

BOBBY JINDAL  
GOVERNOR



ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of Contractual Review

February 18, 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 5, 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# 252-900920    CFMS# 674542    Northeast La. Economic Alliance**

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

FEB 23 2009

09114-L1  
674542

**STATE OF LOUISIANA  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
AND  
NORTHEAST LOUISIANA ECONOMIC ALLIANCE**

**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 3<sup>rd</sup> Street, P. O. Box 94185, Baton Rouge, La. 70804-9185, hereinafter referred to as “**State**,” as “**LED**”, and/or as “**Agency**”, and **Northeast Louisiana Economic Alliance**, officially domiciled at 903 Louisiana Avenue, Ferriday, Louisiana 71334 (Mail: P. O. Drawer 746, Ferriday, LA 71334), 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 18 contains a line item appropriation within the Agency’s budget for the benefit of Northeast Louisiana Economic Alliance of which the sum of **FOUR HUNDRED THOUSAND & NO/100 (\$400,000) DOLLARS** has been allocated for this project, as set forth in “Attachment A”, “Plan”, which is attached to this agreement and is 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: Oversee the Major Project Site initiative in Northeast Louisiana and conduct activities supportive of job creation and community development.

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: perform, contract and direct services related to the Major Project Site Initiative. These services will be compatible and consistent with the objectives and marketing plans

of Louisiana Economic Development. The program goals and objectives as well as the expected outcomes and results are more specifically detailed in the "Attachment A" Plan. NELEA will identify major industry groups in the region by SIC code to enhance the marketing of the region, shall conduct recruitment and relationship building calls in the automotive and durable goods industry, will work with communities on community development, will deliver educational programs to build partnerships in site selection and community development, shall identify prospective site within the region, shall develop marketing information to promote the region, regional incentives, will work with LED to market the Franklin Farm site and other sites in of the Region. The objective is job creation, enhancement of the region and economic development education of members and partners. NELEA will:

1. Continue to develop the major site elements of marketing the site, including a rail plan, permit plan, infrastructure plan, and identify resources supportive of the development of the site and other sites in the region.
2. Advise and assist member parishes and communities in preparing their workforce to meet the anticipated needs of a major project and other projects that may come to their area of service.
3. Work on the expansion of regional economic development and coordinate marketing the area's benefits for a major project and economic development for the region including, but not limited to development of websites and linking the resources of the region.
4. Develop marketing tools within the resource capabilities of NELEA which may include a continuing marketing program and survey program and site information enhancement.
5. Attend trade shows, marketing missions and conferences appropriate to recruiting efforts and report activities and results to LED.
6. NELEA will host and prepare materials for prospect companies interested in the Major Site Initiative in coordination with LED.

2.2 Deliverables: **Thee** actual services that are to be provided, the relevant activities and anticipated outcomes and performance measures are specifically detailed on the "Attachment A", Plan.

1. Contractor will conduct educational seminars (2) for regional partners in support of site development.
2. Contractor will prepare or oversee the preparation from other party's reports and studies on the major site including a site plan, rail plan, permit plan, identification of prospective companies, and other elements of site development.
3. Contractor will work with State Departments in conjunction with LED to develop a comprehensive plan and team assignments for marketing a major site.
4. Contractor will identify sites in each Parish and collect relative information for marketing the sites to industry.
5. Contractor will conduct recruiting calls.
6. Contractor will develop an assessment of regional resources in support of the marketing effort.
7. Contractor will develop marketing tools to assess and predict the needs of the Region.
8. Contractor will develop a marketing plan and market incentives conducive to job creation.
9. NELEA will employ a full time Information Technology Specialist and a third party contract consultant to train and assist the recipients in developing a website to focus on community/site marketing to commercial and industrial interests. NELEA will assist the recipient in assessing their information technology capabilities to determine what equipment and software will be required to bring the recipient into the information technology world. The technical assistance will also provide training to recipient staffs in not only developing the website, but also loading the website with appropriate content and the measures needed to keep the website current with up-to-date information.

