

Office of Finance and Support Services
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 27, 2016

Mr. Jay Dardenne, Commissioner of Administration
Division of Administration
P.O. Box 94095
Baton Rouge, LA 70804-9095

RE: Act 16 of the 2015 Regular Session of the Legislature §18.B.(1) Compliance Report

Dear Commissioner Dardenne:

As required in Act 16 of the 2015 Regular Legislative Session, §18.B.(1), the compliance reports showing specific data regarding compliance with the aforementioned section for the current fiscal year are attached. These reports provide assurance that the respective sections in the Division of Administration (DOA) that transfer funds to public or quasi-public agencies or entities, which are not a budget unit of the state, have complied with all requirements set forth in the above-referenced section of Act 16. In addition, these reports indicate that no unexpended funds have been collected from recipient agencies failing to appropriately use the funds they have received from the DOA.

Below is a list of the programs where funds were transferred to public or quasi-public agencies or entities:

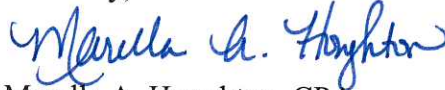
- Disaster Recovery Unit
- Small Cities Program

Please see the attached assurance forms submitted by each section indicating compliance with each of the requirements. All funds transferred to public or quasi-public agencies by the aforementioned programs are on a reimbursement basis. As a result, DOA has no unexpended funds to collect from recipient agencies.

Mr. Jay Dardenne, Commissioner of Administration
April 27, 2016
Page 2

Should you have questions regarding this matter, please contact Marella Houghton or Kerri Traxler at (225) 342-0700.

Sincerely,



Marella A. Houghton, CPA
Deputy Undersecretary

MH:tcl

xc: Daryl G. Purpera, Legislative Auditor
Senator Eric LaFleur, Chairman, Joint Legislative Committee on the Budget
Barry Dussé, Director, Planning and Budget
Barbara Goodson, Deputy Commissioner
Desirée Thomas, CPA, Assistant Commissioner
Randy Davis, Assistant Commissioner
Afranie Adomako, CPA, Director, Management and Finance
Marsha Guedry, CPA, Internal Audit Administrator
Pat Forbes, Executive Director, Office of Community Development
Kerri Traxler, Budget Administrator, OFSS

Attachments

Transferring Agency: Division of Administration (DOA) - DRU

List of Programs Transferred
Disaster Recovery Programs

	Yes, No, or N/A
Has each public agency, quasi-public agency, or entity which is not a budget unit of the state to which you transfer funds submitted a comprehensive budget to you for approval?	Yes, budgets are submitted with grant applications and included in all Cooperative Endeavor Agreements and contracts.
Does the comprehensive budget show the following information:	
all anticipated uses of the appropriation?	Yes
an estimate of the duration of the project?	Yes
a plan showing specific goals and objectives for the use of such funds, including measures of performance?	Yes
Prior to transferring any funds, does each recipient agree in writing to provide written reports to you at least every six months concerning the use of the funds and the specific goals and objectives for the use of the funds?	Yes, requests for payment include signed authorizations by recipients and supported with required program documentation.
Have you determined that any recipient has failed to use the funds set forth in its budget within the estimated duration of the project?	No
Have you determined that any recipient has failed to reasonably achieve its specific goals and objectives for the use of the funds?	No
If the answer to either question #4 or #5 is yes, have you demanded that any unexpended funds be returned to the state treasury by the recipient?	N/A
If you have demanded any unexpended funds be returned to the state treasury by a recipient, has that recipient requested approval of the Division of Administration and the Joint Legislative Committee on the Budget to retain the funds?	N/A
Are recipients audits in accordance with LRS 24:513?	Yes
If a recipient is not required to be audited because the amount received is below the amount for which an audit is required, does your section monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives?	Yes

If the answer to question #6 is yes, please report the recipient and the amount of unexpended funds to be returned to the state treasury using the schedule provided below.

NAME OF ENTITY	UNEXPENDED FUNDS RETURNED TO STO

Total -DOA Section: Office of Community Development Disaster Recovery UnitPrepared By: Pat ForbesDate: 4/21/2016Contact Person (Print Name): Pat ForbesContact Phone Number: 225-219-9603Contact Email: pat.forbes@la.gov

Transferring Agency: Division of Administration (DOA) - CDBG

List of Programs Transferred
Louisiana Community Development Block Grant Program (Annual Small Cities Program)
Local Government Assistance Program - HB 2
Community Water Enrichment Fund - HB 2

	Yes, No, or N/A
Has each public agency, quasi-public agency, or entity which is not a budget unit of the state to which you	Yes, project budgets are submitted with grant applications.
1 transfer funds submitted a comprehensive budget to you for approval?	
2 Does the comprehensive budget show the following information:	Yes
all anticipated uses of the appropriation?	Yes
an estimate of the duration of the project?	
a plan showing specific goals and objectives for the use of such funds, including measures of performance?	Yes
Prior to transferring any funds, does each recipient agree in writing to provide written reports to you at least	Yes, invoices are submitted with each reimbursement request, and have been approved and signed by the grantee.
3 every six months concerning the use of the funds and the specific goals and objectives for the use of the	
funds?	No, all funds are expended on a reimbursement basis only.
4 Have you determined that any recipient has failed to use the funds set forth in its budget within the estimated	
duration of the project?	No, all invoices for funds distributed to grantees are reviewed for appropriateness in relation to the approved project and budget.
5 Have you determined that any recipient has failed to reasonably achieve its specific goals and objectives for	
the use of the funds?	N/A
6 If the answer to either question #4 or #5 is yes, have you demanded that any unexpended funds be returned	
to the state treasury by the recipient?	N/A
7 If you have demanded any unexpended funds be returned to the state treasury by a recipient, has that	
recipient requested approval of the Division of Administration and the Joint Legislative Committee on the	N/A
Budget to retain the funds?	Yes
8 Are recipients audits in accordance with LRS 24:513?	Yes, all financial reports, statements, expenditures, and documents regarding the project are monitored by OCD staff.
9 If a recipient is not required to be audited because the amount received is below the amount for which an	
audit is required, does your section monitor and evaluate the use of the funds to ensure effective achievement	
of the goals and objectives?	

If the answer to question #6 is yes, please report the recipient and the amount of unexpended funds to be returned to the state treasury using the schedule provided below.

NAME OF ENTITY	UNEXPENDED FUNDS RETURNED TO STO

Total -

Office of Community Development, CDBG Small Cities Program and
DOA Section: LGAP/CWEF

Prepared By: Carol M. NewtonDate: 4/21/2016Contact Person (Print Name): Carol M. NewtonContact Phone Number: 225/342-7412Contact Email: carol.newton@la.gov