



BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Contractual Review

October 21, 2010

Ms. Anjalena Gillem
LA Community Technical College System
265 South Foster Drive
Baton Rouge, LA 70806

Dear Ms. Gillem:

Enclosed are approved copies of the following cooperative endeavor agreement, received in our office on October 20, 2010. This agreement is being approved under the authority of Executive Order BJ 2008-30 and Executive Order BJ 2008-29 issued August 5, 2008.

LA Community Technical College System

OCR# 649-100142 CFMS# 696812 Louisiana United Methodist Children and Family Services, Inc.

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,

Sandra G. Gillem
Sandra G. Gillem, CPPB
Director

SGG/la

Enclosure

**LINE ITEM APPROPRIATIONS
COOPERATIVE ENDEAVOR AGREEMENT
by and between
LOUISIANA COMMUNITY AND TECHNICAL COLLEGES BOARD OF SUPERVISORS**

and

Louisiana United Methodist Children and Family Services, Inc.

For the Line Item Appropriation under Louisiana Community and Technical Colleges Board of Supervisors, entitled "vocational job training at the Louisiana Methodist Children's Home operated by Louisiana United Children and Family Services, Inc." of Act 41 of 2010

THIS COOPERATIVE ENDEAVOR by and between The State of Louisiana, through its Louisiana Community and Technical Colleges Board of Supervisors and Louisiana United Methodist Children and Family Services, Inc.(Contracting Party) officially domiciled at 901 South Vienna Street, Ruston LA 71270, whose mailing address is P.O. Box 929, Ruston LA 71273.

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 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 said Act 41 contains a line item appropriation for which the Agency is responsible for monitoring and other matters under the Act and referenced Executive Order, for the benefit of the Contracting Party of which the sum of ONE HUNDRED TWENTY-FIVE THOUSAND & NO/100 (\$125,000) DOLLARS has been allocated for this program/project, as set forth in the 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: "Project EMPLOY" (Employer-Mentor Placement Learning Opportunity for Youth) offers skill and employment training to disadvantaged youth domiciled at the Louisiana Methodist Children's Home to increase their chances of seeking and obtaining gainful employment and achieve self-sufficiency; thereby reducing dependency.

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 Executive Order BJ 2008-29 on cooperative endeavor agreements; and has made the various Attachments to this Agreement a part hereof by reference;

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: Provide vocational training and internship opportunities for disadvantaged youths' in State custody domiciled at the Louisiana United Methodist Children's Home. *(Narrative should identify what the contracting agency will do, i.e. the program goal(s) as detailed in the Attachment A Plan)*

2.2 Deliverables: The objectives are to offer job readiness classes and vocational skill training to disadvantaged youth' domiciled at the Louisiana Methodist Children's Home. Students are pre-and post evaluated measuring knowledge and skill levels. Relevant activities include a series of nine-week vocation training classes, which allow students to earn high school credit and a national skill certificate. Classes are taught by instructors with expertise in their particular field including: carpentry, welding, and barbering. An average of 50% increase in knowledge and skill performance is the criteria for measurement. *(Narrative should identify the actual services that are to be provided, i.e. the objectives, relevant activities and performance measures as detailed on the Attachment A Plan)*

The Contracting Party will provide to the 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 provide detailed cost information outlining the use of the above referenced appropriated funds. **Attachment C, Progress Report** and **Attachment D, Cost Report** are made a part of this Agreement by reference. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

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 Agreement. The **Budget** for this project shall not exceed the total sum ONE HUNDRED TWENTY-FIVE THOUSAND & NO/100 (\$125,000) DOLLARS which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this Agreement. **This is the total sum that has been appropriated by the State for this program/project.** No state funds shall be paid for any one phase of this Agreement that exceeds the categories shown on the **Attachment B - Budget**, without the **prior** approval of the State. **Attachment B Page 2 - Staffing Chart** and **Attachment B Page 3 - Schedule of Professional and Other Contracting Services** are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): **Attachment E - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this **Attachment E**, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of "Good Standing" from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in

Attachment B Page 3 and any attachments thereto, **Attachment E-1 - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this Agreement is Mr. Monty Sullivan, Executive Vice President, Career and Technical Education, Louisiana Community and Technical College System.