10. NELEA will emphasize the U S Department of Housing and Urban Development Renewal Community Program tax-incentive program through training of the recipients on the benefits of the program and how local businesses and industries may utilize the benefits of the program. This training effort will be provided by existing Renewal Community Program Staff of NELEA and is to allow local level participants in working to save existing business and employment as well as attract new businesses and employment.
11. NELEA will provide training and technical assistance to local recipients in identifying potential commercial and industrial sites in their community. In addition, the training will emphasize marketing these potential sites and completing the pre-certification of these potential sites through the Louisiana Economic Development site certification program, including soil investigations, floodplain identification and infrastructure needs identified. NELEA will provide training to recipients to assist in their identifying viable sites and their marketing. The training will emphasize how to improve site appeal and marketing.
12. NELEA proposes to establish a training and technical assistance program for local recipients to increase their leveraging ability and access additional funding sources. This program will involve NELEA Staff and contract consultants training local recipients on the “how to” utilize the various websites to obtain information on available funding sources from foundations, state agencies and federal sources for various community and economic development activities. NELEA will utilize the database presently being developed for funding opportunities from foundations, state agencies and federal agencies and provide training on how recipients may access the database electronically. The training will emphasize the resources available to assist in completing funding applications for leveraging recipients’ own resources.

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 **FOUR HUNDRED THOUSAND & NO/100 (\$400,000) DOLLARS** 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 Don Pierson; 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 (*authorized beginning date*) and (*authorized ending date*), 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 A. 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.

B. If the Contracting Party defaults on this agreement, breaches the terms of this agreement, ceases to do business, or ceases to do business in Louisiana, it shall be required to repay the State. In any such event this agreement shall be terminated by written notice, and within thirty (30) days of such notice of termination the Contracting Party shall repay to the State the amount of all funds disbursed to it under this agreement.

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 72-1262216.

#### **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 be 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 Ferriday, Louisiana, on the 1st day of July, 2008.

**WITNESSES:**

**NORTHEAST LOUISIANA ECONOMIC ALLIANCE  
Contracting Party**

*Michelle Bost*  
*Budget Miller*

By: *Tana Trichel*  
Tana Trichel, President/CEO

THUS DONE AND SIGNED, at Baton Rouge, Louisiana, on the 1<sup>st</sup> day of July, 2008.

**WITNESSES:**

**LOUISIANA DEPARTMENT OF  
ECONOMIC DEVELOPMENT**

*Jay Saunders*

By: *Fran Gladden 2/4/09*  
Fran Gladden, UnderSecretary

*Chris Stewart*

*Cousins* *12/22/08*  
LED Contract Monitor

**APPROVED**  
Office of the Governor  
Office of Contractual Review

FEB 18 2009

*Susan Smith*  
DIRECTOR

# “ATTACHMENT A”, PLAN

## NAME OF CONTRACTING PARTY:

Northeast Louisiana Economic Development

## NAME AND BRIEF NARRATIVE OF PROGRAM:

Major Project Site Initiative in Northeast Louisiana and Regional Economic Development

**Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program:** Indicate the goals/objectives for this program, the public purposes sought to be achieved. 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 public purposes toward which efforts are directed.*)

The program goal is to effectively oversee and develop the elements of the Major Project Site Initiative in Northeast Louisiana and regional economic development in support of job creation and to provide economic development support for regional partners and allies, including recruitment and site development.

Bring the rural community into the information technology world to improve their marketing of their community, increase their competitiveness, and make them more attractive to new business and industrial development.

Increase commercial and industrial business development with increased tax-incentives and links to new markets.

Make the rural community more marketable through having potential sites ready for development and increasing the opportunity for new commercial and industrial development.

Improve the rural community capacity and ability in providing community and economic development through access to new capital markets, and increase their awareness of their own assets and incentives.

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

The program objective is to market and prepare the Northeast Louisiana area and the Major Project site as a desirable site for a major project location. These include development of a census of businesses to market to the needs of the region and the ability to serve, identification of the assets and resources of the region in support of the implementation of the strategic plan.

The proposed information technology technical assistance, training and equipment to expand each recipient's capacity and ability in information technology in order to develop and maintain their website. This effort will develop the capacity and ability of the recipient to make them more competitive and attractive to new commercial and industrial investments through linking with regional, state, national, and international websites to market their potential sites and promote local tourism.

The Renewal Community Tax-Incentive program technical assistance and training will expand each recipient's capacity and ability in community development to allow local existing and new businesses and industries to participate in the tax-incentive program. The recipient knowledge gained from the training and technical assistance will be utilized in their assisting the local businesses and industries in completing the applications for the incentives.

The proposed commercial and industrial site program will expand each recipient's capacity and ability in sustainable development to identify and market the potential commercial and industrial sites in their community. Utilizing the pre-certification process to identify, water, sewer, electrical, gas, roads, railroad and available river ports will allow each recipient to utilize the newly developed website to link with regional, state, national and international websites to maximize the marketing of their community. Having these sites pre-certified through the Louisiana Economic Development program allows the recipient to have the capacity and ability to react to new inquiries in a timely manner and make an outstanding "first impression" with the potential new business or industry.

