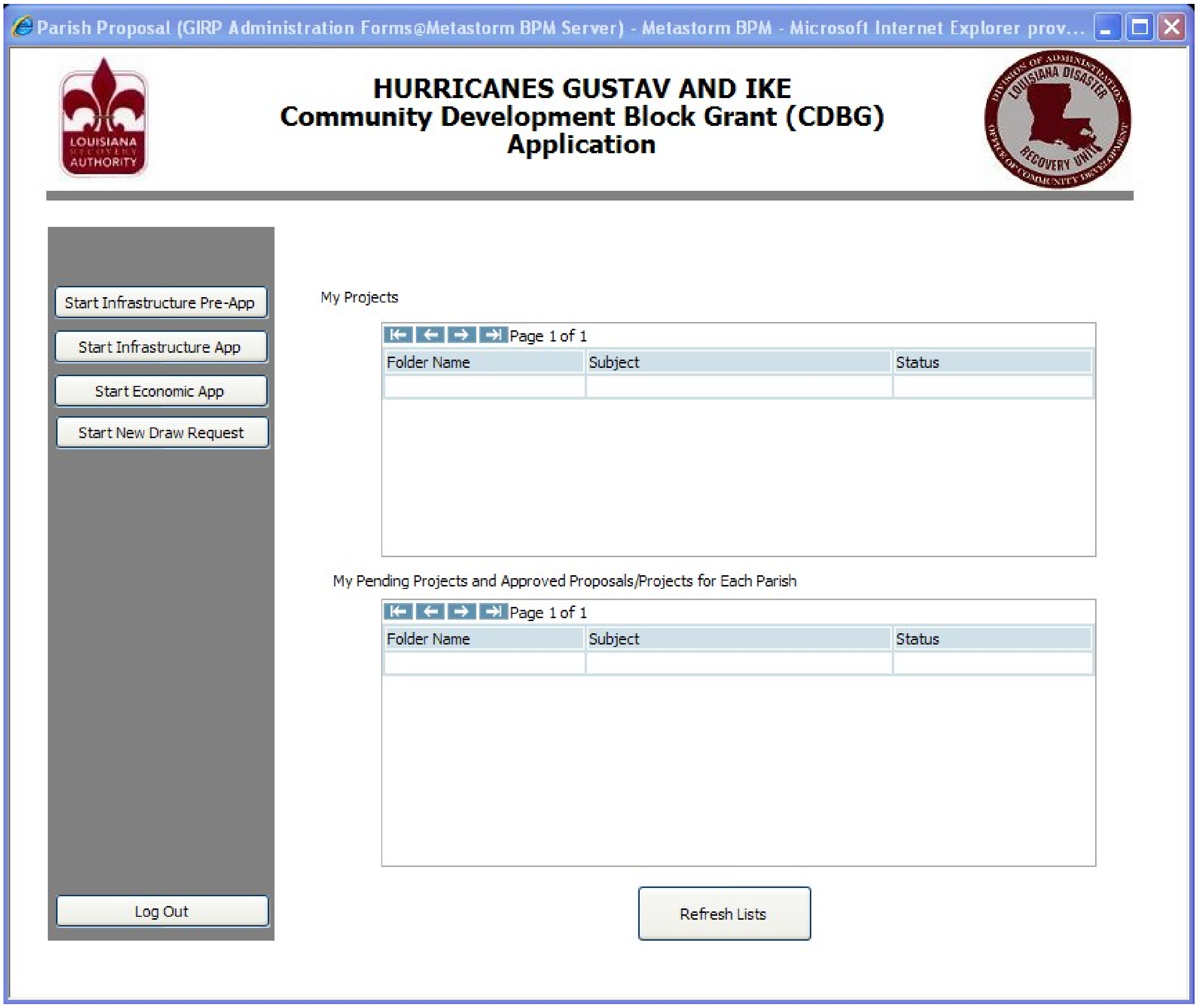
Accessing the Gustav-Ike Online System

In order to login into the website, you will first need to make a change in your Internet Explorer program to allow pop-up windows from the website. To do this:

