
TERREBONNE PARISH COUNCIL

BUDGET AND FINANCE COMMITTEE

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In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Tammy E. Triggs, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

AGENDA

October 23, 2023
5:35 PM

Robert J. Bergeron Government Tower Building
8026 Main Street
2nd Floor Council Meeting Room
Houma, LA 70360

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. All comments must be addressed to the Council as a whole. Addressing individual Council Members or Staff is not allowed. Speakers should be courteous in their choice of words and actions and comments shall be limited to the issue and cannot involve individuals or staff related matters. Thank you.

ALL CELL PHONES AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING.

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

- 1. RESOLUTION:** Authorizing the Parish President to execute all documents and agreements required in the grants under the Community Development Block Grant Disaster Recovery program through the Restore Louisiana Infrastructure: FEMA Public Assistance nonfederal share match program.
- 2. RESOLUTION:** Authorizing the Parish President to sign all required documents necessary for the submission of the Year Four Head Start budget application of the 2021-2026 Five Year Grant Application to the Administration for Children and Families.

3. Introduce an ordinance to declare as surplus two tax properties adjudicated to the Terrebonne Parish Consolidated Government and to acquire authorization to dispose of said property in accordance with LA R.S. 47:2196; and calling a public hearing on said matters on Wednesday, November 15, 2023, at 6:30 p.m.
4. Introduce an Ordinance to amend the 2023 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters.
 - I. Group Insurance, \$2,405,469
 - II. Road Construction Fund, \$634,100
 - III. Office of Emergency Preparedness, \$3,200
 - IV. Animal Shelter, \$2,500
 - V. Bayou Country Sport Park Parking Lot, \$119,868
 - VI. Bayou Country Sports Park Complex, \$5,386
 - VII. Oyster Bed Surge Protection, \$5,455,744
 - VIII. Houma Police Department-Opioid Abatement, \$632,687and calling a public hearing on said matter on November 15, 2023, at 6:30 p.m.
5. To review the proposed 2024 Budget for the following funds/departments/agencies:
 - Terrebonne ARC
 - Parish President
 - Finance/Accounting
 - Finance/Customer Service
 - Legal Services
 - Planning Department/Admin/Zoning
 - Planning Department/Code Violation/Compliance
 - Planning Department/Museums
 - Planning Department/Marina
 - Coroner's Office
 - Publicity
 - Emergency Preparedness
 - Juvenile Detention Center
 - Recreation Department
 - Parks & Grounds
 - Airbase Splash Park
 - Police Department
 - Fire Department
 - Finance/Purchasing-Warehouse
 - Finance/Information Technology
6. Adjourn

Category Number:
Item Number:



Monday, October 23, 2023

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, October 23, 2023

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE



Monday, October 23, 2023

Item Title:

Local Match Grant Program

Item Summary:

RESOLUTION: Authorizing the Parish President to execute all documents and agreements required in the grants under the Community Development Block Grant Disaster Recovery program through the Restore Louisiana Infrastructure: FEMA Public Assistance nonfederal share match program.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	10/12/2023	Executive Summary
Resolution	10/12/2023	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Local Match Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution authorizing the Parish President to execute all documents and agreements required in the grants under the Community Development Block Grant Disaster Recovery program through the Restore Louisiana Infrastructure: FEMA Public Assistance nonfederal share match program

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE			
n/a			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL	<u>ESTIMATED</u>		
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)			
N/A	NO	YES	IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
	1	2	3	4	5	6	7	8	9

Signature s/Kandace M. Mauldin, CFO

Date 10/12/2023

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE ALL DOCUMENTS AND AGREEMENTS REQUIRED IN THE GRANTS UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROGRAM THROUGH THE RESTORE LOUISIANA INFRASTRUCTURE: FEMA PUBLIC ASSISTANCE NONFEDERAL SHARE MATCH PROGRAM

WHEREAS, TPCG has submitted an application for funding under the Louisiana Office of Community Development for the non-federal match; and

WHEREAS, Terrebonne Parish Consolidated Government (TPCG) has the legal authority and responsibility for the rebuilding and recovery of Terrebonne Parish (the "Parish"). Recovery and revitalization and building efforts of TPCG involve projects designed to provide resiliency against future flooding and other disasters; and

WHEREAS, the Department of Housing and Urban Development regulations require that TPCG certify that these activities for which CDBG funds are being requested are designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community, which are of recent origin, or which recently became urgent, and the Parish is unable to finance the activity on its own, and that no other funds are available

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, hereby certifies that the activities for which CDBG funds in the amount of \$3,155,029 are being requested for the TPCG Public Assistance Cost Share project are designed to provide the expeditious and effective recovery of public services in Louisiana.

BE IT FURTHER RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee) on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes the Parish President to enter into any and all required documentation for the administration of the program.



Monday, October 23, 2023

Item Title:

Head Start Year Four Budget Application

Item Summary:

RESOLUTION: Authorizing the Parish President to sign all required documents necessary for the submission of the Year Four Head Start budget application of the 2021-2026 Five Year Grant Application to the Administration for Children and Families.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	10/18/2023	Executive Summary
Resolution	10/18/2023	Resolution
Head Start Year Four Budget Application	10/18/2023	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Head Start Year Four Budget Application
PROJECT SUMMARY (200 WORDS OR LESS)
A resolution authorizing the Parish President to sign all required documents necessary for the submission of the Year Four Head Start budget application of the 2021-2026 Five Year Grant Application to the Administration for Children and Families.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)	
To provide comprehensive early childhood education services to low-income children and families.	
TOTAL EXPENDITURE	
\$2,049,690.00	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
<input checked="" type="radio"/> ACTUAL	<input type="radio"/> ESTIMATED
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)	
<input type="radio"/> N/A	<input type="radio"/> NO
<input checked="" type="radio"/> YES	<input type="radio"/> IF YES AMOUNT BUDGETED:
	\$2,049,690.00

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<input checked="" type="radio"/> PARISHWIDE	1	2	3	4	5	6	7	8	9

Kelli Karnado

Signature

10/18/2023

Date

Resolution

A resolution authorizing the Parish President to sign all required documents necessary for the submission of the Year Four Head Start budget application of the 2021-2026 Five Year Grant Application to the Administration for Children and Families.

WHEREAS, it is the mission of the Terrebonne Parish Head Start Program to provide comprehensive early childhood education services to low-income children and families; and

WHEREAS, it is required by the Administration for Children and Families that the 2024 application submission be approved by the Terrebonne Parish Council.

NOW THEREFORE BE IT RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government does hereby approve the Year Four budget application submission and authorize Parish President, Gordon E. Dove, to sign and submit the application to the Administration for Children and Families.

BE IT FURTHER RESOLVED that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government does hereby authorize the Parish President to sign the grant agreement associated with the Year Four application and any certifications, modifications, etc. that may be associated with the implementation of the agreement.

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Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Four

06CH011907

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Section I. Program Design and Approach to Service Delivery

Terrebonne Parish Consolidated Government continues to provide Head Start Services and has done so since 2004. In 2004, TPCG was awarded grantee status to provide Head Start programming without the partnership with the neighboring parish. Since Terrebonne Parish Consolidated Government has had the Head Start grant, program administrator and staff have worked with local community partners to ensure that the many needs of the children and families enrolled in the Head Start Program are met. A communitywide assessment is conducted as needed with revisions annually to determine programmatic needs. The Self Assessment is

conducted annually by staff in collaboration with administrators, parents and community as required by the Head Start Performance Standards. Based on findings from the Community and Self Assessments, strategic planning takes place to set goals to strengthen existing programming. Findings of the above-mentioned tools indicated needs in the following areas:

a.) Community Assessment

- Characteristics of the needs of dual language learning include the integration of all language during child programming hours, children building foundations in all language through phonemic awareness and overall language development, and programs providing equal access to all languages through program instruction. On the 2012 PIR, the grantee reported that no families were in the need for English as a Second Language training or support services. Since the Community Assessment was completed in 2013, there has been a steady growth in the numbers of families enrolling children who do not speak English. Program Staff must ensure that the need for English as a Second Language training and support services are in place.
- Terrebonne Parish, Louisiana exhibits a population in need for Head Start Programming for primarily three-year old children and their families in the areas of Houma, Schriever, and Gray. The community data indicates an extremely low population of eligible children in the Gibson area continuing to make a fully enrolled Head Start classroom very difficult to maintain. Based on zip code data trends, recruitment efforts must continue to be focused in the Gibson area to meet the funded enrollment for the one classroom designated for Head Start programming. Enrollment continues to be a challenge in this area of Terrebonne Parish.
- The Head Start grantee is serving a significant portion of Part B eligible children and well above the 10% Head Start Act requirement. Additional discussion through the interagency agreement with the Part B provider would benefit the Head Start grantee to ensure support and services in this natural environment.

