

**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 Lake Charles  
326 Pujoe Street, 7<sup>th</sup> Floor  
Lake Charles, LA 70601

- 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:**   
**Contract Monitor**

11/6/14  
**Date**

  
**Appointing Authority**

11-7-14  
**Date**

**CITY OF LAKE CHARLES  
CERTIFIED LOCAL GOVERNMENT  
HISTORIC PRESERVATION TRAININGS, WORKSHOPS  
& LOUISIANA TRUST FOR HISTORIC PRESERVATION  
CONFERENCE SPONSORSHIP**

**BUDGET**

**September 1, 2014 – June 30, 2015**

	<b>GRANT FUNDS</b>	<b>CASH MATCH</b>	<b>TOTAL</b>
CAMP Trainings (2 @ \$7,500 each)	15,000		15,000
Regional Historic District Workshops (4)	6,000		6,000
LTHP Conference Sponsorship	5,000		5,000
LTHP Conference Speakers (3)	6,000		6,000
LTHP Conference Scholarships (21 @ ~\$75/each)	1,550		1,550
Administration Fee	3,800		3,800
<b>TOTALS</b>	<b>37,350</b>		<b>37,350</b>
<b>FEDERAL GRANT AMOUNT</b>	<b>\$ 37,350</b>		
<b>CASH/IN-KIND MATCH</b>	<b>\$</b>		
<b>TOTAL PROJECT COST</b>	<b>\$ 37,350</b>		

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