



**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 West 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:** *Sammy Bridges* 1/25/11  
Contract Monitor Date

*Pam Sneyd* 1-25-11  
Appointing Authority Date

CITY OF WEST MONROE  
CERTIFIED LOCAL GOVERNMENT PROGRAM  
DEVELOPMENT OF DESIGN GUIDELINES FOR  
COTTON PORT HISTORIC DISTRICT

BUDGET

July 1, 2010 – June 30, 2011

BUDGET CATEGORIES	N-KIND MATCH	CASH MATCH	GRANT AWARD	TOTAL
Consultant Fees			10,000.00	10,000.00
Project Supervisor – 125 hrs. @ \$22/hr.		2,750.00		2,750.00
Project Manager – 350 hrs. @ \$15/hr.		5,250.00		5,250.00
Volunteers – 12 @ 10 hrs. ea. @ \$20/hr.	2,400.00			2,400.00
Meeting Supplies/Refreshments/Printing	500.00			500.00
<b>TOTALS</b>	<b>2,900.00</b>	<b>8,000.00</b>	<b>10,000.00</b>	<b>20,900.00</b>

FEDERAL GRANT AMOUNT	\$10,000.00
IN-KIND & CASH MATCH	\$10,900.00
TOTAL PROJECT COST	\$20,000.00

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