

**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
2305 North 7th Street
West Monroe, LA 71291

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program – HPF Federal Funds
 - 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 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:  6/21/12
Contract Monitor Date

 6/21/12
Appointing Authority Date

CITY OF WEST MONROE
CERTIFIED LOCAL GOVERNMENT PROGRAM
DEVELOPMENT OF HISTORIC PRESERVATION
TRAINING PROGRAM

BUDGET

July 1, 2011 – June 30, 2012

BUDGET CATEGORIES	GRANT AWARD	CASH MATCH	TOTAL
Consultant Fees	2,750.00	2,990.00	5,740.00
TOTALS	2,750.00	2,990.00	5,740.00

FEDERAL GRANT AMOUNT	\$2,750.00
IN-KIND & CASH MATCH	\$2,990.00
TOTAL PROJECT COST	\$5,740.00

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