



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
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SECRETARY

Division of Energy, Housing and
Community Resources
P.O. Box 7970
Madison, WI 53707-7970

Debt Service Payments and Loan Pay-off Procedures

Purpose: Assuring both separations of duties and conflict of interest

Any payments/checks received, regardless of which program, the payment shall be directed to:

ATTN: Budget and Policy Analyst
DOA Division of Energy, Housing and Community Resources (DEHCR)/ Bureau of Housing (BOH)
101 E. Wilson St. 6th Floor
PO Box 7970
Madison, WI 53707-7970

- The budget and policy analyst advanced (BPA) will log the payment into a spreadsheet (Program Deposit Transmittals) located at <G:\Housing\Budget Items\PROGRAMS\Program Deposit Transmittals.xlsx> on the network drive (G:\) and endorse the back of the check with the DOA/BOH endorsement stamp.
- The BPA will make a copy of the check and give the check copy to the program manager/grant specialist along with a Deposit Transmittal form.
- The program manager/grant specialist will complete the Deposit Transmittal form (sample attached) and return the completed form to the budget analyst.

The Program Manager/Grant Specialist will fill in the following information on the Deposit Transmittal form:

1. Date: (date received the check copy)
2. Collection Unit: DEHCR / BOH
3. In the Description area provide the following:
 - a. The name of your program (HOME HHR, CDGB-Housing, HOME-RHD, etc.)
 - b. The purchase order number (if available)
 - c. The contract number (required)
 - d. IDIS number and file locator number (if exists)
 - e. The reason the funds were remitted (i.e. loan repayment, program income, refund of expenditures...etc.)

- The BPA will:
 1. Fill in the amount of the check received.
 2. Identify & confirm original funding account (to determine funding string for deposit).
 3. Sign as the collecting officer.
- The BPA delivers the Deposit Transmittal form along with the check to DOAS.
- The program manager/grant specialist maintains a copy of the check in the file. The program manager/grant specialist continues to track payments received as a part of the normal tracking procedures.

HOME RHD: Requests for Deferrals or Partial Payments

All requests for deferrals of HOME payments or partial payments will be due annually on March 1st (or one month prior to HOME payment due-date, whichever is earlier) along with the In-service Report and accompanying financial documentation. The program manager/grant specialist, along with NSP Grant Specialist, will independently process partial or deferment requests. Requests will then be given to the BOH Bureau Director for review and sign off.