- The community would benefit from information, education, and partnerships in health and mental health risk factors. The number of children with asthma is consistently above 20% of the total Head Start eligible children served by the grantee; however, additional Health Education is not documented. The availability of mental health services after referral is unknown and needs to be strengthened for future programming.

b.) Self-Assessment (2022 Fiscal Year)

- Health and Safety, specifically supervision of children will be improved to ensure the safety of all children enrolled in all ten classrooms.
- Ongoing Monitoring will improve in all aspects of the Head Start Program, specifically the Ongoing Monitoring plan will be reviewed and revised. New procedures have been put in place to ensure that more monitoring, training and support is given to all staff members in the area of Child Health and Safety.
- The plan for Reporting of Critical Incidents will be utilized and properly executed to ensure that all agencies are made aware of any critical issues that may have occurred within any of the Head Start classrooms. Revisions are done as needed to ensure that this procedure continues to be relevant and up to date.
- Improved Program Governance, specifically the recruitment of committed members.
- Improvement in CLASS Scores in Instructional Support.
- Improved Parent, Family, Community Engagement.
- Improved Fatherhood Engagement Activities.
- Data will be collected and analyzed for program improvement.
- Professional Development in the ChildPlus data system.

SUB-SECTION A: Goals

1.

Goal #1: To ensure that teachers will utilize developmentally appropriate practices and intentional teaching strategies in the classroom environment to promote optimal learning and development at all ages of development.

Objective 1: Provide professional development to teachers in areas of need as indicated by CLASS assessments, student data reports generated through Teaching Strategies Gold, and teacher surveys in accordance with areas indicated in Terrebonne Parish Head Start's school readiness goals.

Year 1: School readiness goals are well established and utilized in ensuring that classroom teachers follow best practices in classroom instruction. Data analysis is an essential part of the Terrebonne Parish Head Start Program. During its annual self-assessment, a careful examination of CLASS walkthroughs and child outcomes through GOLD system serves as documentation to set programmatic goals. Professional development for the year 2021-22 will include priority areas as indicated from this data in the areas of (Teaching Strategies GOLD Snapshot Report):

- Mathematics concepts
- Cognitive
- Language

With concentration of strategies in the areas of (CLASS INSTRUMENT and as indicated in teacher surveys):

- Concept Development
- Quality of Feedback
- Language Modeling

Year 2-5: In subsequent years,

- Continue to use CLASS Observations to examine needs of program.

- Utilize Teaching Strategies GOLD Snapshot Reports to analyze students' data to focus on student's needs.
- Collaborate with the local school system to utilize coaching on Teaching Strategies and CLASS.
- Compile teacher surveys requesting areas of need.
- Track performance of students as they enter kindergarten to monitor the impact of the Head Start Program.

Continued data collection from the CLASS Observation scores and Teaching Strategies Gold Outcomes reports is used to find any professional development needs; materials/supply needs as well as any changes are needed in the School Readiness plan.

Expected Outcomes for Goal #1:

- Class scores will be increased, especially in Instructional Support.
- Children's growth and progress towards kindergarten readiness will be increased.
- Teaching Staff will increase their skills and knowledge of what is required for School Readiness

Measured progress toward these goals will be documented by:

- CLASS Observation Summary Reports
- Teaching Strategies Gold Reports
- Coaching and mentoring efforts from Head Start and school board personnel
- Surveys
- Home Visit information
- Practice Based Coaching data

CLASS scores went down during the 2022-2023 school year. Due to Hurricane Ida , classrooms and centers were closed for a period time. There was a great deal teaching staff turnover during the school year which impacted CLASS scores overall. CLASS coaching, mentoring and

supports are in place to build the necessary skill sets for all new teaching staff members. All Centers have continued to have a “3 Star” rating on the louisianabelieves.com website.

At the conclusion of the Five-Year Grant, it is expected that all teaching staff members, including Assistant Teachers, will show an increased understanding of the CLASS process and an increase in scores. All of which will directly impact teacher/child interactions by improving quality. Improved teacher/child interactions will translate into improved child outcomes and the children transitioning to Preschool or Kindergarten will show all the School Readiness skills needed to succeed at the next level.

Goal #2

Head Start staff will work with families to identify appropriate practices that complement the stages of their developing child and to provide opportunities for parents to enhance their parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children. To utilize the PFCE Framework to assist parents in becoming advocates for their children and being actively engaged and empowered.

OBJECTIVE 1: Empower parents by providing information through literature, parent workshops and encouragement of actively volunteering in classroom setting to ensure they will become their child’s first teacher and advocate in response to the needs of their children.

Year 1: Offering some meetings in the evening will allow more participation of working parents and possibly increase participation of fathers. Parent meetings are held during the school day and do not accommodate working families. Parent meetings have been held during the school day and do not accommodate working families.

Year 2-5: Continue to develop and expand topics offered to parents in the areas showing the need for growth from data. Continue to expand partnerships with local agencies and providers to better serve children and families. Continue to offer Parenting Classes using the Parenting Curriculum (STEP/Preschool) for all families to have the opportunity to participate in to enhance parenting skills, discipline skills, etc.

Expected Outcomes for Goal #2:

- More participation in the Parent Committees from parents/guardians including fathers in the Head Start Program
- More parent volunteers in the classrooms
- More opportunities for families to get their needs met through expansion of partnerships

Measured progress toward these goals will be documented by:

- Parent Committee Sign-in Sheets
- Volunteer Sign-in Sheets
- Goals met on Partnerships as indicated on Program Information Report (PIR)

Parent Committee meetings continue to be an important component for our families. Many parents enjoy the opportunity to work with others to meet goals that they set at the beginning of the school year. Planning and implementing fund raising activities, field trips and other events offers parents opportunities to do create things for the children enrolled in each center. Work continues to build up each parent committee and to have consistent participation throughout the school year.

More Fatherhood activities will be planned at each center. These activities specifically target fathers to encourage their involvement with their child at school.

It is now possible for volunteers to come into the centers, but we continue to encourage volunteers to help in other ways. It is critical to include parents or guardians who would like to volunteer so that they will have a better understanding of what is involved.

To increase the success of the Family Partnership process, a monthly meeting will continue to be scheduled with the Family Involvement Specialist and the teaching staff members who also serve as family workers. This monthly meeting continues to be a great benefit for communication between all involved and the teaching staff members have a better understanding of the follow-up that must take place to assist the families to succeed in reaching the goals that they set on

their Family Partnership Agreement. Teaching staff members are required to call the families after the children leave for the day to touch base and to follow-up on the goals, to offer support, and to be an advocate for the family.

The use of the Child Plus data system has been increased to capture data on the success of families meeting the goals they set on their Family Partnership Agreements. This small change will be instrumental in successfully capturing all the successes our families have during the school year.

Goal #3: To increase Head Start Staff members ability to speak to English as a Second Language families, specifically Spanish speaking families to ensure that the communication is there to better serve the children and families.