3.2 **Monitoring Plan:** During the term of this Agreement, the Contracting Party shall discuss with the 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. The Contract Monitor shall review and analyze the Contracting Party's **Plan** to ensure the Contracting Party's compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party's written, **Attachment C-Progress Report** and **Attachment D-Cost Report** 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 Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing documents;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement 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 **Attachment D-Cost Report** are in compliance with the approved **Budget** in **Attachment A Plan**. The Contract Monitor shall coordinate with the Agency's fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

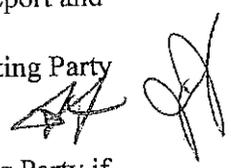
Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The 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 the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly **Attachment C-Progress Reports** and **Attachment D-Cost Reports** requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting

documentation (including copies of invoices, cancelled checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the 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 Payments by the State 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 or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2011, MUST, under all circumstances, be received by the Agency no later than July 15, 2011, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein. 6/30/11 

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.4 The Contract Monitor shall monitor disbursements on a 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 within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. Likewise, 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 within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

If the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the Agreement shall be turned over to the Attorney General's Office, Department of Collections for collection purposes.

4.5 Taxes: The 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 the Contracting Party's obligation and identified under Federal tax identification number 72-0435081.

ARTICLE V **TERMINATION FOR CAUSE**

5.1 The State may terminate this Agreement for cause based upon the failure of the Contracting Party

to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the 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 the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The 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, the 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. The 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 the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the 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 the 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 The 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 the 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 Contracting Party may 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. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this Agreement, as well as any site visits that may be made under the provisions this Agreement, 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 the Contracting Party which relate to this Agreement.

10.2 The Contracting Party 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 cost report under this Agreement and any subcontracts 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, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement.**

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 on July 1, 2010 and shall terminate on June 30, 2011.

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 the Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. The Contracting Party agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the 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 31 day of August, 2010

WITNESSES:

LOUISIANA COMMUNITY AND TECHNICAL COLLEGES BOARD OF SUPERVISORS

Michelle Nardini
Agency Head or designee

Jan Jackson
Print Name and Title
Sr. Vice President for Finance + Administration

THUS DONE AND SIGNED AT Ruston, Louisiana on the 10 day August, 2010.

WITNESSES:

Contracting Party

Catherine C. Beard

[Signature]
Authorized Person

[Signature]

Terrel DeVille, President and CEO
Print Name and Title

APPROVED
Office of the Governor
Office of Contractual Review

OCT 21 2010

Sandra G. Gillen
DIRECTOR

ATTACHMENT A - PLAN

Act 41 of 2010

19-649

NAME OF CONTRACTING PARTY:

Louisiana United Methodist Children and Family Services, Inc.

NAME AND BRIEF NARRATIVE OF PROGRAM:

"Project EMPLOY"(Employer-Mentor Placement Learning Opportunity for Youth).

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. 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.)*

Program Goals are:

1. to provide vocational, job readiness classes and intern opportunities for youths' in State custody domiciled at the Louisiana United Methodist Children's Home, empowering them to secure and maintain gainful employment.

2. Program Objective(s) *(Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number).*

Program objectives are:

1. to offer vocational and job readiness classes;
2. to increase the students vocational skill levels
3. offer inter opportunities with employers

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

Relevant activities include:

1. nine-week vocation training classes allowing students' to earn high school credit and a national skills certificate.
2. introduce students to a trade or field in which they might find potential employment.
3. curriculum includes carpentry, welding, barbering.

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. A Performance Measure must be designated as a percentage, a specific dollar amount or a number).*

Performance measures are:

1. knowledge and skill assessments;
2. an average of 50% s increase during the course

ATTACHMENT B

Page 1

Project Budget (2010-11)

Act 41 of 2010

19-649

Louisiana Methodist's Children and Family Services, Inc.

