

# **APPENDIX M**

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## **Leverage Reporting Policy**

**State of Louisiana**

**Certification Checklist**

Prepared by  
Louisiana Office of Community Development/Disaster Recovery Unit

POLICY AND PROCEDURE FOR MAINTAINING A COMPREHENSIVE WEBSITE	<b>Version:</b> 01
<b>Approved by:</b>	<b>Date:</b>  <b>Title:</b>  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



#### 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: 0096 / Pogyback PIA

Environmental Assessment: COMPLETED

Adjust Project Budget: No

Funding Source Name	Funding Type	Matching Funds	Fund Amount
State Funds	State Funds	<input type="checkbox"/> Yes	\$
State Historic Tax Credit Equity	State Funds	<input type="checkbox"/> Yes	\$ 706,375.00
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	\$ 179,147.00
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	\$ 2,231,000.00
2nd Mortgage	Other Private Funds	<input type="checkbox"/> Yes	\$ 11,251,662.00
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	\$ 9,599,040.00
LHTC 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			\$ 26,457,224.00

Buttons: Continue to Next Screen, Save Activity, Cancel

7/100%