BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Contractual Review

February 17, 2009

Ms. Fran Gladden
Undersecretary
Department of Economic Development
Post Office Box 94185
Baton Rouge, LA 70804-9185

Dear Ms. Gladden:

Enclosed are approved copies of the following cooperative endeavor agreement, received in our office on February 10, 2009. This agreement is being approved under the authority of Executive Order BJ 2008-30 and Executive Order BJ 2008-29 issued August 5, 2008.

Department of Economic Development
OCR# 252-900918 CFMS# 674615 Town of Winnsboro

The OCR and CFMS numbers preceding the cooperative party's name has been assigned by this office and are used as identification for this cooperative endeavor. The CFMS number is the system assigned number for the ISIS Contract Financial Management System. Please use these numbers when referring to the cooperative endeavor in any future correspondence or amendment(s).

We appreciate your continued cooperation.

Sincerely,

Susan H. Smith
Director

SHS/pl

Enclosure

RECEIVED
FEB 19 2009
CONTRACTS/GRANTS REVIEWER

Post Office Box 94095 • Baton Rouge, Louisiana 70804-9095 • (225) 342-7097 • 1-800-354-9548 • Fax (225) 342-8369
An Equal Opportunity Employer

09146-01
674615

STATE OF LOUISIANA
DEPARTMENT OF ECONOMIC DEVELOPMENT
AND
CITY OF WINNSBORO

COOPERATIVE ENDEAVOR AGREEMENT ***(line item appropriation)***

THIS COOPERATIVE ENDEAVOR (sometimes herein referred to as "agreement" or as "contract"), has been made and entered into and is effective as of the **1st** day of **July**, **2008**, by and between the **LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT** of the State of Louisiana, Capitol Annex Building, 1051 North 3rd Street, P. O. Box 94185, Baton Rouge, La. 70804-9185, hereinafter referred to as "**State**," as "**LED**", and/or as "**Agency**", and **City of Winnsboro, LA**, officially domiciled at *3814 Front Street, P.O. Box 250, Winnsboro, LA 71295*, hereinafter referred to as "**Contracting Party**", or as "**Recipient Entity**".

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 19 of the 2008 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 19 contains a line item appropriation within the Agency's budget for the benefit of *City of Winnsboro* of which the sum of Forty Seven THOUSAND Five hundred & NO/100 ($47,500) DOLLARS has been allocated for this project, as set forth in Attachment A Plan, which is attached to this agreement and made a part hereof;

1.3 WHEREAS, the agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: Providing services for the goal of economic development in Winnsboro and Franklin Parish.

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with the governor's Executive Order BJ 2008-30 on accountability for line item appropriations; and is attached to this agreement and made a part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II
SCOPE OF SERVICES

2.1 The Contracting Party shall: Continue operation of the Franklin Parish Economic Development Foundation by helping them to continue partnerships with local and regional economic development efforts, as well as continuing to maintain awareness of Foundation's efforts and relevance to the area. The Goals and Objectives as well as the expected outcomes and results are more specifically detailed in

the Attachment "A" Plan.

2.2 Deliverables:

Contribute toward salaries and office needs for the daily operation of FEDF; continue partnerships with NELEA, Entergy and other regional economic development organizations; continue to enhance economic development in Franklin Parish. The actual services that are to be provided, the relevant activities and anticipated outcomes and performance measures are specifically detailed on the Attachment "A" Plan.

Contracting Party will provide to State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and *(monthly or at least quarterly)* **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of appropriated funds. **Attachment C Progress Report** and **Attachment D Cost Report** are attached to this agreement and made a part thereof by reference.

2.3 Budget: The **Budget** for this project is incorporated herein as "**Attachment B"** which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of *Forty Seven Thousand Five Hundred Dollars ($47,500.00)* which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the **Budget** attached as "Attachment B", without the prior approval of State.

ARTICLE III
CONTRACT MONITOR

3.1 The Contract Monitor for this contract is Skip Smart, Director, Community Development however, the Secretary of LED, or his designee, will designate and may change from time to time, one or more persons on his staff to act as the LED's project representative or as the "Contract Monitor" for this contract, to provide liaison between the Contracting Party and the LED, and to perform various duties which are specifically provided for in this agreement; and any changes in the Contract Monitor shall not require any amendment to this agreement.