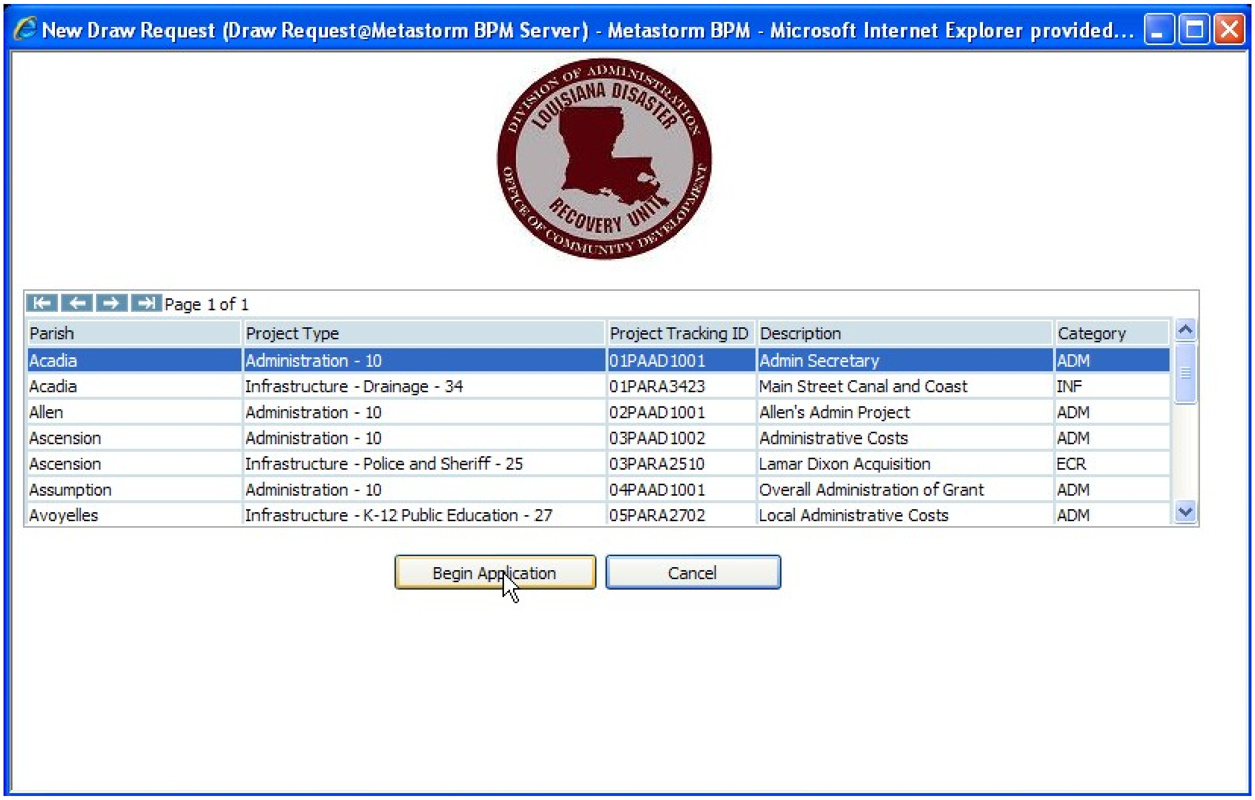
1. Go the the Tools menu in Internet Explorer.
2. Selected Pop-up Blocker. (If this is not listed, you have a third-party popup blocker and will need to consult the instructions for that program).
3. Click Pop-up Blocker Settings.
4. In the Pop-up Blocker Settings window, type gustavikerecovery.com as the "Address of Web site to allow" and click the Add button.
5. Close the Pop-up Blocker Settings window.

To access the Request for Payment form, go to http://www.doa.louisiana.gov/cdbg/DR/DR_GustavIkeOnline.htm. The user guide for the GIRP online system will be available on this Website. Once there, click on the link for https://www.gustavikerecovery.com to open the login page for the GIRP system. You will be prompted to login by providing a user name and a password. Your User Name is your first name and last name separated by a period, i.e. "john.doe." Your password was provided to you in the email sent when your account was set up. After logging in, the intial screen will appear displaying options for the to do list and a watch list. (See next page for initial screen)

