

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 17, 2017

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

RE: Act 17 of the 2016 Regular Session of the Legislature §18.B.(1) Compliance Report

Dear Commissioner Dardenne:

As required in Act 17 of the 2016 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 17. 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:

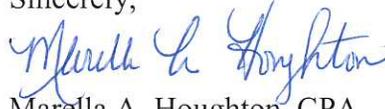
- Disaster Recovery Programs
- Annual Small Cities Program
- Louisiana Government Assistance Program (LGAP)
- Community Water Enrichment Fund (CWEF)
- Capital Outlay Funding

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.

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

Sincerely,



Marella A. Houghton, CPA
Deputy Undersecretary

MH:dl

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 Honoré-Thomas, CPA, CGMA, Assistant Commissioner
Randy Davis, CPA, Assistant Commissioner
Mark Moses, Assistant Commissioner, Facility Planning & Control
Afranie Adomako, CPA, Director, Management and Finance
Marsha Guedry, CPA, Internal Audit Administrator
Pat Forbes, Executive Director, Office of Community Development
Traci Watts, Director, LCDBG, LGAP and CWFEP Programs
Tracy Holmes, Director, OFSS Cash Disbursements

Attachments

Transferring Agency: Division of Administration (DOA)

List of Programs Transferred
Capital Outlay Funding

	Yes, No, or N/A
1 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
2 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
3 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
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
5 Have you determined that any recipient has failed to reasonably achieve its specific goals and objectives for the use of the funds?	No
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 Budget to retain the funds?	N/A
8 Are recipients audits in accordance with LRS 24:513?	Unknown
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?	

DOA has requested that the Legislative Auditor accept access to the budget information of the recipients in lieu of submitting the budgets electronically to them. DOA has not received a response from the Legislative Auditor regarding the request.

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 STC
	\$0.00
Total	\$0.00

DOA Section: Facility Planning and Control

Prepared By: *Sue Wheeler*

Date: 4/3/2017

Contact Person (Print Name): Sue Wheeler

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