3.2 Monitoring Plan: **(A)** During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze Contracting Party's **Plan** to ensure Contracting Party's compliance with contract requirements.

(B) The Contract Monitor shall also review and analyze the Contracting Party's written **Progress Reports** and **Cost Reports** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this contract to determine the progress made;
2. Contact Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and

completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.

4. Assure that expenditures or reimbursements requested in **Cost Reports** are in compliance with the approved **Budget.** Contract Monitor shall coordinate with agency's fiscal office for reimbursements to Contracting Party and shall contact Contracting Party for further details, information or documentation when necessary.

(C) Between required performance reporting dates, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV
PAYMENT TERMS

4.1 Provided Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of State, payments to the Contracting Party shall be made by State on a reimbursement basis, after receipt from the Contracting Party and approval by State of (*monthly or quarterly*) **Cost Reports** requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement.

4.3 Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of *July 1, 2008* and *June 30, 2009*, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of Contractual Review.

4.4 The Contract Monitor shall monitor disbursements on a (*monthly or at least quarterly)* basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified to the satisfaction of the agency reasons for the lack of progress. If the agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 726001509.

ARTICLE V
TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of Contracting Party to comply with the terms and/or conditions of the agreement; provided that the State shall give Contracting Party written notice specifying Contracting Party's failure. If within thirty (30) days after receipt of such notice, Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contracting Party in default and the agreement shall terminate on the date specified in such notice. Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI
TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to Contracting Party. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII
OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at Contracting Party's expense, at termination or expiration of this agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII
ASSIGNMENT

8.1 Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX
FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of Contracting Party which relate to this agreement.

10.2 Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII
TERM OF CONTRACT

13.1 This agreement shall begin as of **July 1, 2008**; the Contractor's services hereunder and this project shall be completed by **June 30, 2009**; and this contract shall terminate on **July 31, 2009**, unless amended in writing and approved by all parties, including the Division of Administration, Office of Contractual Review. Any amendment to extend the date to complete the project must by fully executed by June 30, 2009.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contracting Party, or

failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

ARTICLE XV.
AGREEMENT APPROVAL

This agreement shall not be effective until it has been approved and signed by all parties, and until it has been approved by the Division of Administration, Office of Contractual Review.

ARTICLE XVI.
CHOICE OF LAW

This is a Louisiana contract and all of its terms shall be construed in accordance with and all disputes shall be governed by the laws of the State of Louisiana, of the United States of America; and all parties submit themselves to the jurisdiction of the Courts located in the Parish of East Baton Rouge, in the State of Louisiana, in the event of any legal proceedings in connection with this contract.

ARTICLE XVII.
ENTIRE AGREEMENT

This agreement, together with any exhibits and/or attachments specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter of this agreement.

THUS DONE AND SIGNED AT BR, Louisiana on the 6 day, of Month, 2 Year 2009

WITNESSES:

LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT

Fran Gladden, Undersecretary

LED Contract Monitor

THUS DONE AND SIGNED AT _____, _____ on the ___day, of month, year

WITNESSES:

CITY OF WINNSBORO

(Signature of Authorized Person)

Jakc Hammons, Mayor

(Name and Title, printed or typed)

APPROVED
Office of the Governor
Office of Contractual Review

FEB 17 2009

DIRECTOR

"ATTACHMENT A" PLAN	CITY OF WINNSBORO
	Economic Development

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). <u>What are the goals, objective(s), expected outcomes/results for this program:</u> Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal *(Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)*

Promote and maintain economic development efforts in Franklin Parish.