The funding resources and application preparation training and technical assistance will expand each recipient's capacity and ability to increase their leveraging ability and access alternative funding sources for future community and economic development activities. The recipients will have the capacity and ability to meet the required financial requirements for infrastructure, community facilities, commercial businesses, and industrial development.

3. Relevant Activity (or Activities). (*An activity is a distinct subset of functions or services within a program.*)

Relevant activities are to direct and oversee studies, activities and marketing programs that advance the area's strengths to attract a major project and recruit to the strengths of the region.

4. Performance Measure(s) (*Measure the amount of products or services provided or number of customers served. Specific quantifiable measures or indicators of progress or success; results actually achieved and assess program impact and effectiveness.*)

Performance measures will consist of the successful completion of a number of events to market the region and the Major Site Project and demonstration of service to Regional partners and allies.

**“ATTACHMENT B”**

**Page 1**

**Project Budget (2008-09)**

**Name of Contracting Party: NORTHEAST LOUISIANA ECONOMIC ALLIANCE**

**Anticipated Income or Revenue**

**Sources** *(list all sources of revenue)*

**Amounts**  
**\$ 400,000**

**Anticipated Expenses**

<b><u>Expense Categories</u></b>	<b><u>Total Amount</u></b>	<b><u>Amount of Line Item Appropriation</u></b>
Salaries	\$ 143,600	
Related Benefits	\$ 25,500	
Travel	\$ 70,000	
Operating Services		
Advertising	\$ 3,800	
Printing	\$ 10,500	
Maintenance of Equipment	\$ 31,000	
Maintenance of Office	\$ 12,000	
Rentals		
Dues & Subscriptions	\$ 3,100	
Telephones	\$ 9,500	
Postage	\$ 5,500	
Utilities	\$ 3,500	
Other	\$ 3,500	
Office Supplies	\$ 10,000	
Professional & Contract Services	\$ 52,500	
Other -Audit	\$ 15,000	
Acquisitions & Major Repairs	\$ 1,000	
<b>Total Use of the Appropriation</b>	<b>\$ 400,000.00</b>	

*(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: NORTHEAST LOUISIANA ECONOMIC ALLIANCE

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation Amount	Appropriation Percentage	Related Benefits	Full time or Part Time # of months
Tana Trichel	President/CEO	\$121,260	\$ 50,194	41%	401K Health Insurance,	Full Time. Salary partially allocated to other budgets
Michelle Boothe	Vice President	\$ 64,300	\$ 40,402	63%	”	Full Time, Salary partially allocated to other budgets
Bridgette Mikell	Bookkeeper	\$ 33,948	\$ 17,587	52%	“	Full Time, Salary partially allocated to other budgets.
Paula Walker	Project Coordinator	51,912	\$ 51,912	100%	401K	

**“ATTACHMENT B”**

Page 3

**SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES**

Name of Organization: NORTHEAST LOUISIANA ECONOMIC ALLIANCE

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Sidney McLemore	Site development, research, ally and partnership support services	\$ 14,500	\$ 14,500
Louisiana Consulting and Planning Services	Ally and support services, work trade show, marketing	\$30,000	\$30,000
Magee Consulting	Grant development	\$ 8,000	\$ 8,000

# “ATTACHMENT C”

## Progress Report

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

**Organization Name:** NORTHEAST LOUISIANA ECONOMIC ALLIANCE

**Date:** \_\_\_\_\_

**Contact Name:** TANA TRICHEL

**Telephone:** ( 318 ) 757-3033 ext. 11      **Fax:** (318) 757-4212

<b>Goal:</b>	<b>% Complete</b>
<b>Objective(s):</b>	
<b>Activity(Activities) Performed:</b>	
<b>Performance Measure(s):</b>	

\_\_\_\_\_  
(Authorized Signature and Title for Organization/Contracting Party)

**“ATTACHMENT D”**

Name of Contracting Party: NORTHEAST LOUISIANA ECONOMIC ALLIANCE

**Cost Report for the Period Ending (Date):** \_\_\_\_\_

<b>Expense Category</b>	<b>Approved Total Amount</b>	<b>Current Quarterly Expenditures</b>	<b>Total Cumulative Year to Date Expenditures</b>	<b>Balance Remaining After All Previous and This Current Cost Report</b>
Salaries	143,600			
Related Benefits	25,500			
Travel	70,000			
Operating Services				
Advertising	3,800			
Printing	10,500			
Maintenance of Equipment	31,000			
Maintenance of Office	12,000			
Dues/Subscriptions	3,100			
Telephones	9,500			
Postage	5,500			
Utilities	3,500			
Other	3,500			
Office Supplies	10,000			
Professional/Contract Services	52,500			
Other Charges / audit	15,000			
Acquisitions & Major Repairs	1,000			
<b>Totals</b>	<b>400,000</b>			

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

By submission of this Cost Report, the Contracting Party/Recipient certifies that all such expenses shown above have been incurred.

