

Office of Lt. Governor  
Department of Culture, Recreation & Tourism  
Funding Agreement Checklist

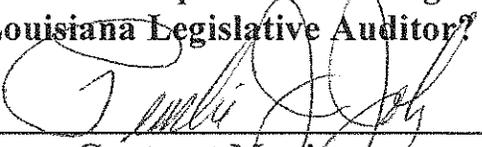
Agency/Program: Office of Cultural Development – Division of the Arts

Recipient: Houma Regional Arts Council

- Indicate:
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program Decentralized Arts Funding
  - Line Item Appropriation
  - Letter of Agreement

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project?  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance?                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months?             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority?                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?         |

Signatures:

  
\_\_\_\_\_  
Contract Monitor

12.28.12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Appointing Authority

1-17-13  
\_\_\_\_\_  
Date

Grant # FY13-083  
 Program: DECENTRALIZED ARTS FUNDING

Dates: July 1, 2012 – December 31, 2013  
 Amount: \$85,245.00

**ATTACHMENT B**

**PARISHES SERVED BY GRANTEE/ Houma Regional Arts Council DAF Allocation Formula:**

Region 1 Parish	Population 2010 Census	Dollar Allocation	\$ Admin. Fee	2013 Regrant
Assumption	23,421	\$4,004	\$400	\$3,604
Lafourche	96,318	\$16,466	\$1,647	\$14,819
St. Charles	52,780	\$9,023	\$902	\$8,121
St. James	22,102	\$3,778	\$378	\$3,400
St. John	45,924	\$7,851	\$785	\$7,066
Terrebonne	111,860	\$19,123	\$1,912	\$17,211
<b>Region Total</b>	<b>352,405</b>	<b>\$60,245</b>	<b>\$6,024</b>	<b>\$54,221</b>

Houma Regional Arts Council **PAYMENT SCHEDULE**

Payment Date	Calculation	Amount	
#1	09/2012	75% of Regrant	\$40,665.75
#2	12/2012	CDC (\$25,000) & Administrative Fees (\$6,024)	\$31,024.00
#3	06/2013	25% of Regrant	\$13,555.25

**TOTAL AWARD** **\$85,245.00**

## ATTACHMENT A

### DEPARTMENT OF CULTURE, RECREATION AND TOURISM Act 13 - Information

**OFFICE:** Cultural Development – Division of the Arts

**Recipient:**

Name: Houma Regional Arts Council  
Address: P. O. Box 3678  
City & State: Houma, LA 70361  
Contact Name: Glenda Toups  
Telephone Number: 985.873.6367  
Fax Number: 985.850.4671

**Program Data:**

Arts Grant #: FY13-083  
**Amount to be**  
Transferred: \$85,245.00  
Funding Source: State Funding - 5314  
Beginning Date: July 1, 2012  
Ending Date: December 31, 2013

**1. Proposed Plan with Detailed Goals and Objectives:**

Funds will be used to execute the Decentralized Arts Funding Program in Region 3 (Assumption, Lafourche, St Charles, St James, St. John the Baptist and Terrebonne parishes) as outlined in the original grant application.

**2. Proposed Performance Measures for the Project:**

The project is reviewed monthly by the board of the Houma Regional Arts Council as well as intermittently by the La. Division of the Arts. A final report is prepared yearly and the Community Development coordinator implements and oversees project.

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3. A COMPREHENSIVE BUDGET showing all anticipated uses of the appropriation MUST BE ATTACHED to this proposal.
4. This project is viable and is operational in accordance with the grant agreement and will serve as the interim report, as required by Act 13.

  
Glenda Toups  
Executive Director

Grantee's Name and Title