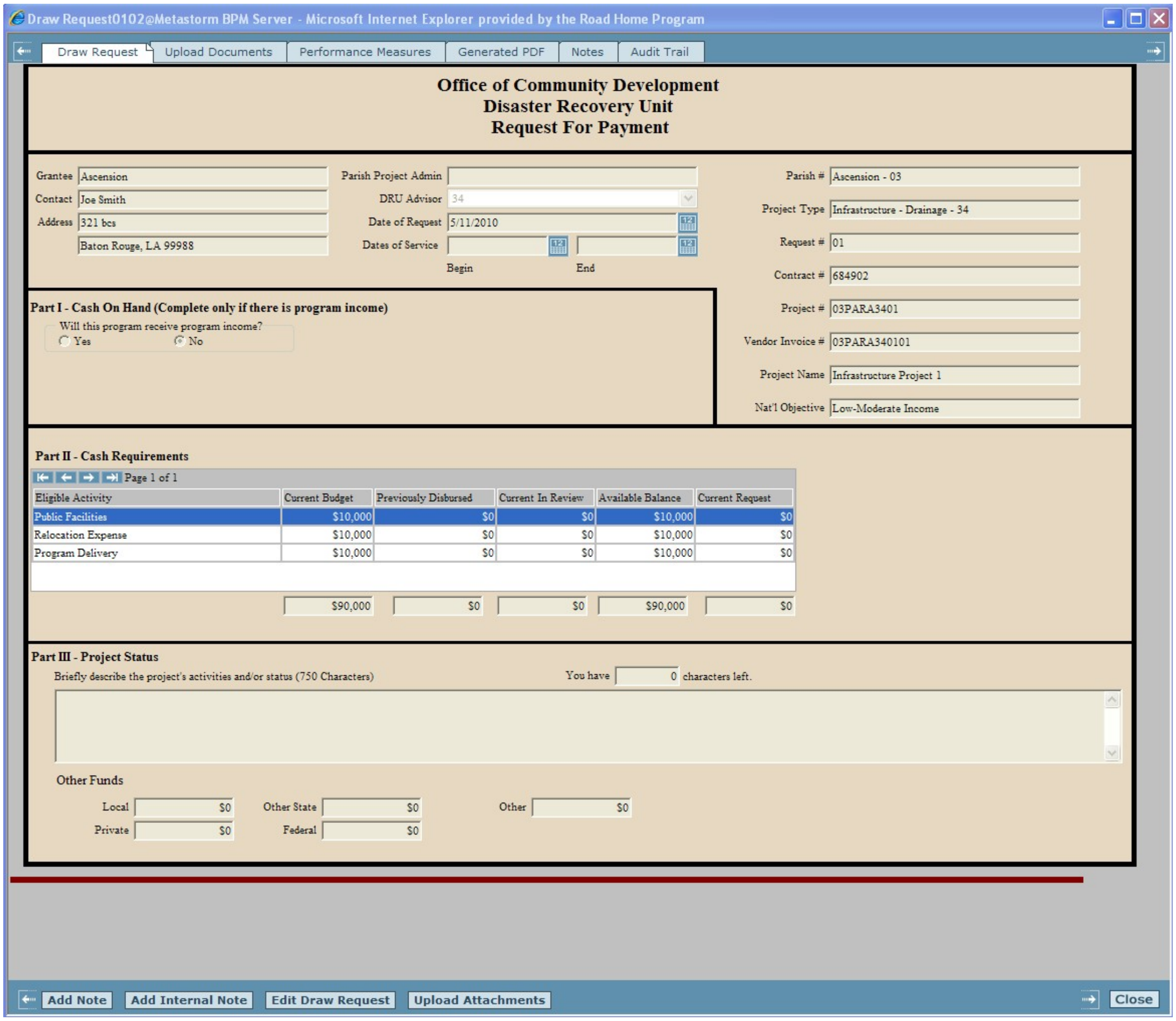
Once the system is accessed, click on the button on the left labeled “Start New Draw Request.” Click “Start New Draw Request”



To begin to submit a draw request, select a project and click “Begin.”



The Request for Payment form will open in a read-only view. Most fields are populated automatically. Because the Request for Payment form will open in a read-only view, you must take action to edit it. To edit the request, look across the bottom for the “Edit Draw Request” button and click it; the information should now be editable.


Draw Request0102@Metastorm BPM Server - Microsoft Internet Explorer provided by the Road Home Program

Draw Request | Upload Documents | Performance Measures | Generated PDF | Notes | Audit Trail

Office of Community Development
Disaster Recovery Unit
Request For Payment

Grantee: Ascension
Contact: Joe Smith
Address: 321 bcs
Baton Rouge, LA 99988

Parish Project Admin:
DRU Advisor: 34
Date of Request: 5/11/2010
Dates of Service: Begin End

Parish #: Ascension - 03
Project Type: Infrastructure - Drainage - 34
Request #: 01
Contract #: 684902
Project #: 03PARA3401
Vendor Invoice #: 03PARA340101
Project Name: Infrastructure Project 1
Nat'l Objective: Low-Moderate Income