2. Program Objective(s) *(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal They identify the expected outcomes and results).*

Assist the Franklin (Parish) Economic Development Foundation with their efforts toward economic development in Franklin Parish

3. Relevant Activity (Activities)
Make quarterly payments (based on receipt of reports) to the Franklin (Parish) Economic Development Foundation

4. Performance Measure(s)
Receive quarterly reports from the Franklin (Parish) Economic Development Foundation.

"ATTACHMENT B"
Page 1

Project Budget (2008-09)

Name of Contractor: City of Winnsboro, LA

Anticipated Income or Revenue

Sources *(list all sources of revenue)*	Amounts
Louisiana Department of Economic Development	$50,000.00
TOTAL:	$50,000.00

Anticipated Expenses

Expense Categories	Total Amount	Amount of Line Item Appropriation
Salaries	$	$
Related Benefits	$	$
Travel	$	$
Operating Services	$	$
Advertising	$	$
Printing	$	$
Maintenance of Equipment	$	$
Maintenance of Office	$	$
Rentals	$	$
Dues and Subscriptions	$	$
Telephones	$	$
Postage	$	$
Utilities	$	$
Other	$	$
Office Supplies	$	$
Professional & Contract Services	$ 47,500.00	$ 47,500.00
Other Charges	$	$
Acquisitions & Major Repairs	$	$
Total Use of the Appropriation	$47,500.00	$ 47,500.00

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B)

ATTACHMENT B
Page 2
STAFFING
CHART

Name of
Organization: Franklin (Parish) Economic Development Foundation

Name of
Program: Economic Development agency

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation Amount	Percentage	Related Benefits	Full time or Part Time # of months

ATTACHMENT B
Page 3
SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization Franklin (Parish) Economic Development Foundation

Name of Program: Economic Development agency

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Franklin (Parish) Economic Development Foundation	Parish Economic Development	$47,500	$47,500

"ATTACHMENT C"

Progress Report

(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)

*Organization:*_____

*Contact Name:*_____

*Telephone:( )*_____ *Fax:( )*_____

Goal:	**% Complete**
Objective(s):	
Activity(Activities) Performed:	
Performance Measure(s):	

"ATTACHMENT D"

Cost Report for the Period of _____

Expense Category	Approved Total Amount	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Salaries				
Related Benefits				
Travel				
Operating Services				
Advertising				
Printing				
Maintenance of Equipment				
Maintenance of Office				
Rentals				
Dues/Subscriptions				
Telephones				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services	$47,500.00			
Other Charges				
Acquisitions & Major Repairs				

(Expense categories must reflect budget categories listed in "Attachment B" budget.)

** Should reflect contract payment terms, either quarterly or monthly.*

"ATTACHMENT E"

Disclosure and Certification Statement

Contractor's Name: Franklin Parish Economic Development Foundation

Contractor's Mailing Address: 3830 Front Street, P.O. Box 69, Winnsboro, LA 71295

Organization Type: Corporation

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Kay LaFrance-Knight, Executive Director, P.O. Box 69, Winnsboro, LA 71295
Paul Price, Jr., President, P.O. Box 851, Winnsboro, LA 71295
Barry Stevens, Vice-President, P.O. Box 1000, Winnsboro, LA 71295
Mike Woods, Treasurer, P.O. Box 970, Winnsboro, LA 71295
Craig Gill, P.O. Box 46, Winnsboro, LA 71295
Boyce Stone, P.O. Box 9, Winnsboro, LA 71295
Bill Walker, P.O. Box 940, Winnsboro, LA 71295
Scott Wiggers, 332 New Zion Road, Winnsboro, LA 71295
Leslie Young, P.O. Box 86, Wisner, LA 71378
Jack Hammons, P.O. Box 270, Winnsboro, LA 71295
Sam Wiggers, 6558 Main Street, Winnsboro, LA 71295
Shannon Lockard, P.O. Box 1147, Winnsboro, LA 71295
Cloid White, P.O. Box 580, Winnsboro, LA 71295
Kevin Cobb, 6535 Main Street, Winnsboro, LA 71295

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Kay LaFrance-Knight, Executive Director, FEDF, P.O. Box 69, Winnsboro, LA 71295
Jane Clark, Executive Secretary, FEDF, P.O. Box 69, Winnsboro, LA 71295
Paul Price, Jr., President, FEDF, P.O. Box 851, Winnsboro, LA 71295
Barry Stevens, Vice President, FEDF, P.O. Box 1000, Winnsboro, LA 71295
Mike Woods, Treasurer, FEDF, P.O. Box 970, Winnsboro, LA 71295

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

None

☒ **I hereby certify that this organization has no outstanding audit issues or findings.**

☐ **I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.**

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

JACK HAMMONS, MAYOR
(Name and Title of Contractor)

Jack Hammons
(Authorized Signature of Contractor)