Year 1: All teaching staff members in all centers will use the Rosetta Stone software to begin to learn Spanish. Interpreters will also be utilized until staff members are able to communicate on their own with Spanish speaking families.

Year 2-5: As new teaching staff members are hired; a focus will be made to ensure that dual language staff members are hired if possible.

Expected Outcomes for Goal #3:

- Better communication between staff and families
- More staff members in place who speak Spanish
- Staff will be better able to serve Spanish speaking families

Measured progress toward these goals will be documented by:

- Spanish speaking families will be better served by the Head Start Program because communication will be more understandable and their needs for their child will be met.
- Spanish speaking teaching staff members will have been hired to ensure better communication for Spanish speaking families.

The need for this goal continues to be shown as a need in the annual self-assessment done during 2023 Community Assessment that was recently completed. Terrebonne Parish continues to have an increase in the population of Hispanic families and the Head Start Program has increased enrollment of dual language children.

The ability to communicate in Spanish with the Hispanic families who do not speak English has increased by way of phone applications, but communication continues to be a challenge. Work will continue to recruit and hire full-time teaching staff members who are bilingual.

Goal #4: To collaborate with Terrebonne Parish School District's Special Education to coordinate services through agencies to ensure early intervention services for special populations.

Objective 1: Strengthen networks between Head Start and programs services children with disabilities prior to preschool age.

Year 1-5: Continue participation by Head Start staff members in the Regional Interagency Coordination Council for Region 3 to ensure that all children are being identified for early intervention in our area. Continue to build efforts to strengthen supports of families with children with disabilities.

Year 5: Analyze efforts to ensure that proper identification has been taking place over the period of the grant. Case Management meetings will each center to ensure full inclusion is scheduled prior to the start of the school year. Meetings with all providers and the parent/guardian are scheduled prior to the first day the child starts with Head Start as needed to ensure that any child with a disability is being served properly and fully. Revisit this to ensure early intervention has been offered appropriately across Terrebonne Parish.

Expected Outcomes for Goal #4:

- Early identification of children with disabilities
- Increase support for families with children with disabilities
- Continued partnership with all agencies who

Measured progress toward these goals will be documented by:

- Enrollment of children with disabilities
- PIR will show numbers of children served with disabilities.
- Transition reports

Terrebonne Parish Consolidated Government's Head Start Program continues to have a great relationship with Terrebonne Parish School District. Collaboration between the two agencies for children with special needs works seamlessly. Response to Intervention, referrals and specialists providing services in each of the classrooms is planned and implemented between the two agencies. Children with special needs can obtain the services they need onsite without issue.

2. Long Range Goals and Short-Term Objectives

Terrebonne Parish Consolidated Government's Head Start staff use information or data obtained through the annual self-assessment, community assessment as well as data from the CLASS Observations and Teaching Strategies Gold Child Outcomes reports to make decisions for planning.

3. School Readiness Goals for 2023-2024:

School Readiness goals will be based on the child outcomes data from the first check point in October 2023. The goals will cover all developmental areas including Social & Emotional, Perceptual Motor and Physical Development, Language and Literacy Development, Cognitive and Approaches to Learning.

Terrebonne Parish Consolidated Government's Head Start School Readiness plan is reviewed annually. The Education Specialist convenes a School Readiness committee meeting and invites Governing Board, Policy Council members, parents, community partners and all staff to attend. Each group has a voice in how the goals are chosen and developed.

After the annual review of the School Readiness Plan, it was determined that the process to develop the goals and objectives needed to be changed. It was determined that the goals needed to actually come from what story the data is showing and not just a list of goals from the child outcomes data collection system but from the actual growth or needs of the children at each check point. The first check point data is collected at the end of the first of October each year.

4. Program Impacts:

At the conclusion of the five-year grant period, it is the hope that if all goals and objectives have been met, Terrebonne Parish Head Start will have made the difference in the following areas:

- Increased child outcomes for all children transitioning to Preschool or Kindergarten. The data for all children will show that they have the skills needed to succeed at the next level based on the School Readiness goals and objectives.
- Parents and guardians will realize by their active participation in the Head Start Program, how important their role as their child's first teacher is and will continue to be active in their child's journey as life-long learners.
- Terrebonne Parish Head Start staff members will be better able to communicate with families who speak Spanish only either because they have learned with online software or through other means. Spanish speaking families will feel more comfortable communicating their needs with staff members and their children's needs will be met.
- Children with disabilities will be identified early and their needs will be met through a system of agencies and providers.
- The long-range planning indicated a change to include the need to hire staff members who speak Spanish so that staff members can better communicate with Spanish only speaking families.
- Progress will be made in growth areas indicated in the Self-Assessment Action plan completed in 2023 and years forward. Work towards more staff members being able to

communicate with Spanish speaking families will continue. Supporting teaching staff who work with children with severe behavioral issues is taking place in conjunction with Terrebonne Parish School District and with professional development. Use of the Head Start T/TA systems has been offered in this area and the information obtained is shared with all teaching staff members.

SUB-SECTION B: Service Delivery

1. Needs of Children and Families

a. Through a thorough review of community data as well as information from actual Head Start eligible children and their families, the following trends were revealed through the community assessment for Terrebonne Parish in the State of Louisiana:

1) Terrebonne Parish Louisiana exhibits a population in need for Head Start Programming for primarily three-year old children and their families in the areas of Houma, Schriever, Gibson and Gray. The lack of a wait list of children in the Gibson area continues to be an issue. A focused recruitment in this area of Terrebonne Parish continues.

2) The Head Start grantee is serving a significant portion of Part B eligible children and well above the 10% Head Start Act requirement. Additional discussion through the interagency agreement with the Part B provider will continue to be beneficial to ensure support and services in the natural environment of the Head Start classrooms.

3) The community would benefit from information, education, and partnerships in the area of health and mental health risk factors. The number of children with asthma is consistently above 20% of the total Head Start eligible children served by the grantee; however, additional Health Education is not documented. The availability of mental health services for young children has increased and the ability to refer families has been successful. This continues to be an area that must be strengthened, however.

4) The data collected for this community assessment was challenging in the areas of Part C, Part B, Foster Care, Child Abuse and Neglect, and Mental Health. The grantee's planning and service provision would be benefited from ongoing communication with community partners to share ideas and information. Interagency agreements are facilitated; however, implementation on data sharing is viewed as a challenge.

b. Health

Prenatal Care

Prenatal care is recognized as an important means of providing medical, nutritional, and educational interventions to reduce the risk of adverse pregnancy outcomes and to identify women at high risk for these outcomes. Women in prenatal care routinely receive tests for complete blood count and blood type, diabetes, syphilis, and other conditions. Newborn children are routinely tested for errors of inborn metabolism and other problems. Although these outcomes are rare, a positive test result triggers interventions that benefit both mother and child. Screening and testing undertaken as part of prenatal care has been responsible for substantial improvements in health and well-being. Beyond the positive effect on birth outcomes, prenatal care is a vital part of women's health care, as many women (particularly adolescents, minorities, and women of low socio-economic status) start wellbeing checkups only because of pregnancy.

Medical Insurance

Improving the well-being of mothers, infants, and children is an important public health goal for Head Start Programming. Their well-being determines the health of the next generation and can help predict future public health challenges for families, communities, and the health care system. The cognitive and physical development of infants and children are also influenced by the health, nutrition, and behaviors of their mothers during pregnancy and early childhood.

Nutrition

The three main factors that affect weight are: metabolism, food intake, and activity level. While some individuals may have underlying physical disorders that cause them to gain or lose too much weight, most people can control their weight by matching their food intake to their activity level. Even though an individual's Body Mass Index (BMI) is, for the most part, within his or her control, the percentage of people in the United States who are overweight or obese has been steadily and dramatically on the rise. Adult obesity in Louisiana rose from 16% in 1991 to 27% in 2004, with the largest jump seen in the 18- to 24-year-old age group. Subsequently, adult obesity has continued to rise to 33.9% in 2009, with the highest prevalence in the 55- to 64-year-old age group (39.2%). Being overweight and/or obese substantially increases the risk for hypertension, high cholesterol, type II diabetes (adult onset), heart disease, stroke, and various cancers.

