April 17, 2017

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


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.
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
     Desireé 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 CWEF Programs
     Tracy Holmes, Director, OFSS Cash Disbursements

Attachments
Transferring Agency: Division of Administration (DOA)

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

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? **

2 Does the comprehensive budget show the following information:
   - all anticipated uses of the appropriation?
   - 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?

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?

Have you determined that any recipient has failed to use the funds set forth in its budget within the estimated duration of the project?

Have you determined that any recipient has failed to reasonably achieve its specific goals and objectives for the use of the funds?

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?

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?

Are recipients audits in accordance with LRS 24:513?

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.

<table>
<thead>
<tr>
<th>NAME OF ENTITY</th>
<th>UNEXPENDED FUNDS RETURNED TO STO</th>
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Total

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

Prepared By: Traci Watts
Date: 3/10/2017

Contact Person (Print Name): Traci Watts
Contact Phone Number: 225-342-0148
Contact Email: traci.watts@la.gov
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? **

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   all anticipated uses of the appropriation?
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   a plan showing specific goals and objectives for the use of such funds, including measures of performance?

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?

Have you determined that any recipient has failed to use the funds set forth in its budget within the estimated duration of the project?

Have you determined that any recipient has failed to reasonably achieve its specific goals and objectives for the use of the funds?

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Total $0.00

DOA Section: Facility Planning and Control
Prepared By: [Signature]
Date: 4/3/2017
Contact Person (Print Name): Sue Wheeler
Contact Phone Number: 225-219-4677
Contact Email: Sue.Wheeler@la.gov
Transfer Agency: Division of Administration (DOA)

<table>
<thead>
<tr>
<th>List of Programs Transferred</th>
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   - all anticipated uses of the appropriation?
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Total

DOA Section: Office of Community Development Disaster Recovery Unit

Prepared By: Pat Forbes

Date: 3/27/2017

Contact Person (Print Name): Pat Forbes

Contact Phone Number: 225-219-9603

Contact Email: pat.forbes@la.gov