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

Eligible Activity	Current Budget	Previously Disbursed	Current In Review	Available Balance	Current Request
Public Facilities	$10,000	$0	$0	$10,000	$0
Relocation Expense	$10,000	$0	$0	$10,000	$0
Program Delivery	$10,000	$0	$0	$10,000	$0
	$90,000	$0	$0	$90,000	$0

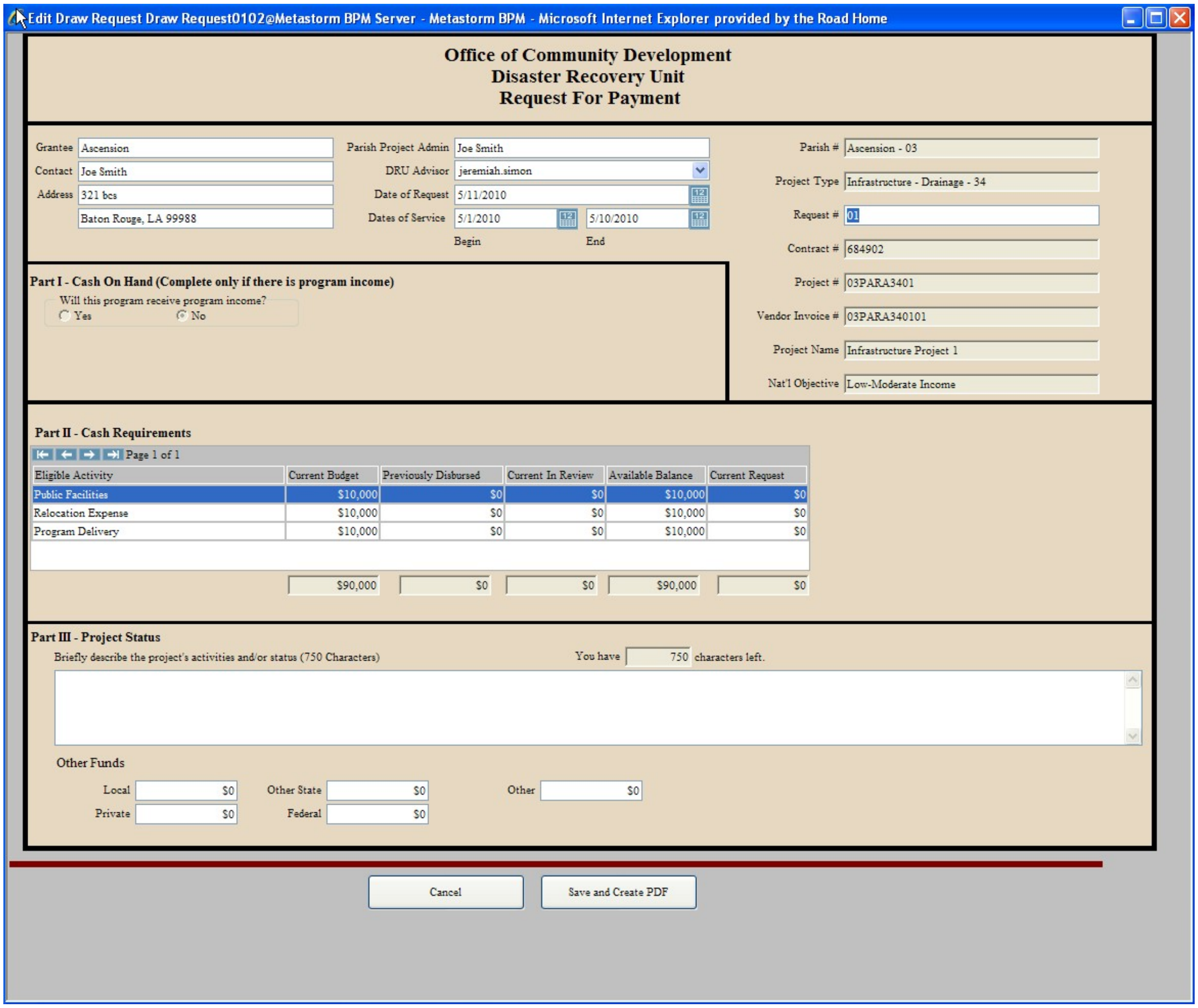
Part III - Project Status
Briefly describe the project's activities and/or status (750 Characters)
You have 0 characters left.