Immunization

Vaccines are among the most effective and reliable methods to prevent and control disease. Every year, they prevent countless serious illnesses and thousands of possible deaths. About 100 million vaccine doses are given annually in the United States, most of them to infants and children as part of their routine immunization schedule.

Children are beneficiaries of the protection from infectious diseases that vaccines offer. While a few vaccines have prevented diseases from spreading, not all diseases have disappeared. The number of pertussis cases reported annually in Louisiana has ranged from 10 to 21 cases since 2000. The undocumented fear that receiving the vaccine will do harm to the child should clearly out way the effects of a child's inability to fight a harmful disease.

The Head Start Program was able to report a 100% success rate for children served on its 2022-2023 PIR school year.

Oral Health

Based on the 2006 Louisiana Health Report Card, recommendations for Oral Health included strengthening the fluoridation program infrastructure within Office of Public Health; provide education to the public, policy makers, and dentists regarding the status of optimal water fluoridation in Louisiana; and work with DHH Bureau of Health Services Financing to increase dental coverage for at-risk special-needs populations. Terrebonne Parish water report indicates 0.6 fluoride on average in Houma and 0.7 for Schriever. Recommendations are to maintain fluoride levels between 0.7 and 1.2.

The number of children who received preventative Dental Care since last year's PIR was reported was 127 children. In addition, 14 children were identified for needing additional dental treatment. 7 of the 14 of those children received the dental treatment recommended during the school year.

Disabilities

In the State of Louisiana, the provider of services for Part C eligible children and families is the Department of Health and Hospitals through a contract with the Office for Citizens with Developmental Disabilities. This change occurred in July of 2007 and the transition is still being complet

Early Steps is Louisiana's Early Intervention System under the Individuals with Disabilities Education Act, Part C. Early Steps provides services to families with infants and toddlers from birth to three years (36 months) who have a medical condition likely to result in a developmental delay, or who have developmental delays.

Physicians and other healthcare professionals are mandated by the Federal Part C law to refer to Early Steps children between the ages of birth to three with a suspected developmental

delay, and anyone may make a referral to Early Steps. Children with delays in cognitive, motor, vision, hearing, communication, social-emotional or adaptive development may also be eligible for services. If a child who fits any of these criteria, the Head Start Disability Manager refers the child to the System Point of Entry (SPOE) at Southern Louisiana Area Health Education Center.

The Part B program is facilitated by Pupil Appraisal in Terrebonne Parish School Board. The Grantee consistently enrolls children with signed Individual Education Plans into the program at the beginning of each year and identifying additional children thereafter.

Needs of Dual language learning:

Characteristics of the needs of dual language learning include the integration of all language during child programming hours, children building foundations in all language through phonemic awareness and overall language development, and programs providing equal access to all languages through program instruction.

Many families who are dual language learners have begun to enroll their children into the Head Start Program. The increase in dual language learners has been increasing each year. The total percentage of families who were dual language learners during the 2018-2019 school year was 8.6%. The need to accommodate the needs of the dual language learners and their families by adding teaching staff who speak Spanish continues to be a priority.

2. Service Area

The service areas in Terrebonne Parish that have been identified as showing the most need for Head Start services are listed below:

Gibson, LA (70356)

In 2010, there were 166 children under the age of five reported to live in this area. However, as the children grew older, it appears that families are moving out of this area. City

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data reflects up to a 22% decrease in children between the ages of 5 and 18 from 2009 to 2010. The population is most stable in families with very young children or in retirement age range. The community is supported by the Terrebonne parish School Board that provides a pre-k programming.

Houma (city)

Houma is a city in Terrebonne Parish, Louisiana, and the largest principal city of the Houma–Bayou Cane–Thibodaux Metropolitan Statistical Area. The city's powers of government have been absorbed by the parish, which is now run by the Terrebonne Parish Consolidated Government. The population was 33,727 at the 2010 census, an increase of 1,334 over the 2000 tabulation of 32,393. The city is nearly two thirds white.

The median income for a household in the city in 2010 was \$34,471, and the median income for a family was \$40,679. Males had a median income of \$35,897 versus \$22,202 for females. The per capita income for the city was \$17,720. About 16.4% of families and 20.8% of the population were below the poverty line, including 30.7% of those under age 18 and 17.3% of those ages 65 or over.

Population in 2011: 33,731. Population changes since 2000: +4.1%

White alone - 21,658 (64.2%)

Black alone - 8,196 (24.3%)

Hispanic - 1,626 (4.8%)

American Indian alone - 1,312 (3.9%)

Two or more races - 543 (1.6%)

Asian alone - 340 (1.0%)

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Other race alone - 32 (0.09%)

Native Hawaiian and Other Pacific Islander alone - 20 (0.06%)

Percentage of residents living in poverty in 2009: 16.4%

(8.7% for White Non-Hispanic residents, 34.5% for Black residents, 14.2% for Hispanic or Latino residents, 32.0% for American Indian residents, 16.0% for other race residents, 22.9% for two or more races residents)

The zip codes in Houma include 70360, 70361, 70363 and 70364. After reviewing data by zip code, there appears to be a shift in populations for children ages 5-18 out of the 70363-zip code. In addition, the 70360 zip code had fewer tax returns reported at a gross income of less than \$25,000.

Schriever, LA (70395)

The demographics in this area are reported to be a majority of white individuals who are married and possess a high school diploma. These persons hold employment in construction, oil/gas, or manufacturing. The percentage of residents living in poverty in 2009 was 15.2% which was an increase of 2.4% since 2000. The demographics of this sub-population include 12.9% for White Non-Hispanic residents, 26.9% for Black residents, 0.0% for Hispanic or Latino residents, and 0.0% for two or more races residents.

There were 2,000 households out of which 41.9% had children under the age of 18 living with them, 61.0% were married couples living together, 14.1% had a female householder with no husband present, and 20.9% were non-families. 16.1% of all households were made up of individuals and 6.0% had someone living alone who was 65 years of age or older. The average household size was 2.94 and the average family size was 3.29.

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In the area the population was spread out with 29.6% under the age of 18, 11.4% from 18 to 24, 30.6% from 25 to 44, 20.4% from 45 to 64, and 8.0% who were 65 years of age or older. The median age was 32 years. For every 100 females there were 94.8 males. For every 100 females aged 18 and over, there were 93.6 males.

The median income for a household in the CDP was \$38,884, and the median income for a family was \$42,982. Males had a median income of \$33,338 versus \$21,477 for females. The per capita income for the CDP was \$14,449. About 10.0% of families and 12.8% of the population were below the poverty line, including 15.2% of those under age 18 and 12.2% of those ages 65 or over.

Gray, LA (70359)

The median income for a household in 2000 was \$28,517, and the median income for a family was \$35,727. Males had a median income of \$31,827 versus \$19,792 for females. The per capita income for the CDP was \$12,676. About 21.4% of families and 23.7% of the population were below the poverty line, including 34.1% of those under age 18 and 14.3% of those ages 65 or over. By 2010, the population has increased by 12.6%. Percentage of residents living in poverty in 2009 was 24.1% (9.2% for White Non-Hispanic residents, 40.7% for Black residents, 0.0% for Hispanic or Latino residents, 29.7% for American Indian residents, 0.0% for other race residents, 67.6% for two or more races residents). There was a reported increase in children birth to five by 33.77% from 2000 to 2010.

There are no proposed changes to any of the areas that are currently served by Terrebonne Parish Consolidated Government's Head Start program at this time.

