

# French Quarter MANAGEMENT DISTRICT

## Board of Commissioners Meeting Minutes

Monday 14 October 2024

2:00 pm

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Via Teleconference:

Video:

<https://meetings.ringcentral.com/j/2047589217>

<https://meetings.ringcentral.com/personallink.html>

Meeting ID: 204 758 9217

Audio: +1 (469) 445 0100

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**Commissioners Present:** Frank Zumbo, Alex Fein, Christian Pendleton, Heidi Raines, David Bilbe, Steve Caputo, Mamie Gasperecz, Glade Bilby, Christine Bondio, Sue Klein

**Commissioners Absent:** Jane Cooper

**Executive Director:** Michelle Courseault

**Coordinator:** Shelby Ursu

**Guests:** Bob Bejarano, Jessica Dietz

- I. CALL TO ORDER: ROLL CALL: INTRODUCTION OF ATTENDEES – Vice-Chair Ms. Gasperecz called the French Quarter Management District (FQMD) October 14<sup>th</sup>, 2024 regular meeting to order at 2:05 pm. Ms. Ursu read the agenda as noticed and Ms. Klein called the roll.
- II. PUBLIC COMMENT: The Public Comment Policy can be found at <https://www.fqmd.org/publiccomment-policy>. Written public comment may be submitted electronically via email to [publiccomments@fqmd.org](mailto:publiccomments@fqmd.org).  
*No written public comment was received at the conclusion of the reading of the agenda.*
- III. BOARD CHAIR’S COMMENTS: Ms. Gasperecz  
Ms. Gasperecz welcomed the Commissioners and thanked them for their attendance. She also thanked Ms. Ursu for her efforts while FQMD was without an Executive Director.
- IV. INTRODUCTION: NEW EXECUTIVE DIRECTOR – Ms. Courseault  
Ms. Courseault introduced herself to the Commissioners and stated that she looks forward to meeting everyone and working together. Ms. Gasperecz stated that Ms. Courseault has experience in fundraising, administration, and development.
- V. SEPTEMBER 9<sup>TH</sup>, 2024, MEETING MINUTES: Ms. Klein noted one revision for the September 9<sup>th</sup> Board meeting minutes, stating that the motion to approve the 2024 French Quarter Economic Development District (FQEDD) budget should state “as presented and corrected”. Ms. Ursu will revise the meeting minutes to reflect the revision.

Mr. Pendleton motioned (**M1**) to “approve the September 9<sup>th</sup>, 2024 meeting minutes with the revisions...”, Mr. Zumbo and Mr. G. Bilby seconded the motion, and it was approved.

- VI. SEPTEMBER 2024 TREASURER’S REPORTS: Mr. Zumbo reviewed the September Treasurer’s reports with the Commissioners, noting that the balance sheet is clean. He stated that the FQMD continues to be in strong financial standing. He noted \$8,900 is overdue from the City and he will follow up on that issue. Mr. Pendleton motioned (**M2**) to “approve the September 2024 Treasurer’s reports...”, seconded by Ms. Raines, and it was approved. ANNEX I.
- VII. PRESENTATION: PRESENTATION OF THE FRENCH QUARTER MANAGEMENT DISTRICT NOMINATION SLATE OF 2025 OFFICERS AND CALL FOR ELECTIONS: Ms. Gasperecz stated that the draft nomination slate of the 2025 officers and call for elections will be presented today and will be voted on at the November Board meeting.
- VIII. UPDATE ON THE FRENCH QUARTER MANAGEMENT DISTRICT’S WITHDRAWAL FROM LOUISIANA STATE CIVIL SERVICE: Ms. Gasperecz reported that the FQMD’s request to withdraw from State Civil Service has been approved. She thanked Ms. Rachel Wisdom of Stone Pigman for her legal knowledge and guidance through the withdrawal process.
- IX. FINANCE AND DEVELOPMENT COMMITTEE CHAIR REPORT – Mr. Zumbo  
Mr. Zumbo reported that The Tobler Company (TTC) has been hired to conduct the project management of the 2024 FQEDD streetlight repair project, and today the Board will vote on ratifying and executing the Memorandum of Understanding between the FQMD and Greater New Orleans, Inc. for TTC to provide professional services and manage the project.

- a. MOTION – CONSIDER A MOTION TO RATIFY AND EXECUTE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE FRENCH QUARTER MANAGEMENT DISTRICT AND GREATER NEW ORLEANS, INC. FOR THE TOBLER COMPANY TO PROVIDE PROFESSIONAL SERVICES TO MANAGE THE 2024 FRENCH QUARTER ECONOMIC DEVELOPMENT DISTRICT STREETLIGHT REPAIR PROJECT, AS APPROVED BY THE LIVABILITY COMMITTEE AND THE FINANCE AND DEVELOPMENT COMMITTEE –

Mr. Pendleton motioned (**M3**) to “ratify and execute the Memorandum of Understanding between the French Quarter Management District and Greater New Orleans, Inc. for the Tobler Company to provide professional services to manage the 2024 French Quarter Economic Development District Streetlight Repair Project, as approved by the Livability Committee and the Finance and Development Committee ...”, seconded by Mr. G. Bilby, and it was approved.

Mr. Zumbo reviewed the 2024-2025 Louisiana State appropriation Cooperative Endeavor Agreement (CEA) draft with the Commissioners. He noted that the staffing chart names and salaries need to be updated before signing and submitting the document.

- b. MOTION – CONSIDER A MOTION TO APPROVE THE 2024-2025 STATE APPROPRIATION COOPERATIVE ENDEAVOR AGREEMENT AND BUDGET RECOMMENDATIONS, WITH THE REVISIONS MADE TO THE STAFFING CHART AND SALARY AMOUNTS ON ATTACHMENT B, WITH ANY DIFFERENCE COMING OUT OF THE OTHER CHARGES, AND TO AUTHORIZE THE FRENCH QUARTER MANAGEMENT DISTRICT BOARD CHAIR AND TREASURER TO EXECUTE THE COOPERATIVE ENDEAVOR AGREEMENT WITH THESE REVISIONS –

Ms. Klein motioned (**M4**) to “approve the 2024-2025 State appropriation Cooperative Endeavor Agreement and budget recommendations, with the revisions made to the staffing chart and salary

amounts on Attachment B, with any difference coming out of the other charges, and to authorize the French Quarter Management District Board Chair and Treasurer to execute the Cooperative Endeavor Agreement with these revisions...”, seconded by Ms. Raines, and it was approved.  
ANNEX II.