Other Funds
Local $0
Private $0
Other State $0
Federal $0
Other $0

Add Note | Add Internal Note | Edit Draw Request | Upload Attachments | Close

Part 1 (Cash on Hand)

If your particular project will have program income, please contact the OCD/DRU outreach representative directly.



Edit Draw Request Draw Request0102@Metastorm BPM Server - Metastorm BPM - Microsoft Internet Explorer provided by the Road Home

Office of Community Development
Disaster Recovery Unit
Request For Payment

Grantee: Ascension
Contact: Joe Smith
Address: 321 bcs
Baton Rouge, LA 99988

Parish Project Admin: Joe Smith
DRU Advisor: jeremiah.simon
Date of Request: 5/11/2010
Dates of Service: 5/1/2010 (Begin) 5/10/2010 (End)

Parish #: Ascension - 03
Project Type: Infrastructure - Drainage - 34
Request #: 01
Contract #: 684902
Project #: 03PARA3401
Vendor Invoice #: 03PARA340101
Project Name: Infrastructure Project 1
Nat'l Objective: Low-Moderate Income

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

Eligible Activity	Current Budget	Previously Disbursed	Current In Review	Available Balance	Current Request
Public Facilities	$10,000	$0	$0	$10,000	$0
Relocation Expense	$10,000	$0	$0	$10,000	$0
Program Delivery	$10,000	$0	$0	$10,000	$0
	$90,000	$0	$0	$90,000	$0

Part III - Project Status

Briefly describe the project's activities and/or status (750 Characters)

You have 750 characters left.

Other Funds

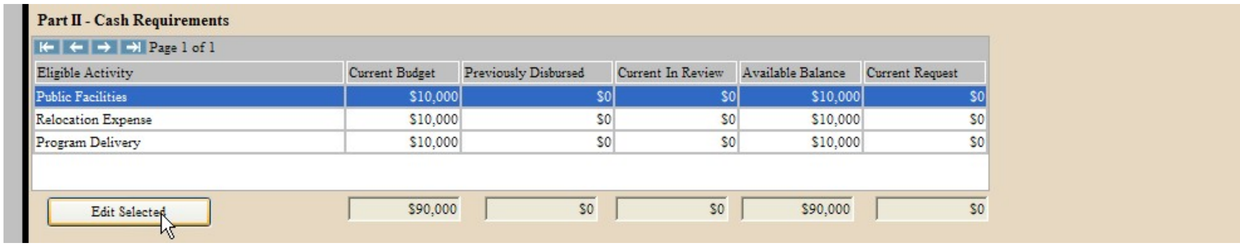
Local $0
Other State $0
Other $0
Private $0
Federal $0

Cancel
Save and Create PDF

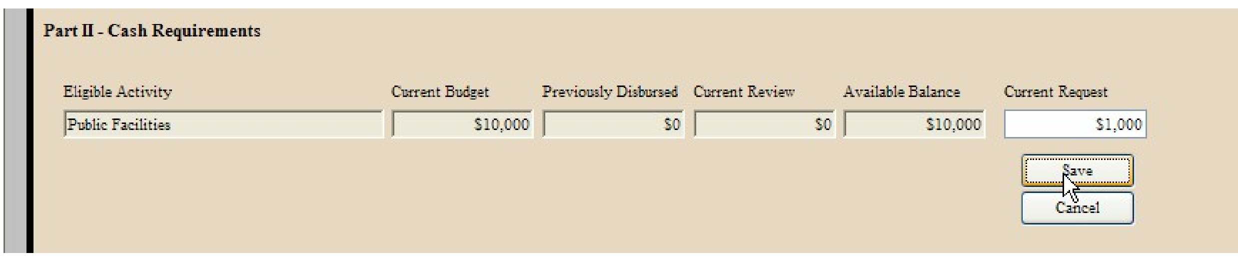
Part 2 (Cash Requirements)

Request for Project Costs in Project Draw Requests

Select an Eligible Activity and click “Edit Selected.”



Enter the amount to be requested in the “Current Request” field **then click “Save.”** This is the amount that Office of Community Development – Disaster Recovery Unit (OCD-DRU) will consider for funds draw down and distribution to the grantee. Grantee may submit two requests per month on infrastructure projects.