\_\_\_\_\_  
(Authorized Signature and Title for Contracting Party)

# **“ATTACHMENT E”**

## **Disclosure and Certification Statement**

**Contractor’s Name:** NORTHEAST LOUISIANA ECONOMIC ALLIANCE

**Contractor’s Mailing Address:** P.O. Box 746, FERRIDAY, LOUISIANA 71334

**Organization Type:** (For example, local government, non-profit, corporation, LLP, etc.)

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

**NON-PROFIT**

**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:**

**Tana Trichel**

President and CEO  
1447 Frenchman’s Bend Road  
Monroe, LA 71203

**Michelle Boothe**

Vice President  
P.O. Box 324  
Harrisonburg, LA 71340

**NELEA Board of Directors**

<b>Name</b>	<b>Title</b>	<b>Address</b>
Beckwith, Eddie Madison Parish	Mayor of Tallulah	204 N. Cedar St. Tallulah, Louisiana 71282
Brown, Edward L. Tensas Parish	Mayor of St. Joseph	P.O. Box 217 St. Joseph, Louisiana 71366
Brown, Gayle East Carroll Parish	Entrepreneur	P.O. Box 709 1500 Lake St. – Home Lake Providence, Louisiana 71254
Brown, Lavelle West Carroll Parish	Mayor of Oak Grove	P.O. Box 1014 407 E. Main St. Oak Grove, Louisiana 71263

Copeland, Hiram Concordia Parish	Mayor of Vidalia	P.O. Box 2010 Vidalia, Louisiana 71373
Cox, Scott Madison Parish	Louisiana Technical College Tallulah President of Madison Parish Economic Development Foundation	P.O. Drawer 1740 Tallulah, Louisiana 71284  132 Old Hwy 65 South Tallulah, Louisiana 71282
Davis, Alex Tensas Parish	Mayor of Newellton	Box 477 Newellton, Louisiana 71357
Evans, Hiram Catahoula Parish	Mayor of Jonesville	P.O. Box 428 Jonesville, Louisiana 71343
Gilfoil, Wylie East Carroll Parish	Executive Director Lake Providence Port Commission	409 Port Road Lake Providence, Louisiana 71254
Hammons, Jack Franklin Parish	Mayor of Winnsboro	P.O. Box 250 Winnsboro, Louisiana 71295
Hawkins, Clarence Morehouse Parish	Mayor of Bastrop	P.O. Box 431 Bastrop, Louisiana 71221
Johnson, Jackie Franklin Parish	Franklin Parish Police Jury	1514 Maple Street Winnsboro, Louisiana 71295
King, Kay Morehouse Parish	Morehouse ED	101 South Franklin Street, Suite A Bastrop, Louisiana 71220
Lewis, Harry Richland Parish	Mayor of Rayville	P.O. Box 878 Rayville, Louisiana 71269

Lewis, Lynn Richland Parish	Mayor of Delhi	P.O. Box 277 Delhi, Louisiana 71232
Mayo, Jamie Ouachita Parish	Mayor of Monroe	PO Box 123 Monroe, LA 71210
Heather Malone Concordia Parish	Executive Director of Concordia Parish Economic and Industrial Development District	112 Front Street, Suite C Vidalia, Louisiana 71373
McGlothin, Glen  Concordia Parish	Mayor of Ferriday	1116 2nd Street Ferriday, Louisiana 71334
McMillin, Murphey LaSalle Parish	Mayor of Jena	P.O. Box 195 Jena, Louisiana 71342
Norris, Dave Ouachita Parish	Mayor of West Monroe	2305 N 7th Street West Monroe, LA 71291
Robinson, John  Caldwell Parish	Caldwell Industrial Dev. Bd  President	P.O. Box 778 Grayson, Louisiana 71435
Russell, Eddie  West Carroll	West Carroll Police Jury  President	783 Newell Road Oak Grove, Louisiana 71263
Kenny Solley Ouachita	Entergy	P.O. Box 35803 West Monroe, La 71294
Terry, Don Ouachita-Entergy Partner	Entergy - ED	P.O. Box 35803 ;Cypress Street West Monroe, Louisiana 71291
Tubre, Michael Catahoula Parish	Mayor of Harrisonburg	P.O. Box 658 Harrisonburg, Louisiana 71340