Anticipated Income or Revenue

Sources (list all sources of revenue)

1. Act 41, page 27, line 37-40, LCTC Board of Supervisors
2. Act 41, page 28, line 1-5, LCTC Board of Supervisors

Amounts

\$50,000

\$75,000

Total all sources

\$125,000

Anticipated Expenses

Expense Categories

Total Amount

Amount Line Item

Appropriation

(see footnote 1 below)

(see footnote 2 below)

Gross Salaries(See Attachment B, page 2)

\$ 106917

\$

Related Benefits (employer share)

\$ 18,083

\$

Travel

\$

\$

Operating Services:

Advertising

\$

\$

Printing

\$

\$

Insurance

\$

\$

Lease

\$

\$

Maintenance of auto, movable property

\$

\$

Maintenance of building and grounds

\$

\$

Rentals

\$

\$

Software licensing

\$

\$

Dues and Subscriptions

\$

\$

Telephones and Internet Service

\$

\$

Postage

\$

\$

Utilities

\$

\$

Other

\$

\$

Office Supplies

\$

\$

Professional & Contract Services	\$	\$
(See Attachment B, page 3)		
Other Charges (See Attachment B, Page 4)	\$	\$
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	<u>\$125,000</u>	<u>\$</u>

(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 and Other Charges shall be detailed using pages 2, 3 and 4 of Attachment B). All numbers must be rounded to the nearest dollar..

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement. **NOTE: 100% of the funding of the program's appropriations are through the LA Community and Technical College System.**

ATTACHMENT B

Page 2

Staffing Chart

Act 41 of 2010

19-649

Name of Contracting Party: Louisiana Methodist's Children and Family Services, Inc.

Name of Program: Project Employ

Name	Title	Total Annual Salary Amount	Total Salary Paid by Appropriation		Related Benefits	Full time or Part Time # of months
			Amount	Percentage		
<u>Darren Ambrose</u>	<u>Program Director</u> <u>Instructor</u>	<u>\$44,000</u>		<u>33</u>	<u>\$8,668</u>	<u>Full time/12 mo.</u>
<u>Ricky Grant</u>	<u>Shop / Welding</u> <u>Instructor</u>	<u>\$28,917</u>		<u>33</u>	<u>\$3,600</u>	<u>Full time 12 mo.</u>
<u>Frankie Antis</u>	<u>Master Barber</u> <u>Instructor</u>	<u>\$34,000</u>		<u>33</u>	<u>\$5,815</u>	<u>Full time 12 mo.</u>

Totals

\$106,917

\$18,083

ATTACHMENT B

Page 3

Schedule of Professional and Other Contract Services

Act 41 of 2010

19-649

Name of Contracting Party: Louisiana Methodist's Children and Family Services, Inc.

Name of Program: Project Employ

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation

Totals

ATTACHMENT C

Progress Report

Act 41 of 2010

19-649

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

Name of Contracting Party: Louisiana United Methodist Children and Family Services, Inc.

Contact Name: Darren Ambrose

Telephone: 318-255-1272 **Fax:** 318-254-1272

Goal:	
Objective(s):	
Activity(Activities) Performed:	
Performance Measure(s):	% , \$ amt. or number complete 1. 2. 3.

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

Signature of Authorized Person

Terel DeVille, President and CEO

Print Name and Title

Date

ATTACHMENT D

Cost Report for the Period of _____ to _____

(Expense categories & dollar amounts must reflect those listed in "Attachment B" project budget.)

Act 41 of 2010

19-649

Name of Contracting Party: Louisiana United Methodist Children and Family Services, Inc.

Name of Program: Project Employ

Expense Category	Amount of Line Item Appropriation from Attachment B pg 1	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries				
Related Benefits (employer share				
Travel				
Operating Services:				
Advertising				
Printing				
Insurance				
Maintenance of auto, movable property				
Maintenance of building and grounds				
Rentals				
Software licensing				
Dues and Subscriptions				
Telephones and Internet Service				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services				
Other Charges				
Acquisitions & Major Repairs				
Totals	\$	\$	\$	\$

* Should reflect contract payment terms, quarterly or monthly

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

Signature of Authorized Person

Terrel DeVille, President and CEO

Print Name and Title

Date

ATTACHMENT D-1

Cost Report for the Period of _____ to _____
 Act 41 of 2010 19-649

Name of Contracting Party: Louisiana United Methodist Children and Family Services, Inc.

Name of Program: Project Employ

Instructions: List each individual and/or Firm and approved budget amount as listed on page 3 of Attachment B.