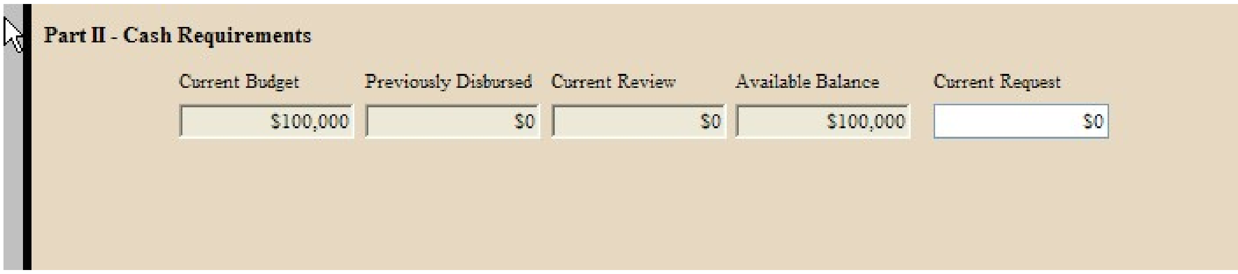
Request for Administrative Costs in Administrative Draw Requests

Enter the amount to be requested in the “Current Request” field **then click “Save.”** This is the amount that OCD-DRU will consider for funds draw down and distribution. Grantee may submit two admin draw requests per month.

All parish grantees must submit up-to-date invoices for any outstanding administrative costs, segmented by month with support documentation and in chronological order. Invoices should be submitted within 45 days of the issued date.

Only on-line draw downs will be acceptable. Hard copies will not be accepted and duplicate hard copies of on-line submittals should not be sent. Should a payment differ from the draw down request, a note should be made in GIRP.

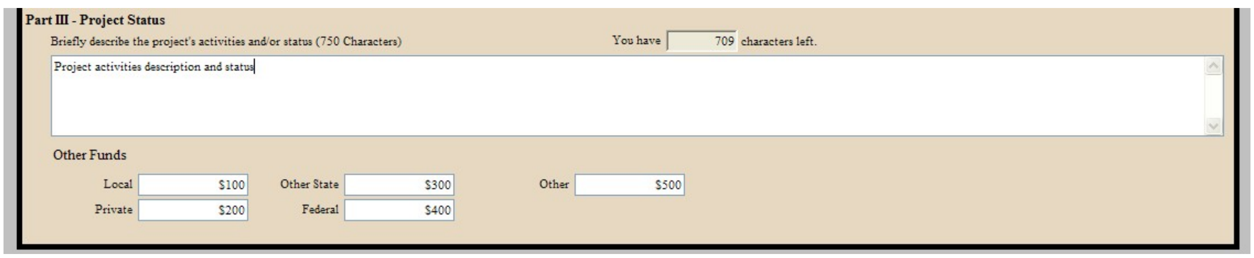
Note: If you are requesting payment for administrative costs that it is unnecessary to select an eligible activity.



<u>Part 3</u>

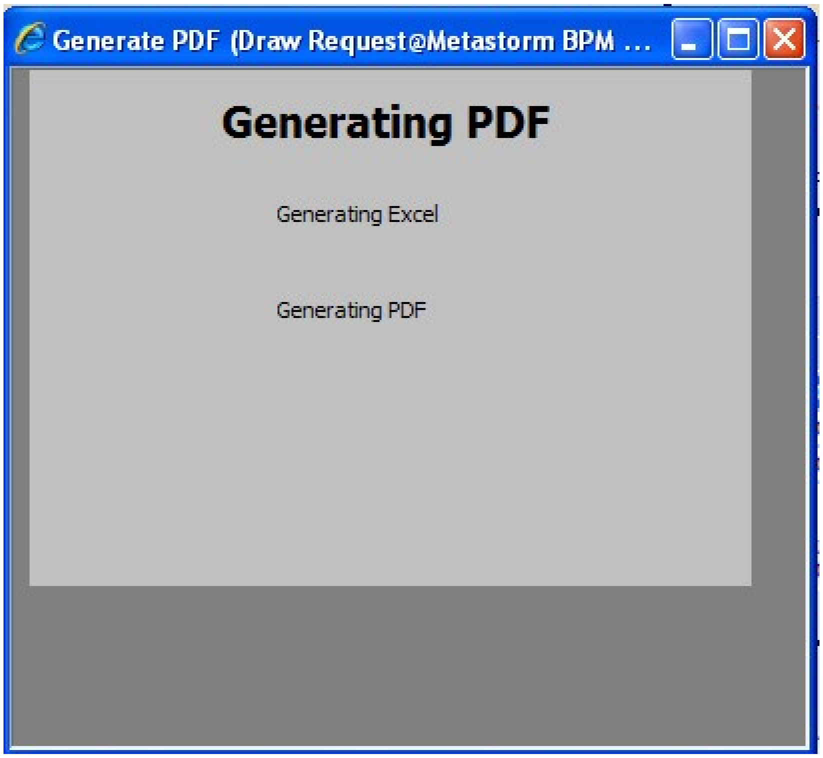
Describe in brief the status of the project in 750 characters or less. A counter above the text box will indicate how many characters are remaining.

