

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

Agency/Program: Louisiana Office of Tourism/Welcome Center Program

Recipient: Doorway to Louisiana, Incorporated

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program
 - 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: *Jamie L. Bourgeois*
Contract Monitor, Designee

October 11, 2010
Date

Aut Chisum
Appointing Authority

October 11, 2010
Date

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT

(Line item appropriation)

THIS COOPERATIVE ENDEAVOR is made and entered into on the dates and at the places listed below, by and between the Department of Culture, Recreation and Tourism, Office of Tourism of the State of Louisiana, hereinafter referred to as "State" and/or "Agency," and Doorway to Louisiana, Incorporated, officially domiciled at 600 Lake Street, Lake Providence, Louisiana, 71254 hereinafter referred to as "Contracting Party."

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, and Act 41 of the 2010 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 Act 41 contains a line item appropriation within the Agency's budget for the benefit of Byerley House Visitors and Community Center of which the sum of FIVE THOUSAND AND NO/100 (\$5,000.00) DOLLARS has been allocated for this project, as set forth in the attached Plan (Attachment A), which is attached to this agreement and made a part hereof; and

1.3 WHEREAS, in accordance with La. R.S. 51:1254, the Office of Tourism was established to be responsible for the design, plan, development and implementation of the effective and accurate promotion of Louisiana's history, culture, art, folklife, recreational and leisure opportunities, natural and science resources, transportation, cuisine, site, attractions, accommodations, and events and the Office of Tourism is mandated to encourage and assist local governmental and private sector development for the promotion of tourism; and

1.4 WHEREAS, Doorway to Louisiana, Incorporated, a nonprofit corporation, owns, preserves, and manages Byerley House Visitors and Community Center, a historical site in Lake Providence, Louisiana listed on the National Register of Historic Places, which serves as a museum, visitors center and community center where visitors can receive free information about local and statewide attractions; and

1.5 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided; and

1.6 WHEREAS, the public purpose is described as: to support the operations of the Byerley House Visitors and Community Center located at U. S. Highway 65 (East Carroll Parish), 600 Lake Street, Lake Providence; whose staff and volunteers directly assist the traveling public, providing information regarding attractions, heritage and sites of Louisiana, which directly complements and supports the goals and objectives of the Office of Tourism; and

1.7 WHEREAS, the Contracting Party has provided all required information in accordance with Act 41

and the governor's Executive Order BJ 2008-30 on accountability for line item appropriations, which information is attached to this agreement and is 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 use State funds to offset the operating costs of the Byerley House Visitors and Community Center of Lake Providence, in order to provide information to the traveling public on the attractions, heritage and other tourism sites in Northeast Louisiana as well as the entire State of Louisiana, as provided herein and additionally outlined in Attachment "A".
- 2.2 **Deliverables:** Successful operation of the Byerley House Visitors and Community Center in accordance with the Scope of Services and the program goals and objectives, timely **Progress Reports** (Attachment C) and **Cost Reports** (Attachment D) with supporting documentation for expenses in compliance with the attached budget (Attachment B), copies of visitor sign-in sheets or logs, and copies of programs or information regarding activities and services provided to the public.

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 **quarterly Cost Reports (Attachment D)** which provides detailed cost information outlining the use of appropriated funds. The **Progress Report (Attachment C)** and **Cost Report (Attachment D)** 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 **FIVE THOUSAND AND NO/100 (\$5,000.00) 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 (Attachment B)**, without the prior approval of State.
- 2.4 For public or quasi-public entities which are recipients under Act 11 of 2010, and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and budget showing all anticipated uses of the appropriation, an estimate of the duration of the project and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Contracting Party shall provide written reports every quarter/three months to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

ARTICLE III
CONTRACT MONITOR

- 3.1 The Contract Monitor for this contract is Jack Warner, his designee, supervisor or successor.

3.2 Monitoring Plan: 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 the Contracting Party's **Plan** to ensure Contracting Party's compliance with all contract requirements.

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 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 ensure that performance goals are being achieved, and to verify information when needed.
4. Ensure 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.

Between required performance reporting dates, Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions that 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 the 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 that 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 **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 the Cost Reports for reimbursement.