3. & 4. Justification of Proposed Funded Enrollment and Program Options:

a. Terrebonne Parish Consolidated Government chooses to provide a center-based, full day, partial- year option for the children and families. In conjunction with the Terrebonne Parish

School District, the center-based choice is the option felt to provide the most opportunities for the children enrolled to build all the skills needed to be Prekindergarten or Kindergarten ready when they leave Head Start.

Head Start children attend class each day of the week during the school year for six and half hours per day. This time frame allows the teaching staff to afford the most opportunity for learning during the morning time, factoring in time for required meals as well as a “nap time” for the children. Programming is scheduled from 8:30 am to 3:00 pm each day.

Terrebonne Parish Consolidated Government’s Head Start Program opts for providing services during a traditional school year (August to May) or as a partial year. This option is elected due to the availability of food service through the local school district.

b. Special Situation: Enrollment Reduction or Expansion

Terrebonne Parish Consolidated Government is not considering expansion or reduction of funded enrollment since last year. It is proposed that this program continue servicing 170 children and families in the current locations that are listed in 2. Service Area.

5. Centers and Facilities:

Terrebonne Parish as a whole, has been devastated by Hurricane Ida. Four out of five of the Head Start centers were damaged. Repairs and remediation are taking place at this time so that all centers can reopen to serve the children and families. Currently, three out of five centers are open. More information regarding the timeline for reopening will be forthcoming.

a. The locations that have been in use for many years continue to provide services to the neediest families in the areas chosen. These locations have been in the areas that the data shows that have most families in need based on income eligibility guidelines.

b. The staff members are trained annually and as needed to ensure that they can meet the health and safety needs of the children enrolled in the Head Start Program. Training requirements through the Louisiana Department of Education's Early Learning Licensing Regulations, the Louisiana Office of Public Health and the State Fire Marshal's office are used to ensure that all staff members have the knowledge of the guidelines and procedures to keep all children safe within the facilities, playground areas, on field trips and in Head Start vehicles.

Policies and procedures are in place and are reviewed by all staff annually and as needed to ensure that everyone is prepared to handle situations that may arise daily or in an emergency.

The facilities used also meet the guidelines through the Louisiana Department of Education's Early Learning Licensing Regulations, the Louisiana Office of Public Health, and the State Fire Marshal's office to ensure the health and safety of the children enrolled in the Head Start Program. The facilities used by the Head Start Program are inspected annually by all three State Agencies to ensure that staff members are following all regulations.

6. Recruitment and Selection:

The recruitment strategies used to ensure that services are provided to children and families in the greatest need begin with the selection criteria use by the Head Start Program. The Selection Criteria Committee reviews the criteria used in the past to select the neediest of the needy in Terrebonne Parish and those children and families recently selected. If the PIR data shows that any family issues have changed then the criteria used changes. For example, during a recent school year, the PIR data showed that great grandparents were raising children. More points were given to this type of family because of their need for assistance.

Recruitment of children and families begins in their communities. Flyers are mailed out, posted at local stores and staff members have gone door to door to introduce the program to families in the areas that are low-income areas that have the greatest need.

During the spring of 2020, the Head Start Program began working with the ACT III Network that includes all publically funded preschool programs and childcare centers that receive Child Care Assistance Payments through the Louisiana Department of Education to recruit and enroll families together so that all families have the chance to have their child placed in the best childcare or preschool option that meets their needs. There will be one application for families to fill out to apply for any of the publically funded preschool or childcare centers. The application is no longer done online but is offered along with the Head Start application.

In partnership with Terrebonne Parish School District, Head Start staff members work to identify any need that the children have that may require an evaluation. Response to Intervention tactics that are used to first work with the child to build skills and if needed, a referral is made to the local school board for evaluation. The Head Start Program does not have any issue with meeting the 10% requirement to work with children with disabilities. Currently, the percentage of children with disabilities enrolled in the Head Start Program is 20.53% (23 children) and several children have been-identified and referred for further evaluation by school board staff.

7. Transportation:

There are a small percentage of families who struggle with transporting their children to and from the Head Start centers. Families find a way to work out getting their child to and from school each day. Family Involvement staff members assist families with identifying ways to ensure that all children can attend Head Start. Some of these ways are to connect families with other families who live in the same area to carpool or to share information on the bus routes in their area. Terrebonne Parish Consolidated Government's Head Start Program continues to not have the funds to provide transportation.

8. Educational Services:

a. The Head Start Program currently has two Lead Teachers in the seven classrooms that have the appropriate degree and experience in Early Childhood Education and are trained to use the Creative Curriculum. The five other Lead Teacher have or are in the process of enrolling in a degree program that will lead to an Associate's degree in Early Childhood Education. Waivers have been requested for four out of the five Lead Teachers. Each Lead Teacher uses the Creative Curriculum, child outcomes data, and information from the parents to design a learning plan for each child in their classroom. Other data such as the Brigance assessment and observations are used to track and ensure that all children meet their individual goals as well as meet the School Readiness Goals as outlined in Sub-Section C.

8. Health:

a. Head Start staff members begin working with parents and guardians during the first meeting to request that their child receives a physical and dental exam from their medical and dental providers. If the parent or guardian does not have a medical or dental home, information is given to them, and assistance is provided to make the necessary appointments. Transportation is also provided if needed to ensure that the health needs are met.

Head Start staff members share with parents and guardians during the first home visit and orientation that all children will brush their teeth daily. The toothbrushes and toothpaste are provided to all children by the program. Oral health is also included in the curriculum planning so that not only are the children brushing their teeth, but they are also exposed to good information at their developmental level on the benefits of having good oral health.

The Head Start Program participates in the Child and Adult Care Food Program through the Department of Education's Division of Nutrition. Following the guidelines of the CACFP and by contracting with a local Dietician, the Head Start Program ensures that the meals

provided to the children enrolled meet the USDA requirements. Terrebonne Parish Consolidated Government contracts with the local school district to provide meals for the children at all five centers.

b. As parents and guardians submit their child's dental and physical forms to the Health Specialist, these forms are reviewed to find out if any concerns were noted. If so, the Health Specialist follows up with the parents and guardians to find out if the necessary appointments were made and to help with the follow-up appointments if needed. The Health Specialist uploads all the data on each dental and physical form into the tracking software and runs a report monthly and as needed to track whether the parent or guardian has completed the follow up appointments. All the follow-up appointments are within the mandated timelines. If needed, transportation to follow up appointments is available.

9. Family Services and Social Services:

a. During the initial home visit, family workers introduce the parents and guardians to the Family Partnership Process. Parents and guardians, who choose to participate in the Family Partnership Process, list the goals and priorities for their family. Once the family workers review the Family Partnership Agreement with the family, they share the necessary information with the family to assist them in meeting their goal. For example, if a family is looking for low-income housing, the family worker shares a list of options in Terrebonne Parish. The Family worker will help such as help with phone calls, etc. to support the parent or guardian to meet their goal of finding low-income housing. Periodically, the family worker will call or talk with the parent or guardian to find out the status of finding low-income housing and help as needed.

At parent committee meetings, the Family Involvement Specialist invites the agencies and providers that partner with the Head Start Program to share information on what their program provides. The Family Involvement Specialist surveys the parents and guardians to find out what topics they are interested in hearing about as well as reviews the Family Partnership

agreements to choose those providers who can share information that might best meet the parents and guardians' goals.

b. Teaching staff members are included in the parent committee meeting so that they can share what activities will be going on in the classrooms during the next few weeks or months. Parents and guardians are invited to volunteer in the classrooms to assist teaching staff and are invited to participate in center wide activities such as Fall Fest or other holiday celebrations.

The teaching staff members act as the family workers so that the relationship between staff and families could grow in a meaningful way. The teacher/family worker can not only discuss the child's growth and development in the classroom, but she can also follow up with the parent to find out how the status of meeting the goals set on the Family Partnership agreement.

c. Each teacher/family worker is assigned half of the classroom's families on his or her caseload. There are 17 children enrolled in each classroom. This low caseload number allows for the opportunity to build deeper relationships with parents and guardians.