Indicate the amount of Other Funds expended on this project by entering amounts in the appropriate field(s).



When you finish editing, click “Save and Generate PDF.”

The window displayed below will appear in a similar format as the PDF is generated.



After generating the PDF, the request will reload and appear in a read-only view. You can view the PDF by clicking the "Generated PDF" tab at the top of your screen.

Office of Community Development
Disaster Recovery Unit
Gustav/Ike Project Request for Payment

- cells for user entry

Grantee	Ascension	Parish Project Admin	Joe Smith		Parish #	Ascension - 03
Contact	Joe Smith	DRU Advisor	jeremiah.simon		Project Type	Infrastructure - Drainage - 34
Address	321 bcs	Date of Request	5/11/2010		Project Sequence	01
	Baton Rouge, LA 99988	Dates of Service	5/1/2010	5/10/2010	Request #	01
			Begin	End	Contract #	684902
					Project #	03PARA3401
					AFS Vendor Invoice #	03PARA340101
					Project Name	Infrastructure Project 1
					Nat'l Objective	Low-Moderate Income

Will this program receive program income? **No**

PART I - Cash On Hand (Complete only if there is program income)

1.	Grant funds received to date		N/A
2.	Add program income received to date		N/A
3.	Subtotal		-
4.	Less CDBG funds disbursed to date		N/A
5.	Cash on Hand		-

For DRU Use Only				
Agency	**Organization**	**Category**	**Sub-Object**	**Amount**
107	3081	PARA	LM	$8,000.00
107	3081	PARA	PL	$0.00
			J4 Number	

PART II - Cash Requirements

Eligible Activities	Public Facilities	Relocation Expens	Program Delivery	N/A	Project Delivery	TOTAL
Cost Category	Direct Costs	Direct Costs	Direct Costs	Direct Costs		
Requested Prior						$0.00
Current Request	$1,000.00	$5,000.00	$2,000.00			$8,000.00
Requested to Date	$1,000.00	$5,000.00	$2,000.00	$0.00	$0.00	$8,000.00

Current Budget	$50,000.00
Total Requested	$8,000.00
Balance	$42,000.00
% Requested to Date	16.0%
Total Project Delivery	$0.00
% Project Delivery	0.0%

PART III - Project Status

Briefly describe the project's activities and/or status

Project activities description and status

	Local	Private	Other State	Federal	Other	TOTAL
Source of other funds						
Total other funds expended	$100.00	$200.00	$300.00	$400.00	$500.00	**$1,500.00**

I certify that this request for federal funds has been prepared in accordance with the terms and conditions of the Grant Agreement.

I also certify that all the data reported above is correct and that the amount of the request for federal funds is not in excess of current needs.