**X. SECURITY AND ENFORCEMENT COMMITTEE CHAIR REPORT – Mr. Pendleton**

Mr. Pendleton reported that, with the additional police patrols added to Bourbon Street, criminal activity is notably reducing in the Eighth District. He added that there have been more tow trucks out on the streets and more traffic citations are being written by the Supplemental Police Patrol Program officers.

Mr. Pendleton stated that the NOPD would like the public to share their feedback regarding the NOPD Consent Decree by emailing the Judge directly, adding that any public comments should be submitted before the end of the month. He stated that the Consent Decree has cost more than \$60,000,000.00 for the City. Mr. Pendleton encouraged the Commissioners to attend the NOPD Commander’s presentation on the topic tomorrow night at the Eight District station at 5 pm for more information.

Mr. Pendleton reported that crime cameras have drastically helped the District in identifying criminals and Project Nola is seeking to have residents and businesses in the French Quarter sign up to have these crime cameras installed on their properties. Mr. Zumbo suggested that the FQMD help spread the word about this program. He suggested that the Board consider potential ways for the FQMD to help public entities get these cameras installed. Ms. Klein agreed and suggested adding a resource on the FQMD website to share more information with the public.

It was reported that the “Night Out Against Crime” was held on October 8<sup>th</sup> this year and was very successful.

**XI. LIVABILITY COMMITTEE CHAIR REPORT – Ms. Gasperecz**

Ms. Gasperecz reported that the Livability Committee discussed potential Key Performance Indices for their 2025 programs, including the private property graffiti abatement project and the Glass Half Full glass recycling program. She stated that a survey was conducted through the Vieux Carre Property Owners, Residents, and Associates to gather public feedback regarding the new pedestrian and cyclist safety improvements on North Rampart Street, noting that the responses were positive and in support of extending this initiative for the length of North Rampart Street from Esplanade Avenue to Canal Street.

Mr. Bejarano reported that a pre-bid conference was held on October 10<sup>th</sup> for the streetlight repairs project, and final bids are due by October 29<sup>th</sup>. He stated that Mr. Tobler will make a vendor selection recommendation to Ms. Cooper, but Ms. Cooper will make the final decision between now and the next Board meeting. Ms. Courseault added that Mr. Tobler anticipates repairs to begin in mid-November. Mr. Bejarano encouraged the Commissioners to email him any questions they may have about the project. Ms. Klein requested that Mr. Bejarano follow up with the Department of Public Works on the repainting of the yellow corner “7’s” within the FQMD’s footprint.

**XII. NEW BUSINESS: To consider and take action upon any other matters that may properly come before the French Quarter Management District Board of Commissioners.**

Mr. Pendleton asked if an agenda item can be added to the Board meetings moving forward regarding the 2026 Quarter for the Quarter tax renewal. Mr. G. Bilby replied that the Government Affairs Committee has been taking on this project and noted that he has been in contact with Mr. Chuck Toney

of District “C” to discuss the timeframe for the vote. Ms. Klein added that even though the tax is not up for vote until 2026, promotion to support the tax should start as soon as possible.

XIII. NEXT SCHEDULED MEETING DATE: 12 November 2024 at the Historic New Orleans Collection

XIV. ADJOURNMENT: Mr. Pendleton motioned (**M5**) to “adjourn the October 14<sup>th</sup>, 2024 Board of Commissioners meeting...”, Mr. Zumbo seconded the motion to unanimous approval and the meeting was adjourned at 2:41 pm.

Respectfully submitted,  
(Signed original available)  
Susan Klein, Secretary

ANNEX I – September 2024 Treasurer’s Report

ANNEX II –2024-2025 Louisiana State Appropriation Cooperative Endeavor Agreement Draft

# Treasurer's Report

French Quarter Management District

For the period ended September 30, 2024

Prepared on

October 7, 2024

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# Balance Sheet

As of September 30, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Appropriations	851,675.74
FQMA	34,891.72
FQMD general operating account	2,219,189.59
FQMD Patrol	365,498.46
<b>Total Bank Accounts</b>	<b>3,471,255.51</b>
<b>Accounts Receivable</b>	
Contract Receivable	29,261.95
<b>Total Accounts Receivable</b>	<b>29,261.95</b>
<b>Other Current Assets</b>	
Prepaid Expenses	48,775.75
<b>Total Other Current Assets</b>	<b>48,775.75</b>
<b>Total Current Assets</b>	<b>3,549,293.21</b>
<b>TOTAL ASSETS</b>	<b>\$3,549,293.21</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	106,686.23
<b>Total Accounts Payable</b>	<b>106,686.23</b>
<b>Other Current Liabilities</b>	
Accrued payroll & payroll related	0.00
Medical Ins.	-395.79
<b>Total Accrued payroll &amp; payroll related</b>	<b>-395.79</b>
CEA Membership Dues	16,194.51
Deferred Revenue	1,254.13
<b>Total Other Current Liabilities</b>	<b>17,052.85</b>
<b>Total Current Liabilities</b>	<b>123,739.08</b>
<b>Total Liabilities</b>	<b>123,739.08</b>
<b>Equity</b>	
Retained Earnings	659,024.71
Net Income	2,766,529.42
<b>Total Equity</b>	<b>3,425,554.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$3,549,293.21</b>

# A/R Aging Summary

As of September 30, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
City of New Orleans	7,605.85	10,687.85		8,968.25		27,261.95
Jean Lafitte National Historical Park and Preserve	2,000.00					2,000.00
<b>TOTAL</b>	<b>\$9,605.85</b>	<b>\$10,687.85</b>	<b>\$0.00</b>	<b>\$8,968.25</b>	<b>\$0.00</b>	<b>\$29,261.95</b>



# A/P Aging Summary

As of September 30, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Clean Force	980.00					980.00
greater new orleans inc.		25,000.00				25,000.00
HR Nola LLC	437.50					437.50
John Wyatte Foard, LLC		4,582.99				4,582.99
Office of Group Benefits		2,320.72				2,320.72
Public Safety Services Corp Expansion		16,446.34				16,446.34
Public Safety Services Corporation		48,930.63				48,930.63
Robert Bejarano	1,789.42					1,789.42
Stone Pigman		6,198.63				6,198.63
<b>TOTAL</b>	<b>\$3,206.92</b>	<b>\$103,479.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,686.23</b>

