# **APPENDIX N**

## Policy and Procedure for Leverage Reporting

State of Louisiana

**Certification Checklist** 

POLICY AND PROCEDURE FOR LEVERAGE REPORTING	Version: 01
1	Date: ////////////////////////////////////
Approved by:	Title:
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#### State of Louisiana

Office of Community Development/ Disaster Recovery Unit

Policy and Procedure for Leverage Reporting

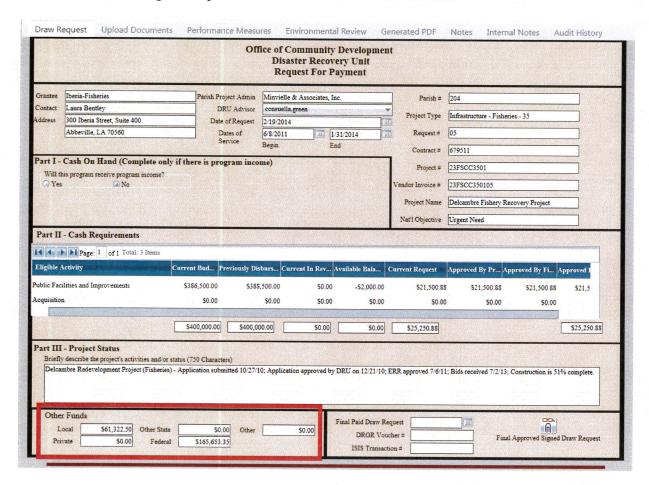
#### I. Overview

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

funding associated with a project/activity. It is also populated on the draw request from. Below is a screen shot showing the requirement in the "Other Funds" section.



#### III. GIOS Leverage Funding Report

The weekly "GIOS Leverage Funding Report" will pull previous or updated information located in the local, private, other state/federal, and other funding GIOS fields. The DRGR reporting specialist will utilize the data received in the report to input into the DRGR quarterly report as to indicate the leveraged funding input during the quarter.

### 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.

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