

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

Agency/Program: DCRT/OCD/Division of Historic Preservation/Main Street

Recipient: City of Covington
317 N. Jefferson Avenue
Covington, LA 70433

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program – Federal, HPF**
 - 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: *Thomas Bridges*
Contract Monitor

11/6/14
Date

Pam Brewster
Appointing Authority

11-7-14
Date

**CITY OF COVINGTON
COVINGTON FIRE STATION FEASIBILITY STUDY
ST. TAMMANY PARISH, LOUISIANA**

BUDGET

July 1, 2014 – June 30, 2015

	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Personnel				
Project Investigator (2% of time @ an annual salary rate of \$98,841)			1,977	1,977
Administrative Assistant (8 hours @ \$24/hour)			192	192
Accountant (3 hours @ \$32/hour)			96	96
City Planner (4 hours @ \$46/hour)			184	184
Consultant Fee	10,224	19,776		30,000
Printing & Copying				
TOTALS	10,224	19,776	2,449	32,449
FEDERAL GRANT AMOUNT	\$ 10,224			
CASH/IN-KIND MATCH		\$ 22,225		
TOTAL PROJECT COST		\$ 32,449		

Travel expenses will be reimbursed according to the revised state travel regulations listed in PPM-49.