During the first home visit, the teacher/family workers have conversations with each parent or guardian to find out what their needs or priorities are for themselves, their children, and their family. These initial conversations or assessments help the teacher/family worker determine the approach that will be used to assist the family to meet the goals they choose to put on the Family Partnership Agreement.

d. To facilitate parent participation, program events, parent committee meetings, program committee meetings are offered at times that are most convenient to the families. The parents and guardians at each center choose the time and date of the parent committee. Transportation and babysitting are offered for Policy Council members so that their participation is supported. To get parent/guardian participation, the Health Services Advisory Committee meets at a time that best meets the family's needs.

e. To ensure that the program has the maximum child attendance, procedures are in place so that the teaching staff informs the Family Involvement Specialist as soon as a concern with attendance arises. A weekly meeting is held with the ERSEA Specialist, Family Involvement Specialist, and the Head Start Administrator. The Family Involvement Specialist reviews the weekly absentee report and contacts each Lead Teacher to find out the status of attendance. If needed, a meeting with the parent or guardian takes place to find out what the issues may be blocking attendance and assistance is offered. If no contact is available, a home visit is made by the Family Involvement Specialist and the Teacher/family worker assigned to the family. Support to find out what the issue is for the lack of attendance and support is given to the family so that the child's attendance increases.

10. Terrebonne Parish Consolidated Government does not provide Early Head Start services.

11. Transition:

b. On an annual basis, Head Start staff members arrange for a Transition visit for each child to the elementary school that they will be attending Preschool or Kindergarten during the next school year. The Transition visit includes meeting the Principal, Master Teacher, and other staff members. Head Start children visit Preschool or Kindergarten classrooms, walk through the classes to meet the Preschool or Kindergarten Teachers and if possible, can participate in a small or large group activity with the other children currently enrolled in the class. While present at the elementary schools, Preschool Teaching staff members meet with the Head Start parents and guardians to share information on what to expect when they enroll their children in the preschool or kindergarten classes.

c. Early Head Start services are not provided but if a parent or guardian chooses to transfer their child from one Head Start classroom to another during the school year, assistance with that move is given to the child and family to make the move as smooth and stress free as possible.

12. Coordination:

a. The Head Start Program is a partner in the ACT III Network (Early Start) in Terrebonne Parish. The other partners include public preschool programs and private childcare centers who receive Child Care Assistance Payments (CCAP). Through the network, training and technical assistance has been provided to increase the quality of early childhood services that include information on increasing capacity for the teachers in the classrooms, health, and developmental services.

The regional Resource and Referral agency is also working with the network partners to increase capacity in using the CLASS observation instrument, Teaching Strategies Gold, and curriculum.

b. The Head Start Program has a Memorandum of Understanding with both the local school district (Part C) and the Early Steps Program (Part B) to ensure that any child with disabilities is served in the most appropriate setting.

The MOU with the Early Steps Program is in place to ensure that any child who reaches the age of three years is referred to the Head Start Program for placement. Applications are provided to Early Steps staff members to share with families who are ready for their child to transition out of the program and into another appropriate educational setting. A Head Start staff member attends the quarterly Regional Interagency Coordination Council meeting to ensure collaboration and communication between agencies.

The Head Start Program has an Interagency Agreement with Terrebonne Parish School District to ensure that referrals are received and processed and that services to children enrolled in the Head Start Program who have Individual Education Plans receive the services on site at the five Head Start centers. The interagency agreement also includes a partnership for sharing

professional development opportunities for both Head Start and school district staff members to continue to build capacity amongst teaching staff working with children with disabilities.

Once a Head Start teaching staff member identifies a child who may need early intervention, an intervention plan is created and started with the child. If those interventions fail the teaching staff informs their supervisor and the child's needs are discussed at a case staffing meeting. If the case staffing committee members feel that more assistance is needed, a referral will be made to the local school system. First, the family is contacted by the Disabilities Specialist to discuss the concern and to fill out the referral packet. The packet is sent to the Pupil Appraisal office within the Special Education division of the local school district. A screening is scheduled and if needed a full evaluation is completed on the child by school board staff. An IEP is then completed and is shared with the appropriate Head Start staff members so that those staff members know what services are being offered and to incorporate the child's needs into the individual plan created by Head Start teaching staff members for that child.

SUB-SECTION C: Approach to School Readiness

There are no changes in this section.

1. Child Assessment Data

- a. The child assessment tool that is used for the initial developmental screening is the Brigance Early Childhood screening tool. This screening tool is used because it has shown success in identifying developmental delays in language, motor, self-help, and the social emotional area of development. This initial screening tool was chosen because it best fit the children enrolled in the Head Start program.
- b. The data obtained from the Brigance screening tool and from Teaching Strategies Gold are used to develop each child's individual program plan and used to track child outcomes. Data is also used to ensure that all School Readiness goals/objectives are met

for the Head Start Program. Data is used to look at trends in the classrooms, centers, and the program for professional development needs of the teaching staff.

Child Outcomes data is obtained and inputted into Teaching Strategies Gold three times per school year. Teaching staff upload daily observations into the data system to show growth and/or to see the needs of the children on an ongoing basis. If a child has met his or her goals, then the teacher adds more to his/her plan. If the child shows that he/she is struggling with a particular goal, then the teacher may adjust the goals to help the child master it.

- c.
 - i. The Child Outcomes data along with data obtained from the Concepts of Print and daily observations are used to track the Head Start Program's progress towards meeting the goals and objectives on the School Readiness and PFCE Plans. Adjustments in the classrooms and program planning/procedures are made as needed to ensure that goals and objectives are met.
 - ii. Data is shared with parents, Policy Council members, Governing Board, and the community in several ways. Committee meetings are scheduled to share the information directly with the parents. The data is shared with the Policy Council and Governing Board in the monthly packets and the data is posted on the Head Start link that is on the TPCG website (www.tpcg.org).
 - iii. Data is used for constant improvement in all areas of the Head Start program. Child assessment data collected and data from the annual Program Information Report, self assessment, CLASS scores, community assessment, parent surveys and more is used to improve the outcomes for the children and families enrolled. Annually, each content area plan is reviewed and revised as needed. The data from the reports mentioned above are used for program improvement and staff development.

- d. All staff members involved in the use of assessment tools, data collection, data input and reporting are trained and retrained as needed to ensure the fidelity of assessment tools are maintained. Ongoing monitoring of the staff members who use the various assessment tools are requested to participate in a training session on an annual basis to ensure that each one is using the tool appropriately and without bias. Double coding is and will continue to be performed as necessary to ensure that the assessor is completing assessments properly.
2. Curriculum:
 - a. The Creative Curriculum for Preschoolers is the curriculum used by the Head Start Program. The curriculum was chosen because it best meets the developmental needs of the three and four-year old children enrolled in the program. It is rich in the language and literacy components, and it incorporates the cultural needs of the children and families who participate in the Head Start Program.
 - b. The Creative Curriculum is incorporated fully into Teaching Strategies Gold. As the teaching staff members identify the needs of the child, Teaching Strategies Gold offers suggestions to build the skills to meet the goals that come directly out of the curriculum.
 - c. The curriculum is aligned with the Head Start Child Development and Early Learning Framework and the Louisiana Early Learning Guidelines. Having a curriculum that aligns with the Head Start Child Development and Early Learning Framework and the state guidelines ensures that the Head Start Program has a tool that will ensure that the children enrolled will meet the school readiness goals they need to succeed when they transition to Preschool or Kindergarten.

3. Staff-Child Interaction Observation Tools:

a. The Head Start Program uses the CLASS Observation tool to ensure that the most appropriate teacher/child interactions are occurring in each of the ten classrooms.

b. The scores obtained from the observations conducted using the CLASS Observation instrument are used for constant program improvement.

c. The data obtained from the CLASS scores is used to drive professional growth. As each observation is completed on each Lead teacher, a debriefing is held with the Lead teacher and CLASS observer. Scores are not shared at that debrief, but information on areas of strength and areas for growth are shared. If necessary, an action plan is set up for the Lead Teacher to build the skills for growth.