# Profit and Loss

September 2024

	Total
<b>INCOME</b>	
Admin. Fees	18,859.95
Contract Revenue	1,850,000.00
Interest Income	7,254.09
Membership Dues	2,000.00
<b>Total Income</b>	<b>1,878,114.04</b>
<b>GROSS PROFIT</b>	<b>1,878,114.04</b>
<b>EXPENSES</b>	
Admin Fee - FQMD	10,000.00
Advertising / Marketing	574.00
Bank Charges & Fees	56.79
Conference & Meeting Expenses	
Conferences and meetings	330.18
Parking	54.17
<b>Total Conference &amp; Meeting Expenses</b>	<b>384.35</b>
Insurance	2,114.47
Legal & Professional Fees	
Accounting Fees	4,360.50
Consultants	437.50
Legal Fees	6,198.63
Program / Project Manager	27,347.45
Website	244.56
<b>Total Legal &amp; Professional Fees</b>	<b>38,588.64</b>
Office Supplies & Software	2,038.13
Payroll Expenses	
Employee Benefits	1,151.89
Payroll	11,202.58
Processing Fees	208.00
Taxes	627.99
Worker's Compensation	43.06
<b>Total Payroll Expenses</b>	<b>13,233.52</b>
Programming	
Glass Recycling for Gulf Coast Restoration	
Glass Half Full Recycling Program	8,043.70
Glass Recycling Public Awareness Campaign	1,633.33
<b>Total Glass Recycling for Gulf Coast Restoration</b>	<b>9,677.03</b>
Patrol Expenses	
Mobile Data Charges	146.28
Police Patrols	144,384.03
Security Administration	19,993.24

	Total
Security Public Awareness Campaign	1,633.34
<b>Total Patrol Expenses</b>	<b>166,156.89</b>
Pedestrian Safety & Signage Program	
Pedestrian Safety Public Awareness Campaign	1,633.33
<b>Total Pedestrian Safety &amp; Signage Program</b>	<b>1,633.33</b>
<b>Total Programming</b>	<b>177,467.25</b>
Rent	840.00
Repairs & Maintenance	980.00
Utilities	
Email	27.87
Telephone	194.43
<b>Total Utilities</b>	<b>222.30</b>
<b>Total Expenses</b>	<b>246,499.45</b>
<b>NET OPERATING INCOME</b>	<b>1,631,614.59</b>
<b>NET INCOME</b>	<b>\$1,631,614.59</b>

Profit and Loss by Location

January - September, 2024

	Appropriation	FQEDD Admin	FQEDD Streetlight	FQMA	FQMD Operating	Patrol	Total
INCOME							
Admin. Fees		88,475.79			90,000.00		178,475.79
Awards					500.00		500.00
Charitable Donations					120.00		120.00
Contract Revenue	1,500,000.00		1,750,000.00		150,000.00	900,000.00	4,300,000.00
Interest Income	8,958.35			588.39	8,940.89	6,483.96	24,971.59
Membership Dues				2,000.00			2,000.00
Membership Dues Admin Fee				22,000.00			22,000.00
Total Income	1,508,958.35	88,475.79	1,750,000.00	24,588.39	249,560.89	906,483.96	4,528,067.38
GROSS PROFIT	1,508,958.35	88,475.79	1,750,000.00	24,588.39	249,560.89	906,483.96	4,528,067.38
EXPENSES							
Admin Fee - FQMD						90,000.00	90,000.00
Advertising / Marketing				574.00			574.00
Bank Charges & Fees	0.00				111.10		111.10
Conference & Meeting Expenses							0.00
Conferences and meetings					366.10		366.10
Parking	43.75	38.10			88.61		170.46
Travel		50.68			882.62		933.30
Total Conference & Meeting Expenses	43.75	88.78			1,337.33		1,469.86
Insurance		11,286.90			5,463.99	2,564.61	19,315.50
Interest Paid					133.54		133.54
Legal & Professional Fees							0.00
Accounting Fees	3,357.50	2,601.00			9,749.50		15,708.00
Audit Fees					16,600.00		16,600.00
Consultants					437.50		437.50
Legal Fees					8,292.13		8,292.13
Program / Project Manager	14,447.84		26,716.05				41,163.89
Website	5,600.00			157.48	1,783.72		7,541.20
Total Legal & Professional Fees	23,405.34	2,601.00	26,716.05	157.48	36,862.85		89,742.72
Marketing	0.00				400.00		400.00
Memberships					150.00		150.00
Office Supplies & Software	3,300.39	2,417.36			11,369.04	3,950.00	21,036.79
Other Business Expenses	41.20						41.20
Payroll Expenses					646.14		646.14
Employee Benefits	3,248.39	4,772.44	72.85		2,756.60		10,850.28
Payroll	44,602.30	58,071.11	1,279.23		8,030.88		111,983.52
Processing Fees	201.80	231.82	6.79		561.27		1,001.68
Taxes	3,568.18	4,645.68	102.34		166.13		8,482.33
Worker's Compensation	446.02	580.70	12.79		-489.49		550.02

	Appropriation	FQEDD Admin	FQEDD Streetlight	FQMA	FQMD Operating	Patrol	Total
<b>Total Payroll Expenses</b>	<b>52,066.69</b>	<b>68,301.75</b>	<b>1,474.00</b>		<b>11,671.53</b>		<b>133,513.97</b>
Programming	5,376.00			2,691.91			8,067.91
Glass Recycling for Gulf Coast Restoration							0.00
Glass Half Full Recycling Program	48,262.20						48,262.20
Glass Recycling Public Awareness Campaign	10,133.32						10,133.32
Mardi Gras Beads	8,503.00						8,503.00
<b>Total Glass Recycling for Gulf Coast Restoration</b>	<b>66,898.52</b>						<b>66,898.52</b>
Patrol Expenses							0.00
Mobile Data Charges	2,658.33					1,826.57	4,484.90
Police Patrols	190,806.71					694,365.43	885,172.14
Security Administration	24,960.00					94,633.24	119,593.24
Security Public Awareness Campaign	10,133.34						10,133.34
<b>Total Patrol Expenses</b>	<b>228,558.38</b>					<b>790,825.24</b>	<b>1,019,383.62</b>
Pedestrian Safety & Signage Program	46,200.00						46,200.00
N. Rampart Bike Lane and Curb Extension	149,994.00						149,994.00
Pedestrian Safety Public Awareness Campaign	10,133.34						10,133.34
<b>Total Pedestrian Safety &amp; Signage Program</b>	<b>206,327.34</b>						<b>206,327.34</b>
Public Safety						1,702.50	1,702.50
Supplemental Sanitation							0.00
Trash Receptacles w/ City Servicing	92,220.00						92,220.00
<b>Total Supplemental Sanitation</b>	<b>92,220.00</b>						<b>92,220.00</b>
<b>Total Programming</b>	<b>599,380.24</b>			<b>2,691.91</b>		<b>792,527.74</b>	<b>1,394,599.89</b>
Rent	3,780.00	3,780.00			0.00		7,560.00
Repairs & Maintenance				1,150.00			1,150.00
Utilities							0.00
Email					291.49		291.49
Telephone					1,447.90		1,447.90
<b>Total Utilities</b>					<b>1,739.39</b>		<b>1,739.39</b>
<b>Total Expenses</b>	<b>682,017.61</b>	<b>88,475.79</b>	<b>28,190.05</b>	<b>4,573.39</b>	<b>69,238.77</b>	<b>889,042.35</b>	<b>1,761,537.96</b>
<b>NET OPERATING INCOME</b>	<b>826,940.74</b>	<b>0.00</b>	<b>1,721,809.95</b>	<b>20,015.00</b>	<b>180,322.12</b>	<b>17,441.61</b>	<b>2,766,529.42</b>
<b>NET INCOME</b>	<b>\$826,940.74</b>	<b>\$0.00</b>	<b>\$1,721,809.95</b>	<b>\$20,015.00</b>	<b>\$180,322.12</b>	<b>\$17,441.61</b>	<b>\$2,766,529.42</b>

# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - Operating

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	90,000.00	90,000.00	0.00	100.00 %
Awards	500.00		500.00	
Charitable Donations	120.00		120.00	
Contract Revenue	150,000.00	150,000.00	0.00	100.00 %
Interest Income	8,940.89		8,940.89	
Membership Dues Admin Fee		375.03	-375.03	
Sales	0.00		0.00	
<b>Total Income</b>	<b>\$249,560.89</b>	<b>\$240,375.03</b>	<b>\$9,185.86</b>	<b>103.82 %</b>
GROSS PROFIT	<b>\$249,560.89</b>	<b>\$240,375.03</b>	<b>\$9,185.86</b>	<b>103.82 %</b>
Expenses				
Advertising / Marketing		1,199.97	-1,199.97	
Bank Charges & Fees	111.10	150.03	-38.93	74.05 %
Conference & Meeting Expenses				
Conferences and meetings	366.10	3,169.53	-2,803.43	11.55 %
Parking	88.61	223.47	-134.86	39.65 %
Travel	882.62	2,119.50	-1,236.88	41.64 %
<b>Total Conference &amp; Meeting Expenses</b>	<b>1,337.33</b>	<b>5,512.50</b>	<b>-4,175.17</b>	<b>24.26 %</b>
Insurance	5,463.99	7,499.97	-2,035.98	72.85 %
Interest Paid	133.54		133.54	
Legal & Professional Fees				
Accounting Fees	9,749.50	6,615.00	3,134.50	147.38 %
Audit Fees	16,600.00	15,500.00	1,100.00	107.10 %
Consultants	437.50	0.00	437.50	
Legal Fees	8,292.13	3,750.03	4,542.10	221.12 %
Website	1,783.72	1,200.07	583.65	148.63 %
<b>Total Legal &amp; Professional Fees</b>	<b>36,862.85</b>	<b>27,065.10</b>	<b>9,797.75</b>	<b>136.20 %</b>
Marketing	400.00		400.00	
Memberships	150.00		150.00	
Office Supplies & Software	11,369.04	1,800.00	9,569.04	631.61 %
Payroll Expenses	646.14		646.14	
Employee Benefits	2,756.60	3,644.28	-887.68	75.64 %
Payroll	8,030.88	46,878.03	-38,847.15	17.13 %
Processing Fees	561.27	362.25	199.02	154.94 %
Taxes	166.13	3,750.03	-3,583.90	4.43 %
Worker's Compensation	-489.49	281.25	-770.74	-174.04 %
<b>Total Payroll Expenses</b>	<b>11,671.53</b>	<b>54,915.84</b>	<b>-43,244.31</b>	<b>21.25 %</b>
Rent	0.00	3,780.00	-3,780.00	0.00 %
Taxes & Licenses	0.00		0.00	
Utilities				
Email	291.49	257.22	34.27	113.32 %
Telephone	1,447.90	1,078.47	369.43	134.26 %

# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - Operating

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Utilities</b>	<b>1,739.39</b>	<b>1,335.69</b>	<b>403.70</b>	<b>130.22 %</b>
<b>Total Expenses</b>	<b>\$69,238.77</b>	<b>\$103,259.10</b>	<b>\$ -34,020.33</b>	<b>67.05 %</b>
NET OPERATING INCOME	<b>\$180,322.12</b>	<b>\$137,115.93</b>	<b>\$43,206.19</b>	<b>131.51 %</b>
NET INCOME	<b>\$180,322.12</b>	<b>\$137,115.93</b>	<b>\$43,206.19</b>	<b>131.51 %</b>

# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - FQEDD

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Admin. Fees	88,475.79	112,500.00	-24,024.21	78.65 %
Sales	0.00		0.00	
<b>Total Income</b>	<b>\$88,475.79</b>	<b>\$112,500.00</b>	<b>\$ -24,024.21</b>	<b>78.65 %</b>
GROSS PROFIT	<b>\$88,475.79</b>	<b>\$112,500.00</b>	<b>\$ -24,024.21</b>	<b>78.65 %</b>
Expenses				
Conference & Meeting Expenses				
Parking	38.10	63.00	-24.90	60.48 %
Travel	50.68		50.68	
<b>Total Conference &amp; Meeting Expenses</b>	<b>88.78</b>	<b>63.00</b>	<b>25.78</b>	<b>140.92 %</b>
Insurance	11,286.90	11,700.00	-413.10	96.47 %
Legal & Professional Fees				
Accounting Fees	2,601.00	2,835.00	-234.00	91.75 %
Website		1,125.00	-1,125.00	
<b>Total Legal &amp; Professional Fees</b>	<b>2,601.00</b>	<b>3,960.00</b>	<b>-1,359.00</b>	<b>65.68 %</b>
Office Supplies & Software	2,417.36	2,700.00	-282.64	89.53 %
Payroll Expenses				
Employee Benefits	4,772.44	5,466.78	-694.34	87.30 %
Payroll	58,071.11	70,317.00	-12,245.89	82.58 %
Processing Fees	231.82	543.78	-311.96	42.63 %
Taxes	4,645.68	5,625.00	-979.32	82.59 %
Worker's Compensation	580.70	422.28	158.42	137.52 %
<b>Total Payroll Expenses</b>	<b>68,301.75</b>	<b>82,374.84</b>	<b>-14,073.09</b>	<b>82.92 %</b>
Rent	3,780.00	3,780.00	0.00	100.00 %
<b>Total Expenses</b>	<b>\$88,475.79</b>	<b>\$104,577.84</b>	<b>\$ -16,102.05</b>	<b>84.60 %</b>
NET OPERATING INCOME	<b>\$0.00</b>	<b>\$7,922.16</b>	<b>\$ -7,922.16</b>	<b>0.00 %</b>
NET INCOME	<b>\$0.00</b>	<b>\$7,922.16</b>	<b>\$ -7,922.16</b>	<b>0.00 %</b>



# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - Appropriation

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	1,500,000.00	1,500,000.00	0.00	100.00 %
Interest Income	8,958.35		8,958.35	
<b>Total Income</b>	<b>\$1,508,958.35</b>	<b>\$1,500,000.00</b>	<b>\$8,958.35</b>	<b>100.60 %</b>
GROSS PROFIT	<b>\$1,508,958.35</b>	<b>\$1,500,000.00</b>	<b>\$8,958.35</b>	<b>100.60 %</b>
Expenses				
Appropriation Contingency		132,461.00	-132,461.00	
Bank Charges & Fees	0.00		0.00	
Conference & Meeting Expenses				
Parking	43.75		43.75	
<b>Total Conference &amp; Meeting Expenses</b>	<b>43.75</b>		<b>43.75</b>	
Legal & Professional Fees				
Accounting Fees	3,357.50		3,357.50	
Program / Project Manager	14,447.84	37,500.00	-23,052.16	38.53 %
Website	5,600.00		5,600.00	
<b>Total Legal &amp; Professional Fees</b>	<b>23,405.34</b>	<b>37,500.00</b>	<b>-14,094.66</b>	<b>62.41 %</b>
Marketing	0.00		0.00	
Office Supplies & Software	3,300.39	2,000.00	1,300.39	165.02 %
Other Business Expenses	41.20	42,927.00	-42,885.80	0.10 %
Payroll Expenses				
Employee Benefits	3,248.39		3,248.39	
Payroll	44,602.30	13,729.00	30,873.30	324.88 %
Processing Fees	201.80		201.80	
Taxes	3,568.18		3,568.18	
Worker's Compensation	446.02		446.02	
<b>Total Payroll Expenses</b>	<b>52,066.69</b>	<b>13,729.00</b>	<b>38,337.69</b>	<b>379.25 %</b>
Programming	5,376.00		5,376.00	
Glass Recycling for Gulf Coast Restoration				
Glass Half Full Recycling Program	48,262.20	96,524.00	-48,261.80	50.00 %
Glass Recycling Public Awareness Campaign	10,133.32	15,000.00	-4,866.68	67.56 %
Mardi Gras Beads	8,503.00	18,706.00	-10,203.00	45.46 %
Pick-Up Service		0.00	0.00	
Commercial		30,000.00	-30,000.00	
Residential		67,500.00	-67,500.00	
<b>Total Pick-Up Service</b>		<b>97,500.00</b>	<b>-97,500.00</b>	
<b>Total Glass Recycling for Gulf Coast Restoration</b>	<b>66,898.52</b>	<b>227,730.00</b>	<b>-160,831.48</b>	<b>29.38 %</b>
Patrol Expenses				
Mobile Data Charges	2,658.33		2,658.33	
Police Patrols	190,806.71	453,312.00	-262,505.29	42.09 %
Security Administration	24,960.00	23,040.00	1,920.00	108.33 %
Security Public Awareness Campaign	10,133.34	15,000.00	-4,866.66	67.56 %
Supplemental Security				

# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - Appropriation

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Upper Quarter Patrol Expansion	0.00	0.00	0.00	
<b>Total Supplemental Security</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Patrol Expenses</b>	<b>228,558.38</b>	<b>491,352.00</b>	<b>-262,793.62</b>	<b>46.52 %</b>
Pedestrian Safety & Signage Program	46,200.00		46,200.00	
Esplanade Cultural Landmarks Corridor Project		250,000.00	-250,000.00	
N. Rampart Bike Lane and Curb Extension	149,994.00	100,000.00	49,994.00	149.99 %
N. Rampart Enhanced Post Protection		15,000.00	-15,000.00	
N. Rampart High Vis. Crosswalk Signage		85,000.00	-85,000.00	
Pedestrian Safety Public Awareness Campaign	10,133.34	15,000.00	-4,866.66	67.56 %
<b>Total Pedestrian Safety &amp; Signage Program</b>	<b>206,327.34</b>	<b>465,000.00</b>	<b>-258,672.66</b>	<b>44.37 %</b>
Supplemental Sanitation				
Trash Receptacles w/ City Servicing	92,220.00	86,000.00	6,220.00	107.23 %
<b>Total Supplemental Sanitation</b>	<b>92,220.00</b>	<b>86,000.00</b>	<b>6,220.00</b>	<b>107.23 %</b>
<b>Total Programming</b>	<b>599,380.24</b>	<b>1,270,082.00</b>	<b>-670,701.76</b>	<b>47.19 %</b>
Rent	3,780.00	400.00	3,380.00	945.00 %
Utilities				
Telephone		900.00	-900.00	
<b>Total Utilities</b>		<b>900.00</b>	<b>-900.00</b>	
<b>Total Expenses</b>	<b>\$682,017.61</b>	<b>\$1,499,999.00</b>	<b>\$ -817,981.39</b>	<b>45.47 %</b>
NET OPERATING INCOME	<b>\$826,940.74</b>	<b>\$1.00</b>	<b>\$826,939.74</b>	<b>82,694,074.00 %</b>
NET INCOME	<b>\$826,940.74</b>	<b>\$1.00</b>	<b>\$826,939.74</b>	<b>82,694,074.00 %</b>

# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - Patrol

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	900,000.00	900,000.00	0.00	100.00 %
Interest Income	6,483.96		6,483.96	
<b>Total Income</b>	<b>\$906,483.96</b>	<b>\$900,000.00</b>	<b>\$6,483.96</b>	<b>100.72 %</b>
GROSS PROFIT	<b>\$906,483.96</b>	<b>\$900,000.00</b>	<b>\$6,483.96</b>	<b>100.72 %</b>
Expenses				
Admin Fee - FQMD	90,000.00	90,000.00	0.00	100.00 %
Insurance	2,564.61	3,159.72	-595.11	81.17 %
Legal & Professional Fees				
Consultants		0.00	0.00	
<b>Total Legal &amp; Professional Fees</b>		<b>0.00</b>	<b>0.00</b>	
Office Supplies & Software	3,950.00	4,411.53	-461.53	89.54 %
Programming				
Patrol Expenses				
Mobile Data Charges	1,826.57	2,106.00	-279.43	86.73 %
Police Patrols	694,365.43	667,081.53	27,283.90	104.09 %
Security Administration	94,633.24	126,360.00	-31,726.76	74.89 %
<b>Total Patrol Expenses</b>	<b>790,825.24</b>	<b>795,547.53</b>	<b>-4,722.29</b>	<b>99.41 %</b>
Public Safety	1,702.50		1,702.50	
<b>Total Programming</b>	<b>792,527.74</b>	<b>795,547.53</b>	<b>-3,019.79</b>	<b>99.62 %</b>
<b>Total Expenses</b>	<b>\$889,042.35</b>	<b>\$893,118.78</b>	<b>\$ -4,076.43</b>	<b>99.54 %</b>
NET OPERATING INCOME	<b>\$17,441.61</b>	<b>\$6,881.22</b>	<b>\$10,560.39</b>	<b>253.47 %</b>
NET INCOME	<b>\$17,441.61</b>	<b>\$6,881.22</b>	<b>\$10,560.39</b>	<b>253.47 %</b>

# French Quarter Management District

## Budget vs. Actuals: FQMD 2024 Budget - Streetlight

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Contract Revenue	1,750,000.00	0.00	1,750,000.00	
<b>Total Income</b>	<b>\$1,750,000.00</b>	<b>\$0.00</b>	<b>\$1,750,000.00</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$1,750,000.00</b>	<b>\$0.00</b>	<b>\$1,750,000.00</b>	<b>0.00%</b>
Expenses				
Legal & Professional Fees				
Program / Project Manager	26,716.05	0.00	26,716.05	
<b>Total Legal &amp; Professional Fees</b>	<b>26,716.05</b>	<b>0.00</b>	<b>26,716.05</b>	
Payroll Expenses				
Employee Benefits	72.85	0.00	72.85	
Payroll	1,279.23	0.00	1,279.23	
Processing Fees	6.79	0.00	6.79	
Taxes	102.34	0.00	102.34	
Worker's Compensation	12.79	0.00	12.79	
<b>Total Payroll Expenses</b>	<b>1,474.00</b>	<b>0.00</b>	<b>1,474.00</b>	
<b>Total Expenses</b>	<b>\$28,190.05</b>	<b>\$0.00</b>	<b>\$28,190.05</b>	<b>0.00%</b>
NET OPERATING INCOME	<b>\$1,721,809.95</b>	<b>\$0.00</b>	<b>\$1,721,809.95</b>	<b>0.00%</b>
NET INCOME	<b>\$1,721,809.95</b>	<b>\$0.00</b>	<b>\$1,721,809.95</b>	<b>0.00%</b>

# **Contact Sheet**

## **Act 4, 2024 Regular Legislative Session**

**Please complete all sections:**

Legal Name of Entity: French Quarter Management District

Authorized Person: Jane Cooper, Board Chair

Contact Person, if different: Michelle Courseault, Executive Director

Telephone Number: (504) 323-5801

Fax Number: [\(504\) 323-5780](tel:(504)323-5780)

Email Address: [executivedirector@fqmd.org](mailto:executivedirector@fqmd.org)

Fed Tax ID#: 26-2092304

Physical Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Mailing Address: 400 N. Peters Street, Suite 206, New Orleans, LA 70130

Parish: Orleans

Legal Status of Entity \*: Local Governmental Authority

\* The legal status of the entity may be any of the following:

- Sole Proprietorship
- Partnership
- Limited Liability Company
- Municipality
- Local Governmental Authority
- Corporation
- Non-profit Corporation
- Non-Profit Religious Corporation

**COOPERATIVE ENDEAVOR AGREEMENT  
(Line Item Appropriation)**

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as “State” and/or “Agency” and French Quarter Management District officially domiciled at 400 N. Peters Street, Suite 206, New Orleans, LA 70130, 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, Acts of the 2024 Regular Legislative Session of the Louisiana Legislature, which were 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 447 contains a line item appropriation within the Agency’s budget for the benefit of French Quarter Management District of which the sum of **ONE MILLION TWO HUNDRED FIFTY THOUSAND & NO/100 (\$1,250,000) 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: Strengthen the District as a vital component of Louisiana’s tourism industry; aid in the preservation of the District’s architecture, quaint charm and tout ensemble; beautify the District’s appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality.

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with said Act of the 2024 Regular Legislative Session, if applicable and the Governor’s Executive Order JBE 2016 - 38 on accountability for line item appropriations; and is attached to this agreement and made 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:

1. Strengthen the District as a vital component of Louisiana's tourism industry; aid in the preservation of the District's architecture, quaint charm and tout ensemble; beautify the District's appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality.
2. Enhance public safety and sanitation within the district by financing supplemental safety and sanitation services as its board deems appropriate.
3. Provide supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as its board deems appropriate.
4. Engage in strategic planning, business and commercial development activities, administering capital improvement funds, and administering programs.
5. Take such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.

2.2 Deliverables: Specifically included, though not limited hereby, under the purposes, objects, and powers of the district are the following:

1. Financing supplemental safety and sanitation services.
2. Aid in the improvement on public safety through supplemental law enforcement.
3. Enhancing the district's walkability and pedestrian-friendly environment.
4. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism.
5. Facilitating parking and mobility planning, strategies, and management.
6. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies.
7. Facilitating lighting and signage upgrades, repairs, and replacements.
8. Recruiting public amenities and services.

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 attached to this agreement and made part thereof by reference. 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 the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31<sup>st</sup> of October for the quarter ending September 30, the 31<sup>st</sup> day of January for the quarter ending December 31, the 30<sup>th</sup> day of April for the quarter ending March 31, and the 15<sup>th</sup> 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 cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **ONE MILLION TWO HUNDRED FIFTY THOUSAND & NO/100 (\$1,250,000) 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 **Budget** attached as "Attachment B", 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. For public or quasi-public entities which are recipients under Acts of the 2024 Regular Legislative Session 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 use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury’s submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

**2.5 The recipient assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines “immediate family” as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1101 et seq.**

### **ARTICLE III** **CONTRACT MONITOR**

**3.1** The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

**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 deliverables;
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 **Goals** 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 Payment shall be made to the Contracting Party under the terms and conditions of one of the following plans (*Please check one*):

☐ \_\_\_\_\_ **PLAN A:** 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, 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.