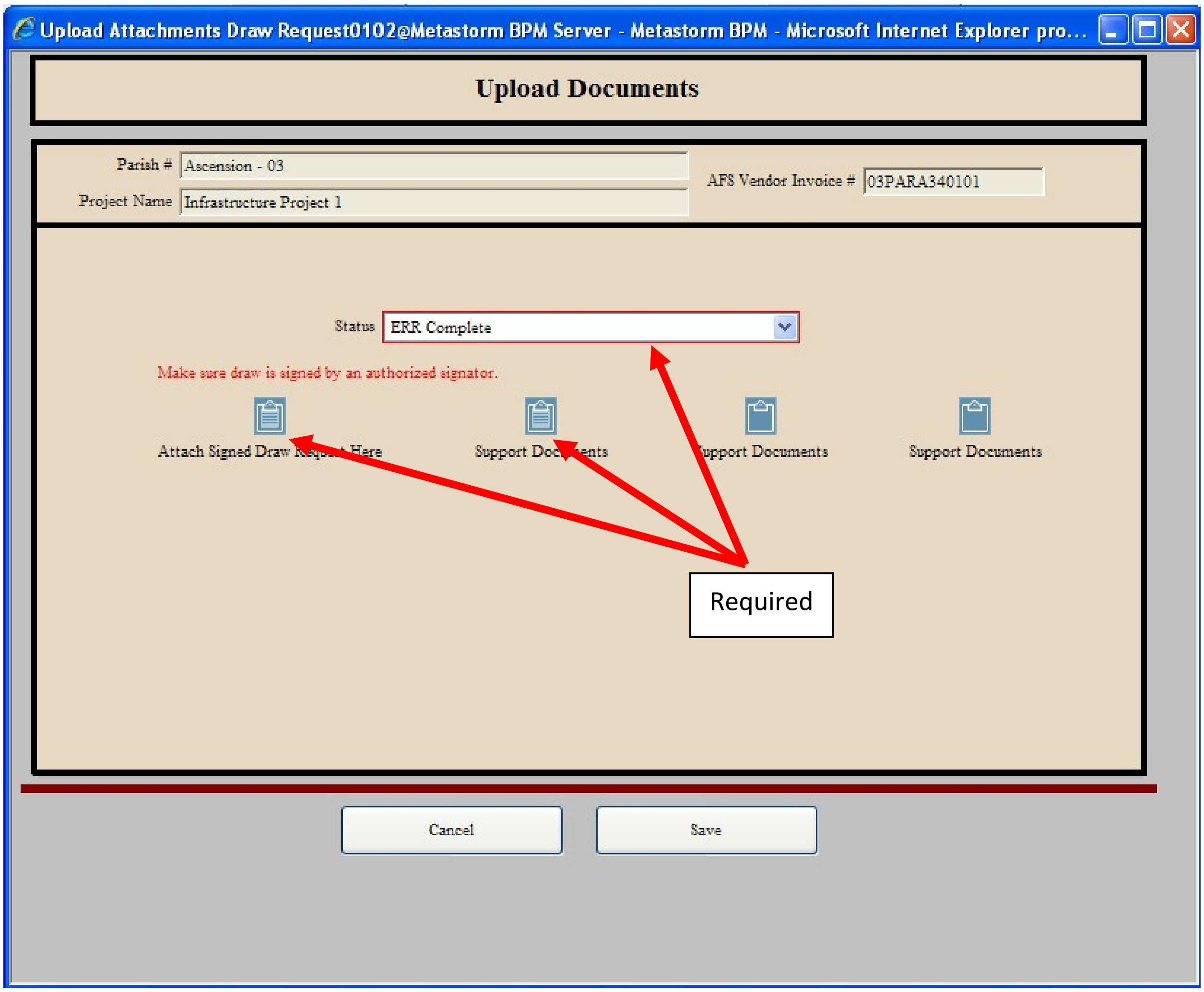
Authorized Signature — Date

For DRU Use Only

Authorized Signature/Date — Environmental Review Authorized Signature / Date

The request for payment cannot be submitted until the project status is set, a PDF of the request has been signed and attached, and at least one supporting document has been attached. To add an attachment you must upload it. To access the screen below, click the “Upload Documents” at the bottom of your screen.

To upload an attachment, click the appropriate clipboard icon; this will allow you to open, select, or delete an attached file. Choose the “Select” option. You will be prompted to browse so that you can locate and attach your file. Once files are attached, you may “Open” to view it or you may “Delete” it.



Once the printed PDF has been signed and attached and supporting documents have been attached, hit the “Save” button. To submit the request, click “Submit to State” button.

NOTE: You must attach the Request Form to the “Attach Signed Draw Request Here” and the invoices, etc. must be attached under the “Support Documents.” If documents are not attached under both of these, the request will not be submitted to the State for review.

Grantee’s submission of requests for administrative costs are sent directly to the designated outreach representative. RFPs for project costs are sent to the designated program manager who will initiate the process for approval. Infrastructure project draw requests are directly routed for desk review by the infrastructure staff person assigned your project.

Should you have any questions about this system, please contact the help desk at 225-330-0911 or email at helpdesk@road2la.org.

An online demonstration for submitting request for payment through the online system can be found at the Louisiana Municipal Association’s Web site at http://www.lma.org/LMA/Latest_News/Financial_Question_and_the_Municipal_Infrastructure_Program.aspx. (NOTE - This webinar was conducted for grantees within the Municipal Infrastructure program, but the same general rules apply to all Gustav-Ike programs.)

APPENDICES

This manual does reference several appendices. Electronic versions of these can be found at:

http://doa.louisiana.gov/cdbg/DR/DR_GustavIkeOnline.htm