CLASS scores are also used to look at the program as a whole. When an observation is completed, it is just a snapshot of one day in that classroom and of the Lead teacher. The data is used to improve the skills of all staff.

d. The Head Start Program now has five Reliable CLASS Observers on staff. Annually, each Reliable CLASS observer must retake the CLASS Reliability test and score a certain score to maintain her status as a Reliable CLASS Observer. This is mandated through Teachstone, Inc. Funding and training are made available to these Reliable CLASS Observers to ensure that they maintain the proper understanding of the CLASS tool. Calibration for all observers is done twice per year through the Louisiana Department of Education as well.

SUB-SECTION D: Parent, Family and Community Engagement

There are no changes in this section.

1. Families are included in every aspect of the goal setting process so that the goals and objectives that are identified are their own. During the initial home visit, families meet with the Teacher/Family Worker who offers the opportunity for the family to participate in the Family Partnership Process. The process is explained to the family and if the family chooses to participate, a conversation takes place with the Teacher/Family worker to identify the family's priorities. These priorities are then discussed to set up the goals and objectives to meet these priorities.

As the relationship develops, the Family workers learn the best approach to use with the family. Some families need more assistance than others. The Social Services Specialist assists the Teacher/Family Worker in sharing information on where the family can get the assistance, they need to meet the goal. Phone numbers, addresses, contact names and more are given to the families. Each week, the teaching staff/family workers touch base with the family to find out the status of meeting the goals and to find out if more assistance is needed. This continues until the goal is met.

Head Start staff members, including parents and teaching staff, are currently working on an Action Plan that includes data collected that has been used to target outcome areas that the group wants to target to increase growth. All Head Start staff must be included in the decision-making process in choosing goals/objectives or priorities for any action plan to have success.

2. With the assistance of the Head Start T/TA Early Childhood Specialist, the Head Start staff used the Integrating Strategies for Program Progress (ISPP) to increase engagement with all staff members in the Head Start Parent, Family, and Community Engagement Framework. The ISPP will be completed by parents and all staff members. This tool was used to identify outcome

areas that need growth. Goals and objectives will be set by the group for each outcome to develop stronger family outcomes. This work is in progress. A PFCE Action Plan has also been developed to pinpoint specific areas to target to assist families. Use of the PFCE Action plan began at the start of the 2020-2021 school year.

3. Data collected from the Family Partnership Agreements and parent surveys will be used along with PIR data to support goals and objectives in the School Readiness and PFCE Plan. The data collected on family progress will be analyzed by Head Start staff and parents to assist in determining the goals and objectives program wide but also for individual children.

SUB-SECTION E: Governance, Organizational and Management Structures, and Ongoing

There are no changes in this area.

Oversight

1. The Governing Board of Terrebonne Parish Consolidated Government is the local Parish Council.

a. b. c. Governing Board (Parish Council) members have no financial conflicts of interest with the Head Start Program. Members do not receive any compensation for directly providing services for the Head Start program and there are no family members of Governing Board members employed by the grantee who work for the Head Start Program.

The Parish Council members (Governing Board) are elected officials. In Section 642 ©(B-D) of the Head Start Act, (v) “Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment”.

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2. a. Once the grantee received the funding to operate the Head Start Program, the formal structure for program governance was established with the Governing Board. It is understood that the Governing Board that it has the legal and fiscal responsibility of the Head Start program. Oversight of the quality of services has been given to grantee staff within the Housing and Human Services Department of Terrebonne Parish Consolidated Government. The oversight of the services falls to the Director of the Housing and Human Services Department and the Head Start Administrator. The financial structure of Terrebonne Parish Consolidated Government allows for proper accountability of the Federal funds for the Head Start Program.

b. The Head Start Administrator is responsible for monthly reporting of information including expenditures, credit card expenses and program planning. The Policy Council and Governing Board members receive a monthly packet that includes the Policy Council agenda, supporting documentation, monthly expenditures with credit card expenses listed in a special document for checks and balances.

c. The Governing Board chooses and approves the auditor and the annual audit report. The Chief Fiscal Officer may make a recommendation to the Governing Board on options for the official Parish Auditor, but the ultimate approval comes from the Governing Board.

d. Policy Council members are included in every aspect of the planning and decision-making process within the Head Start Program. Policy Council members are included in all planning committees, i.e., Education/Transition Committee, Health Services Advisory Committee, and School Readiness/PFCE Committee among many. Work at the committee level is brought to the Policy Council for their approval and then sent to the Governing Board.

e. Representatives on the Policy Council are chosen from the community and from the Head Start Centers. The five Head Start centers are located throughout the community and serve families who live in those very diverse communities.

f. Overall agency priorities and operational systems are set by the Head Start Administrator with the assistance of the Housing and Human Services Director. Monitoring of the systems of the Head Start Program falls to the Head Start Administrator. Systems are in place to conduct daily, weekly, monthly, annual review of program systems. Management staff members continue to work in conjunction with leadership to provide ongoing monitoring that ultimately ensures that quality services are provided in a safe and healthy environment to all children and families enrolled in the Head Start Program.

g. The Community Assessment, Self-Assessment, ongoing monitoring, and outcomes-based evaluation is done with the leadership of the Head Start Administrator. Planning for completion and analysis of the data collected is set in program plans as outlined in the Head Start Performance Standards and the Head Start Act. All data collected is used to evaluate the quality of the services provided so that constant improvement is possible.

3. There has been no delegation of responsibilities of any advisory committees by the Governing Board.

4. There are five Head Start Centers within Terrebonne Parish Consolidated Government's Head Start Program. Each center is representative of the community where it is located. One Parent Representative and one Parent Alternate Representative is elected to represent the center on the Policy Council. The Parent Representative and Alternate Representatives are elected by their peers at the Parent Committee at each Head Start Center.

There are three Community Representatives on the Policy Council. One Community Representative is a Parish Council member who is appointed by the Chairperson of the Governing Board. The two other Community Representatives are elected by the Parent Representatives of the Parish Council.

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5. Included in the attachments is a copy the organizational chart for the Head Start Program. The Housing and Human Services Director manages the state and federal grants related to human services. The Head Start Administrator is responsible for the total operation of the Head Start Program and reports to the Housing and Human Services Director. There are five Program Specialists who are responsible for their assigned content areas and each Program Specialist reports to the Head Start Administrator. The Program Specialists include an Education Specialist, Social Services Specialist, Community Outreach Specialist, Health Specialist, and a Nutrition Specialist.

6. Terrebonne Parish Consolidated Government hiring process for Head Start employees begins with a drug screen and a criminal background check. The criminal background check is obtained through the Louisiana State Police. Once the criminal background check has been completed, the applicant is sent to receive a physical and a tuberculosis screening. Each employee receives an updated physical every three years as is required by the Louisiana Department of Education Early Learning Center Licensing Regulations. Each Program Specialist has a tracking system for ensuring that their subordinates are up to date on their physicals. Human Resource staff will arrange for the employee to receive the physical through the medical provider contracted through Terrebonne Parish Consolidated Government.

7. An organizational chart is in place to ensure that quality services are delivered to the children and families enrolled in the Head Start Program. There is an Ongoing Monitoring plan that all management staff follow to ensure that quality services and the children are served in a safe and healthy environment.

Head Start Administrator

The Head Start Administrator has a bachelor's degree in Home Economics, major focus was Child Development. The Head Start Administrator has been employed by the grantee for twenty-two years and has thirty-six years of experience working with children and families.

