

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

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

Recipient: City of Monroe

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program – NPS-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

5/4/11
Date


Appointing Authority

5-5-11
Date

**CITY OF MONROE
CERTIFIED LOCAL GOVERNMENT PROGRAM
DEVELOPMENT OF DESIGN GUIDELINES FOR THE CITY OF
MONROE'S HISTORIC DISTRICTS**

BUDGET

July 1, 2010 – June 30, 2011

BUDGET CATEGORIES	CASH & IN-KIND MATCH	GRANT AWARD	TOTAL
Consultant Fees	8,000.00	10,000.00	18,000.00
Printing of Guidelines	2,000.00		2,000.00
TOTALS	10,000.00	10,000.00	20,000.00

FEDERAL GRANT AMOUNT	\$10,000.00
IN-KIND & CASH MATCH	\$10,000.00
TOTAL PROJECT COST	\$20,000.00

Travel will be reimbursed in accordance with state travel regulations, PPM-49 Revised.