☒ \_\_\_\_\_ **PLAN B:** One initial payment limited to no more than 50% of the total line item appropriation shall be made to the Contracting Party in advance of services being performed **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan), and the Cooperative Endeavor Agreement is approved by the Office of State Procurement or other delegated authority. The balance of the appropriation will be paid 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, 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. **Upon receipt of the 1<sup>st</sup> Quarter Progress and Cost Reports and approval thereof, the initial 50% payment will be applied and if such approved expenses exceed the initial payment, the difference will be forthcoming.**

☐ \_\_\_\_\_ **PLAN C:** Payment of 100% of the line item appropriation shall be made to the Contracting Party in advance of purchasing equipment or other similar expenditures **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan) indicating that there is no other source of funding available to make the purchase to satisfy the goals and objectives of the project, and the Cooperative Endeavor Agreement is approved by the Office of State Procurement or other delegated authority.

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. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as **Attachment F**, in addition to all other required submissions, for such 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, 2024 and June 30, 2025, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of State Procurement 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, 2025, MUST, under all circumstances, be received by the Agency no later than July 15, 2025, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

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 monthly 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. For public or quasi-public entities which are recipients under said Act of the 2024 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2025.

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 Louisiana Department of Revenue, Office of Debt Recovery 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 26-2092304.

DRAFT

**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 the 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 recipient 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 transferring 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 Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the 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 State Procurement, Division of Administration, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement.** This agreement may not be amended after the expiration date.

## **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, 2024 and shall terminate on June 30, 2025. Every effort

should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2025. There is no extension of the June 30, 2025 deadline without legislative action and approval.

**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 age, race, color, religion, sex, 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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**WITNESSES:**

**DEPARTMENT OF THE TREASURY  
STATE OF LOUISIANA**

\_\_\_\_\_

\_\_\_\_\_  
*Agency Head or designee*

\_\_\_\_\_

\_\_\_\_\_  
*Print Name and Title*

THUS DONE AND SIGNED AT \_\_\_\_\_, Louisiana on the \_\_\_\_ day, of \_\_\_\_\_, 20\_\_\_\_.

**WITNESSES:**

**Contracting Party**

\_\_\_\_\_

\_\_\_\_\_  
*Authorized Person*

\_\_\_\_\_

\_\_\_\_\_  
*Print Name and Title*

<p align="center"><b>ATTACHMENT A - PLAN</b></p> <p align="center"><b>2024 Regular Legislative Session      Schedule 20</b></p>	NAME OF CONTRACTING PARTY: French Quarter Management District
	NAME AND BRIEF NARRATIVE OF PROGRAM:  French Quarter Public Safety and Quality of Life Initiatives
<p><b>Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). <u>What are the goals, objective(s), expected outcomes/results for this program:</u></b> 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.</p>	
<p>1. Program Goal (<i>Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.</i>)</p> <p>Strengthen the District as a vital component of Louisiana’s tourism industry; aid in the preservation of the District’s architecture, quaint charm and tout ensemble; beautify the District’s appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality</p>	
<p>2. Program Objective(s) (<i>Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. <b>The program objective must include a percentage, a specific dollar amount or a number.</b></i>)</p> <ol style="list-style-type: none"> <li>1. Use approximately 50% for enhancing public safety and sanitation within the district by providing supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as the board deems appropriate.</li> <li>2. Use approximately 20% for engaging in strategic planning, business, and commercial development activities, administering capital improvement funds, and administering programs.</li> <li>3. Use approximately 30% to taking such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.</li> </ol>	
<p>3. Relevant Activity (Activities) (<i>An activity is a distinct subset of functions or services within a program to meet the Program Objective.</i>)</p> <p>Financing supplemental safety and sanitation services. Aid in the improvement on public safety through supplemental law enforcement. Enhancing the district's walkability and pedestrian-friendly environment. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism. Facilitating parking and mobility planning, strategies, and management. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies. Facilitating lighting and signage upgrades, repairs, and replacements. Recruiting public amenities and services.</p>	
<p>4. Performance Measure(s) (<i>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. <b>A Performance Measure must be designated as a percentage, a specific dollar amount or a number.</b></i>)</p> <ol style="list-style-type: none"> <li>1. Percentage used for enhancing public safety</li> <li>2. Percentage used for engaging in strategic planning, business, and commercial development activities</li> <li>3. Percentage used to enhance commercial, civic, and cultural activity within the district</li> </ol>	

**ATTACHMENT B**  
Page 1  
**Project Budget (2024-2025)**  
2024 Regular Legislative Session

Schedule 20

**French Quarter Management District**

**Anticipated Income or Revenue**

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

**Amounts**

1. State of Louisiana	\$1,250,000
2.	\$
3.	\$
Total all sources	\$

**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)	\$71,550	\$71,550
Related Benefits (Employer share)	\$19,004	\$19,004
Travel	\$	\$
Operating Services:		
Advertising	\$50,000	\$50,000
Printing	\$2,000	\$2,000
Insurance	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office and Grounds	\$	\$
Rentals	\$17,446	\$17,446
Software licensing	\$780	\$780
Dues and Subscriptions	\$	\$
Telephones and Internet Service	\$3,000	\$3,000
Postage	\$	\$
Utilities	\$1,000	\$1,000
Other	\$	\$
Office Supplies	\$2,000	\$2,000
Professional & Contract Services	\$984,745	\$984,745
(See Attachment B, Page 3)		
Other Charges (See Attachment B, Page 4)	\$98,475	\$98,475
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	\$1,250,000	\$1,250,000

*(Budget categories listed above reflect a typical budget and may be adjusted by the recipient, with prior agency approval, 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.



## ATTACHMENT B

Page 2

### Staffing Chart

2024 Regular Legislative Session

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Name	Title	Total Annual Salary Amount	Total Salary Paid by Appropriation		Related Benefits	Full time or Part Time # of months
			Amount	Percentage		
Michelle Courseault	Executive Director	\$112,000	\$16,800	15%	\$10,080	12 months
Shelby Ursu	Coordinator	\$65,000	\$9,750	15%	\$8,924	12 months
Robert Bejarano	Program Officer	\$45,000	\$45,000	100%	\$0	12 months
Totals		\$222,000	\$71,550		\$19,004	

## ATTACHMENT B

Page 3

### Schedule of Professional and Other Contract Services

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Public Safety Services	Supplemental POST Certified Patrols	\$ 509,745	\$509,745
Glass Half Full	Supplemental Sanitation	\$150,000	\$150,000
TBD	Infrastructure Improvements	\$325,000	\$325,000
Totals		\$984,745	\$984,745

**ATTACHMENT B**  
**Page 4**  
**Schedule of Other Charges**  
**2024 Regular Legislative Session**

**Schedule 20**

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount. Each use should be listed separately. Do not budget funds in Other Charges that can be placed in another expenditure category.		List dollar Amount for each use
1. Contingency for unexpected overages in contracts and costs		\$98,475
Total – Should agree with Attachment B, Page 1		\$98,475

# **ATTACHMENT B-SUPPLEMENT**

## **Business Plan**

### **Narrative Justification for Plan B or Plan C**

**2024 Regular Legislative Session**

**Schedule 20**

#### **French Quarter Management District**

The French Quarter Management District does not have the up-front funds to launch the Programs and therefore requests to use Option B to support cash flow to begin work promptly.