Sub-contractor Name	Amount of Line Item Appropriation from Attachment B	Quarterly Expenditures to be paid by the State (must equal invoices etc.)	Total Cumulative Year to Date Expenditures including this quarter's expenditures	Balance Remaining
Professional Services:				
Totals	\$	\$	\$	\$

Signature of Authorized Person

Terrel DeVille, President and CEO
Print Name and Title

Date

ATTACHMENT E
Disclosure and Certification Statement

Act 41 of 2010

19-649

Contractor's Name: Louisiana United Methodist Children and Family Services, Inc.

Contractor's Mailing Address: P.O. Box 929, Ruston LA 71273

Name of Program: Project Employ

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.

Louisiana Methodist's Children and Family Services, Inc. is a Non-Profit Corporation in good standing with the Secretary of State, according to Certificate ID: 20080422000928, dated April 22, 2008.

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:

Terrel DeVille, CEO, P.O. Box 929, Ruston, LA 71270

John Allen Vice President, P.O. Box 929, Ruston LA 71270

Carol Strider, Secretary/Treasurer, P.O. Box 929, Ruston, LA 71270

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

Rick Sutton, Director of Education, P.O. Box 929, Ruston, LA 71270

Terrel DeVille, CEO, P.O. Box 292, Ruston, LA 71270

Darren Ambrose, Program Manager, P.O. Box 029, Ruston, LA 71270

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.

~~Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)~~

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



Signature of Authorized Person

Terrel DeVille, President and CEO
Print Name and Title

8-27-10
Date

ATTACHMENT E
Disclosure and Certification Statement

Act 41 of 2010

19-649

Contractor's Name: Louisiana United Methodist Children and Family Services, Inc.

Contractor's Mailing Address: P.O. Box 929, Ruston LA 71273

Name of Program: Project Employ

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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.

Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)

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

Signature of Authorized Person

Terrel DeVille, President and CEO

Print Name and Title

Date

ATTACHMENT E-1
Disclosure and Certification Statement

Act 41 of 2010

19-649

Contracting Party: Louisiana United Methodist Children and Family Services, Inc.

Name of Program: Project Employ

Sub-Contractor's Name:

Sub-Contractor's Mailing Address:

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.

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:

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

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 I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Subcontractor (authorize person)

Print Name and Title

Date

Jay Dardenne
SECRETARY OF STATE

State of Louisiana
Secretary of State

COMMERCIAL DIVISION
(225) 925-4704



Fax Numbers
 (225) 932-5317 (Admin. Services)
 (225) 932-5314 (Corporations)
 (225) 922-0452 (UCC)

Name	Type	City	Status
LOUISIANA UNITED METHODIST CHILDREN AND FAMILY SERVICES, INC.	Non-Profit Corporation	RUSTON	Active

Previous Names

THE LOUISIANA METHODIST ORPHANAGE (Changed: 8/13/1993)

Business: LOUISIANA UNITED METHODIST CHILDREN AND FAMILY SERVICES, INC.

Charter Number: 02403350 N

Registration Date: 9/9/1954

State Of Origin:

Domicile Address

901 SOUTH VIENNA STREET
 RUSTON, LA 71270

Mailing Address

P. O. BOX 929
 RUSTON, LA 71273-0929

Status

Status: Active
Annual Report Status: In Good Standing
File Date: 9/9/1954
Last Report Filed: 8/16/2010
Type: Non-Profit Corporation

Registered Agent(s)

Agent: TERREL J. DEVILLE
Address 1: 901 SOUTH VIENNA STREET
City, State, Zip: RUSTON, LA 71270
Appointment Date: 1/1/0001

Officer(s)

Additional Officers: No

Officer: TERREL J. DEVILLE
Title: President
Address 1: 901 SOUTH VIENNA
City, State, Zip: RUSTON, LA 71270

Officer: JOHN H. ALLEN
Title: Vice-President
Address 1: 901 SOUTH VIENNA
City, State, Zip: RUSTON, LA 71277

Officer: CAROL STRIDER
Title: Secretary/Treasurer
Address 1: 901 SOUTH VIENNA
City, State, Zip: RUSTON, LA 71270

Amendments on File (3)

Description	Date
Amendment	4/22/1963
Name Change	8/13/1993
Amendment	3/13/2000

[Print](#)