



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

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Code Office Hazard Mitigation Grant Program (HMGP)
Reimbursement Guidelines

The following information must be included on the grant reimbursement form:

- date of submission,
- period of reimbursement,
- jurisdiction information,
- itemized list of expenditures,
- authorized official's signature.

Along with the completed grant reimbursement form, documentation supporting the reimbursement requested must be submitted. The following information provides guidance on the types of supporting documentation needed for each Louisiana State Uniform Construction Code Council (LSUCCC) budget category.

Salaries:

LSUCCC Criteria - six months of salary allowed for;

New Code Officesnew hires only

Existing Code Offices.....new hires for newly created positions only

Supporting payroll documentation must include:

- employee name,
- position title as indicated in the budget,
- hire date,
- dates and hours worked, and
- rate of pay.

LSUCCC Criteria - salaries for temporary certified employees hired to fill in for permanent employees during training absences

Supporting documentation must include:

- temporary employee name,

- proof of certification for position,
- temporary employee's hire date,
- dates and hours worked,
- rate of pay,
- name and title of employee attending training,
- training program attended,
- proof of registration,
- dates of training, and
- proof of attendance.

Training:

LSUCCC Criteria - reimbursement intended for employees attending code related training and/or conferences associated with code related training

Supporting documentation must include:

- name and title of employee attending training,
- training program attended including program description,
- proof of registration,
- dates of training, and
- proof of attendance.

Vehicles:

LSUCCC Criteria - reimbursement limited to \$18,000 per vehicle for building code operations only (vehicles must be appropriate for administration and enforcement of the Louisiana State Uniform Construction Code).

Supporting documentation must include:

- name and title of field employee,
- proof of proper procurement (**see table below for further guidance**);
 - examples of proof of procurement include but are not limited to the following:
 - contract number, if vehicle was purchased on State contract, or
 - three quotes by phone or fax with written confirmation of accepted offer
 - bid tabs, quotes, or bids received
- copy of advertisement for bids/proposals,
- copy of contract/purchase agreement, and
- copy of invoice/receipt
 - invoices or receipts should include the following:
 - name of the vendor,
 - date of delivery,
 - itemization of charges, and
 - total charge.

Equipment and Supplies:

LSUCCC Criteria - equipment and supply budget items include cameras, GPS, PDA's, code books (\$500 limit per employee), software, furniture, copiers, computers, plotters, phone system, and office supplies:

Supporting documentation must include:

- proof of proper procurement (**see table below for further guidance**);
 - examples of proof of procurement include but are not limited to the following:
 - three quotes by phone or fax with written confirmation of the accepted offer
 - bid tab, quotes, or bids received,
 - copy of advertisement for bids or proposals
- copy of contract or purchase agreement, and
- copy of invoice or receipt.
 - invoices or receipts should include the following:
 - name of the vendor,
 - date of delivery,
 - description of item(s),
 - itemization of charges, and
 - total charged.

Office Space:

LSUCCC Criteria - reimbursement for leasing new office space or improvements to existing office space.

Supporting documentation must include:

- proof of proper procurement (**see table below for further guidance**);
 - examples of proof of procurement include but are not limited to the following:
 - three quotes by phone or fax with written confirmation of accepted offer.
 - bid tab, quotes , bids received
- copy of advertisement for bids/proposals,
- copy of contract/purchase agreement,
- copy of invoice/receipt.
 - invoices or receipts should include the following:
 - name of the vendor,
 - date of service or delivery,
 - description of service,
 - itemization of charges, and
 - total charges.

Jurisdictions are encouraged to utilize existing state contracts whenever possible (i.e. office supplies, furniture, building remodel supplies, etc.).

Basic Contracting Requirements

Contract Amount	Contract Type	Louisiana Law Certain exceptions apply. Check the laws (see below) for specific information	Federal Law Certain exceptions apply. Check the laws (see below) for specific information
\$0.00 ~ \$9,999	Materials and Supplies	No bid required	Obtain price quotes from a reasonable number of qualified sources.
	Public Works	May be undertaken by the public entity with its own employees	
	Professional Services	No bid required (Note: for state entities, a bid is required for architects, engineers, and landscape architects)	
\$10,000 ~ \$19,999	Materials and Supplies	Three quotes by telephone or fax with written confirmation of accepted offer	Obtain price quotes from a reasonable number of qualified sources.
	Public Works	May be undertaken by the public entity with its own employees	
	Professional Services	No Bid Required	Competitive selection required by 44 CFR 13.36.
\$20,000 ~ \$99,999	Materials and Supplies	Advertised and let by contract {formal bidding process}	Obtain price quotes from a reasonable number of qualified sources.
	Public Works	May be undertaken by the public entity with its own employees	
	Professional Services	No bid required	Competitive selection required by 44 CFR 13.36.
\$100,000 and up	Materials and Supplies	Advertised and let by contract {formal bidding process}	Sealed bids (formal advertising) or competitive proposals
	Public Works	Advertised and let by contract to the lowest responsible bidder	
	Professional Services	No bid required	Competitive selection required by 44 CFR 13.36.

Relevant Louisiana Laws	
LA R.S. 38:2181 through 38:2316	Contain contracting information for political subdivisions
LA R.S. 38:2211	Definitions (Letting Contracts)
LA R.S. 38:2212	Advertisement and letting to lowest responsible bidder; public work; electronic bidding; participation in mentor-protégé program
LA R.S. 38:2212.1	Advertisement and letting to lowest responsible bidder; materials and supplies
Relevant Federal Law	
44 CFR § 13.36	Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government (Emergency Management and Assistance)

Additional notes about contracting when Federal funding is involved:

- Federal regulations require that contracts be of “reasonable cost,” be competitively bid, and comply with federal, state and local standards.
- Contracts cannot be contingent, or depend, on FEMA reimbursement.
- Cost-plus-percentage-of-costs contracts are not allowed. Vendors are allowed to charge the costs of goods or services plus a fixed fee for offering those goods or services. However, they can not charge an additional percentage of the costs.
- Federal regulations discourage the use of time and materials contracts, which provide no estimate, or lump sum, for the total cost of the contract. These types of contracts rely on labor and/or equipment rates but do not include the total number of hours that will be needed to complete a project. Federal regulations require a cost ceiling or “not to exceed” provision in the contract, which the contractor exceeds at their own risk.
- Avoid conflicts of interest or the appearance of a conflict of interest.
- Avoid “piggy-backing,” or using pre-existing contract(s) that you weren’t originally a part of. Though allowed by State law, they do not meet the spirit of competitiveness sought by the federal regulations.
- **A local government is allowed to make purchases under existing state contracts only if it chooses to “opt in” and be subject to all or part of the Louisiana Procurement Code (LPC) (R.S. 39:1551-1755).**
- If a local entity makes a purchase using a State contract, the purchase must comply exactly with the terms of the State contract. The supporting documentation submitted for reimbursement must contain the State contract number.