DRAFT

## ATTACHMENT C

**Progress Report for the Period of \_\_\_\_\_ to \_\_\_\_\_**  
**2024 Regular Legislative Session** **Schedule 20**  
*(To be submitted quarterly showing progress achieved. Duplicate pages as needed.)*

Name of Contracting Party: French Quarter Management District  
Contact Name: Michelle Courseault  
Telephone: (504) 323-5801

<b>Goal:</b> Strengthen the District as a vital component of Louisiana's tourism industry; aid in the preservation of the District's architecture, quaint charm and tout ensemble; beautify the District's appearance; improve public safety, foster quality experiences and quality of life within the District; and improve commercial and residential vitality	
<b>Objective(s):</b> 1. Use approximately 50% for enhancing public safety and sanitation within the district by providing supplemental resources for the enforcement of laws and regulations that relate to the quality of life for tourists, residents, and businesses within the district as the board deems appropriate. 2. Use approximately 20% for engaging in strategic planning, business, and commercial development activities, administering capital improvement funds, and administering programs. 3. Use approximately 30% to taking such actions as may be advisable to enhance commercial, civic, and cultural activity within the district, to promote and aid in the conservation and preservation of the district's quaint historic nature, character, qualities, and architecture, to foster quality events and quality of life in the district, to restore regional character to the district, to attract locals and tourists to visit the district, to facilitate and promote the development and improvement of public infrastructure within the district, and to encourage new residents to live in the district.	
<b>Activity(Activities) Performed:</b> Financing supplemental safety and sanitation services. Aid in the improvement on public safety through supplemental law enforcement. Enhancing the district's walkability and pedestrian-friendly environment. Revitalizing and nurturing cultural and historical features, preservation, and cultural tourism. Facilitating parking and mobility planning, strategies, and management. Improving commercial and residential vitality and developing and implementing commercial planning, marketing, and recruiting strategies. Facilitating lighting and signage upgrades, repairs, and replacements. Recruiting public amenities and services.	
<b>Performance Measure(s):</b> 1. Percentage used for enhancing public safety 2. Percentage used for engaging in strategic planning, business, and commercial development activities 3. Percentage used to enhance commercial, civic, and cultural activity within the district	<b>% complete</b> <b>1.</b> <b>2.</b> <b>3.</b>

***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

\_\_\_\_\_  
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.)*

**2024 Regular Legislative Session**

**Schedule 20**

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives \_

<b>Expense Category</b>	<b>Amount of Line Item Appropriation from Attachment B Page 1</b>	<b>Quarterly Expenditures</b>	<b>Total Cumulative Year to Date Expenditures</b>	<b>Balance Remaining</b>
Gross Salaries	\$71,550			
Related Benefits (employer share	\$19,004			
Travel				
Operating Services:				
Advertising	\$50,000			
Printing	\$2,000			
Insurance				
Maintenance of Equipment				
Maintenance of Office and Grounds				
Rentals	\$17,446			
Software licensing	\$780			
Dues and Subscriptions				
Telephones and Internet Service	\$3,000			
Postage				
Utilities	\$1,000			
Other				
Office Supplies	\$2,000			
Professional Services	\$984,745			
Other Charges	\$98,475			
Acquisitions & Major Repairs				
Totals	\$1,250,000	\$	\$	\$

**NOTE: A copy of the check and invoice/receipt for each expense must be submitted with this report.**

*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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**ATTACHMENT D-1**  
**Cost Report for the Period of \_\_\_\_\_ to \_\_\_\_\_**  
**2024 Regular Legislative Session**

Schedule 20

Name of Contracting Party: French Quarter Management District

Name of Program: French Quarter Public Safety and Quality of Life Initiatives

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

Name of Sub-contractor	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:				
Public Safety Services	\$509,745			
Glass Half Full	\$150,000			
TBD	\$325,000			
<b>Totals</b>	<b>\$984,745</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**NOTE: An Attachment E-1 must be submitted for any sub-contractor listed on this attachment. If the sub-contractor has not been determined, indicate "To Be Determined" in the appropriate column. No expenses will be allowed for a sub-contractor until an Attachment E-1 is completed.**

*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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**ATTACHMENT E**  
**Disclosure and Certification Statement**  
2024 Regular Legislative Session

Schedule 20

**Contracting Party Name:** French Quarter Management District

**Contractor's Mailing Address:** 400 N. Peters Street, Suite 206, New Orleans, LA 70130

**Name of Program:** French Quarter Public Safety and Quality of Life Initiatives

**Organization Type:** (Example: local government, non-profit, corporation, LLP, etc.) political subdivision

**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:** Michelle Courseault, Executive Director, Jane Cooper, Board Chair

**Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:**  
Michelle Courseault, Executive Director, Jane Cooper, 2025 Board Chair

**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 and the position held within the organization. Identify the official and the public position held.**  
N/A

☒ 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 COPY OF AUDIT 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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**ATTACHMENT E-1**



## **Disclosure and Certification Statement**

2024 Regular Legislative Session

Schedule 20

**Contracting Party Name:** French Quarter Management District

**Name of Program:** French Quarter Public Safety and Quality of Life Initiatives

**Sub-Contractor's Name:**

**Sub-Contractor's Mailing Address:**

**Organization Type:** (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 and 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. (ATTACH COPY OF AUDIT 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** (*Authorized person*)

\_\_\_\_\_  
**Print Name and Title**

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

DATE	HOUR		TERRITORY TRAVELED SHOW ALL POINTS VISITED	ODOMETER READING		MILE S TRAV .	SUBSISTENC E			TOLLS AND PARK.		OTHER EXPENSES	
							LODGING		MEALS				
		DEP.		ARR.	DEPART		ARRIV E			NO.	COST		TIP S
								</					

*(To be completed if travel expense category includes reimbursement of mileage, lodging, meals and tips.)*

**Signature of Authorized Person**

---

**Print Name and Title**

---

**Date**