4.3 Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of **July 1, 2010** and **June 30, 2011**, 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 **quarterly** basis. Under circumstances such that the Contracting Party 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 Contracting Party has justified to the satisfaction of the Agency reasons for the lack of progress. If the Agency determines that the Contracting Party 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 No funds appropriated under Act 41 of the 2010 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the state unless the entity (e.g., a contractor, contracting party, grantee, etc.) executes a copy of the Agreement (or contract, grant, etc.) and submits to the transferring agency (e.g., CRT, LOT, OCD, etc.), for approval, a comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The transferring agency shall submit the Agreement, the Budget, and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State in accordance with the State's terms or requirements.

If it is determined by the Contract Monitor or by an audit that State funds were expended on non-reimbursable expense, the Contracting Party will be required to repay the State in accordance with the State's terms.

4.6 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 72-1169877.

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 this 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 The Contracting Party shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the 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 that 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 legislative appropriation of funds to fulfill the requirements of the agreement. 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 on **July 1, 2010** and shall terminate on **July 15, 2011**.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment 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 Discrimination 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.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 30th day of September, 2010.

WITNESSES:

Department of Culture, Recreation & Tourism

Amie B. B.

Pam Breaux

Pam Breaux, Secretary

CD Weisman

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 21st day of September, 2010.

WITNESSES:

Louisiana Office of Tourism

Jim Hutchinson

Jim Hutchinson

Jim Hutchinson, Assistant Secretary

Jenni L. Bourgeois

THUS DONE AND SIGNED AT Lake Providence, Louisiana on the 6th day of October, 2010.

WITNESSES:

Doorway to Louisiana, Incorporated

Eloise McKenzie

Betty Reed

Betty Reed, President

Maria C. Srebalac

ATTACHMENT A" PLAN

NAME OF CONTRACTING PARTY:

Doorway to Louisiana, Incorporated

NAME AND BRIEF NARRATIVE OF PROGRAM:

Byerley House Visitors and Community Center whose purpose is to operate a tourist information center for travelers along U.S. Highway 65.

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 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.*)
The goal is to create and nurture a positive economic and cultural environment that promotes Louisiana as a desirable tourist destination in compliance with the State's goals and objectives.

2. Program Objective(s) (*Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the expected outcomes and results.*)
Doorway to Louisiana, Inc. will coordinate the operation of the Byerley House Visitors and Community Center on U.S. Hwy. 65, in East Carroll Parish., pay for all associated expenses including utilities and provide a staff person for 5 days a week to assist travelers. The staff person will distribute and display Louisiana travel literature, and maintain sign-in sheets at the Center to track visitors. Materials distributed will be pamphlets from Louisiana Travel Promotion Association (LTPA) and other appropriate Louisiana travel literature supplied by Louisiana travel partners at the Byerley House Visitors and Community Center. Brochures of local attractions will also be distributed by the Byerley House Visitors and Community Center.

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

- 1) Welcome visitors upon entry into the State at the Byerley House Visitors and Community Center
- 2) Distribute current local and state brochures and other information regarding Louisiana events and attractions.
- 3) Maintain staff and pay all operating expenses of the Byerley House Visitors and Community Center
- 4) Track and report the number of visitors seeking information from Byerley House Visitors and Community Center and make available to the State and other community organizations whose purposes serve to increase opportunities in Louisiana tourism, culture and economic development.

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

1. Number of visitors reporting on tracking logs provided with quarterly Progress Reports
2. Ability to provide adequate Cost Reports with supporting documentation for expenses
3. Timely reporting of progress and expenses.

ATTACHMENT B
Page 1

Project Budget (2010-11)

Doorway to Louisiana, Inc.