Skains, Reggie Union Parish	Mayor of Downsville	P.O. Box 98 Downsville, Louisiana 71234
Thomas Jo Williams Madison	President, Madison Economic Development Corporation	P.O. Box 562 Tallulah, LA 71284
Wiley Jr., Woodrow Tensas Parish	Tensas Parish Police Jury Economic Development Chairman	P.O. Box 33 Waterproof, Louisiana 71375

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

**Tana Trichel, President and CEO**  
1447 Frenchman's Bend Road  
Monroe, LA 71203

Corporate Office:  
NELEA  
903 Louisiana Avenue  
Ferriday, LA 71334

List any person receiving anything of economic value from this agreement if that person is a member of the immediate family of an individual who holds a state elected office or who is a state 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.

- 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.

Northeast Louisiana Economic Alliance  
(Name and Title of Contractor)

  
\_\_\_\_\_  
(Authorized Signature of Contractor)

**"ATTACHMENT E"**

**Disclosure and Certification Statement**

Contractor's Name:

Contractor's Mailing Address:

Organization Type: Louisiana Consulting and Planning Service, Inc.

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:

Willie Crain  
2592 Hwy. 594  
Monroe, La. 71203

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

Willie Crain  
2592 Hwy. 594  
Monroe, La. 71203

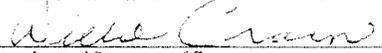
List any person receiving anything of economic value from this agreement if that person is a member of the immediate family of an individual who holds a state elected office or who is a state appointed official. Include the amount of anything of economic value received, the position held within the organization.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

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.

Louisiana Consulting and Planning Service, Inc  
Willie Crain President

  
*(Authorized Signature of Contractor)*  
Willie Crain President

# “ATTACHMENT E”

## Disclosure and Certification Statement

**Contractor's Name:** Magee Consultants, Inc.

**Contractor's Mailing Address:** 214 Estate Drive  
Pineville, Louisiana 71360

**Organization Type:** (For example, local government, non-profit, corporation, LLP, etc.) Corporation

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

Registered with Secretary of State and in good standing.

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:

Danny H. Magee, Sr. – President  
214 Estate Drive  
Pineville, LA 71360

Loretta T. Magee – Secretary/Treasurer  
214 Estate Drive  
Pineville, LA 71360

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

Danny H. Magee, Sr. – President  
214 Estate Drive  
Pineville, LA 71360

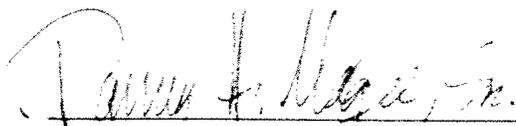
List any person receiving anything of economic value from this agreement if that person is a member of the immediate family of an individual who holds a state elected office or who is a state appointed official. Include the amount of anything of economic value received, the position held within the organization.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

**Danny H. Magee, Sr. - President**  
(Name and Title of Contractor)

  
\_\_\_\_\_  
(Authorized Signature of Contractor)

# “ATTACHMENT E”

## Disclosure and Certification Statement

**Contractor's Name:** Oscar Sidney McLemore

**Contractor's Mailing Address:** 204 Fair Ave. , Winnsboro, La. 71295

**Organization Type:** (For example, local government, non-profit, corporation, LLP, etc.)

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

**Private Consultant**

**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:**

Oscar Sidney McLemore

204 Fair Ave. Winnsboro, La. 71295

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

Oscar Sidney McLemore

204 Fair Ave.

Winnsboro, La. 71295

**List any person receiving anything of economic value from this agreement if that person is a member of the immediate family of an individual who holds a state elected office or who is a state 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.**

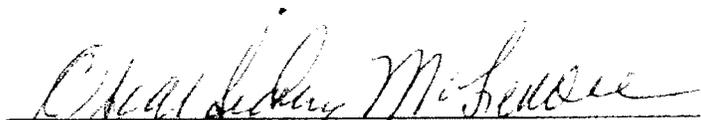
I hereby certify that this organization has no outstanding audit issues or findings.

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.**

Oscar Sidney McLemore

*(Name and Title of Contractor)*



*(Authorized Signature of Contractor)*