Anticipated Income or Revenue

<u>Sources</u> (list all sources of revenue for entire project)	<u>Amounts</u>
Donations	\$12,000.00
Fundraisers	\$ 3,000.00
Rental of Center for non-profit organizations	\$ 300.00
Line-item Appropriation from the State of Louisiana/DCRT	\$ 5,000.00
TOTAL	\$20,300.00

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>Amount of Line Item Appropriation</u>
Salaries	\$14,676	\$3,500
Related Benefits	\$	\$
Travel	\$	\$
Operating Services	\$	\$
Advertising	\$	\$
Printing	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office	\$ 1,135	\$1,135
Rentals	\$	\$
Dues and Subscriptions	\$ 365	\$ 365
Telephones	\$ 300	\$
Postage	\$	\$
Utilities	\$ 3,824	\$
Other (Insurance)	\$	\$
Office Supplies	\$	\$
Professional & Contract Services (Disclose Subcontractors)	\$	\$
Other Charges	\$	\$
Acquisitions & Major Repairs	\$ _____	\$ _____
Total Use of the Appropriation	\$20,300	\$5,000

(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: Doorway to Louisiana, Inc.

Name of Program: Byerley House Visitors and Community Center

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation Amount	Related Benefits	Full time or Part Time # of months
Eloise McKenzie	Hostess/Secretary	\$14,676.00	\$3,500.00	23.8%	Full Time 12 months

ATTACHMENT B

Page 3

SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization: Doorway to Louisiana, Inc.

Name of Program: Byerley House Visitors and Community Center

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
<p align="center">No Contracted Services Paid by Grant</p>			

ATTACHMENT C

Progress Report

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

Organization: Doorway to Louisiana, Inc.

Contact Name: Betty Reed

Telephone: (318) 559-5125

Fax: (318) 559-5125

Report Quarterly Activities

Goal: To create and nurture a positive economic and cultural environment and promote Louisiana as a desirable tourist destination in compliance with agency's goals and objectives.	
Objective(s): To coordinate the operation of and provide a staff person five (5) days a week for Byerley House Visitors and Community Center, which is located on U.S. Highway 65, in the parish of East Carroll. The staff person will distribute and display Louisiana travel literature, evaluate the effectiveness of the endeavor, maintain sign-in sheets at the Center. Materials distributed will be pamphlets from LTPA and other Louisiana travel partners, supplied to the Byerley House Visitors and Community Center. In addition, brochures of local attractions will also be distributed.	
Activity(Activities) Performed: 1. Welcome visitors upon entry into the State at the Byerley House Visitors and Community Center 2. Distribute current local and state brochures and other information regarding Louisiana events and attractions. 3. Maintain staff and pay all operating expenses of the Byerley House Visitors and Community Center 4. Track and report the number of visitors seeking information from Byerley House Visitors and Community Center and make available to the State and other community organizations whose purposes serve to increase opportunities in Louisiana tourism, culture and economic development.	
Performance Measure(s): 1. Number of visitors reporting on tracking logs provided with quarterly Progress Reports 2. Ability to provide adequate Cost Reports with supporting documentation for expenses 3. Timely reporting of progress and expenses.	

“ATTACHMENT D”

Cost Report for the Period of _____ to _____

Expense Category	Approved Total Amount	(Quarterly) Expenditures (Monthly)	Total Cumulative Year-to-Date Expenditures	Balance Remaining
Salaries	3,500			
Related Benefits				
Travel				
Operating Services				
Advertising				
Printing				
Maintenance of Equipment				
Maintenance of Office	1,135			
Rentals				
Dues/Subscriptions	365			
Telephones				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services				
Other Charges				
Acquisitions & Major Repairs				

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

* Should reflect contract payment terms, quarterly.

ATTACHMENT E

Disclosure and Certification Statement

Contractor's Name: Doorway to Louisiana, Inc.

Contractor's Mailing Address: 600 Lake Street
Lake Providence, LA 71254

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:

See attached listing.

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

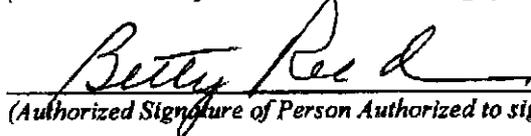
Betty Reed, President, 1002 Lake Street, Lake Providence, LA 71254
Mildred Bonner, Secretary, 1936 Island Point Drive, Lake Providence, LA 71254
Flo Guenard, Treasurer, 190 Schneider Lane, Lake Providence, LA 71254
Eloise McKenzie, 581 Highway 65 North, Lake Providence, LA 71254

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.

- 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.

Betty Reed, President

(Name and Title of Person Authorized to sign for the Contractor)



(Authorized Signature of Person Authorized to sign for the Contracting Party)