Education Specialist

The Education Specialist has a bachelor's degree in Family and Consumer Science/Child and Family Relations. She also has an associate degree in Early Childhood Education. She has been employed by the grantee for twelve years and has sixteen years experience working with children and families. She has seven teaching experience in preschool classrooms. She is a CLASS Reliable Observer. The Education Specialist is responsible for the training needs for the education staff and is a Pathways approved trainer.

Health, Mental Health, Disabilities Specialist

The Health Specialist has a bachelor's degree in Early Childhood Education. She has been employed by the grantee for twelve years. The Health Specialist was recently hired to replace the Health Specialist who retired. The grantee contracts with a Mental Health professional to provide the classroom observations that are required through the Head Start Performance Standards.

Disabilities Specialist

The Disabilities Specialist has a bachelor's degree in Child and Family Development and is a Registered Behavioral Technician. She has eleven years' experience in the field of Early Childhood Education. Disabilities services are coordinated with the local education agency to ensure access for the children and families. This Specialist tracks the health and dental needs of the children and assists the families with referrals as needed.

Community Outreach Specialist

The Community Outreach Specialist is responsible for Eligibility, Recruitment, Selections, Enrollment and Attendance. She has been employed by the grantee for eighteen years and many years of experience working with children and families as a preschool teacher. The

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Community Outreach Specialist is also responsible for ensuring that the program is connected to all appropriate partnering agencies so that the children and families have easy access to services they need in Terrebonne Parish.

Family Involvement Specialist

The Family Involvement Specialist is responsible for all the Parent, Family, and Community Engagement and parent involvement activities. She supervises the family workers (teaching staff) to ensure that every family has been offered the opportunity to participate in the Family Partnership Agreement process and to be an active participant in the Head Start Program. She is in her second year as the Family Involvement Specialist and has eleven plus years of experience working with families. She has a

Nutrition Specialist

The Nutrition Specialist is responsible for oversight of the Child and Adult Care Food Program. She supervises six Food Service Technicians. The grantee contracts with the local education agency for meals. The Nutrition Specialist has been employed by the grantee for sixteen years and has been in her current position for thirteen years. The Nutrition Specialist is responsible for ensuring that all food service workers receive the required training and are following all Head Start, Health Department and Child and Adult Care Food Program guidelines.

Fiscal Staff

Fiscal staff are hired and employed by the grantee. These employees are not Head Start employees who only work for the Head Start Program for a small percentage of time. The grantee ensures that these employees have the qualifications and experience needed.

8. Comprehensive services that include facilitating effective teacher-child interactions will be provide by teaching staff by implementation of the CLASS tool, Second Step Early Learning,

and Teaching Strategies Gold activities. There are now five Reliable CLASS Observers on staff who can provide mentoring and guidance to ensure positive outcomes in the classrooms. The T/TA Early Childhood Specialist provides regular and ongoing guidance for Practice-based Coaching for the “Peer Coaches” on staff. All children have individualized plans with parent input. All education staff members have built their capacity to use data to show growth in the children in their classrooms which enable the teachers to support positive outcomes in the children. All staff members have professional development plans to support their ongoing professional growth. These plans are reviewed several times during each school year to ensure that training/capacity building is meeting the goals.

9. The leadership team of the Head Start Program meets monthly for planning purposes. Content area plans are reviewed annually and as needed including parents, Policy Council and Governing Board members to ensure that plans are in line with School Readiness and PFCE plans. These plans are approved by Policy Council and Governing Boards. Data is used to drive planning. CLASS scores, PIR data, child outcomes data, Self Assessment and Community Assessment data is used for planning. Parents, Policy Council and Governing Board, and the community are informed of the School Readiness and PFCE Plans, Child Outcomes Data, PIR and the annual report on the grantee’s website (www.tpcg.org). Financial reports are given to the Policy Council and Governing Board monthly including a report on credit card expenditures. The Self-Assessment is conducted by management staff members.

Once the data was collected, an Action Plan was set to show what growth areas need attention and the plan for correction including who is responsible and the timeline given for completing. The 2019 Self-Assessment Action plan has been uploaded onto the HSES. This plan is shared with the Policy Council and Governing Board for approval.

10. Parent surveys are given by the Family Involvement Specialist to determine the training topics that the parents desire. These training are given at parent committee meetings, or a special

training is set a location where all parents can attend. Parents are invited to staff training sessions as appropriate. Policy Council and Governing Board members are trained annually in November of each year. The Policy Council members are seated in October and are trained at the beginning of the next Policy Council meeting. Governing Board members receive their annual training along with the annual report in November. Faculty and staff members receive the required DOE Early Learning Center Licensing Regulations training during training sessions scheduled during the summer. Ongoing training occurs during the school year to address topics chosen by staff member or topics driven by review of child outcomes data, etc.

Section II. Budget and Budget Justification Narrative

A. PERSONNEL

Terrebonne Parish Consolidated Government's Head Start Program budgets for forty employees who receive 100% of their salary from Head Start funds. There are five other employees who spend a smaller percentage of time working on Head Start issues. These employees receive a portion of their salary from Head Start funds. These employees include the Housing and Human Services Director, her executive secretary, HHS Administrative Coordinator, the Federal Grants Accountant, and an Accountant I.

There are funds allocated for wages/salaries that are counted towards the 15% administrative cost limit of the budget. These allocations are listed below.

In compliance with ACF-PI- HS-08-03, Terrebonne Parish Consolidated Government assures that no funds are charged to the Head Start grant or any other Federal program either as a direct cost or any pro-ration as an indirect cost for any employee whose compensation exceeds \$ 172,200.00.

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Program Costs

Wages	239-193-8111-01	\$	935,963
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Administrative Costs

Wages	239-658-8111-10	\$	93,976
Admin Allocation	239-658-8171-51	\$	7,597
Allocated Salaries	239-658-8176-53	\$	34,806

Total Personnel (excluding substitutes) \$ 1,072,342

B. FRINGE BENEFITS

Terrebonne Parish Consolidated Government's Head Start Program sets aside money in the annual Head Start budget that is allocated to pay the employer's portion for the fringe benefits for all employees. Funds allocated through the general funds will be used to cover most of the cost of the fringe benefits for the Head Start employees.

Admin Personal Fringes are included in the 15% admin cost limit of the Head Start budget.

FICA	239-193-8121-01	\$	61,653
Unemployment Compensation	239-193-8132-01	\$	14,878
Group	239-193-8131-01	\$	53,304
Admin Personnel Fringes	239-658-8111-99	\$	7,081

Total Fringe Benefits \$ 136,915

E. SUPPLIES

1. Office Supplies

Funding is allocated for Program and Administrative staff to purchase needed office supplies. Not only are supplies such as pens, paper, etc. purchased, stamps, laminating paper and other types of

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supplies are needed for the Head Start staff to have what they need to provide quality services to children and families. A portion of the cost to renew anti-virus software for classroom and administrative computers is set aside in this line item.

Operating Supplies	239-193-8225-01	\$	375
Office Supplies & Postage	239-193-8225-25	\$	15,300
Office Supplies & Postage	239-658-8211-01	\$	130
Total			<u>\$15,805</u>

2. Child and Family Services Supplies

This line item includes Classroom Materials and supplies and Health Services supplies.

The Education Specialist and the teaching staff work together to purchase supplies and materials that are developmentally and age appropriate for use in preschool classrooms. These materials may include but are not limited to replenishing art supplies, easel paper, scissors, and more. Puzzles and math manipulatives and books are consumable items that need replacing often. Gross motor materials and outdoor play supplies are also purchased with the money allocated in this line item.

The items in the Health Services Supplies allocation include diapers, pull-ups, toothbrushes, toothpastes, latex gloves, and first aid supplies for all classrooms to have available to meet the needs of the children and staff throughout the school year.

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Classroom Materials and Supplies	239-193-8225-21	\$	11,225
Health Services Supplies	239-193-8225-22	\$	3,250
Total Child and Family Services Supplies		\$	<u>14,475</u>

3. Food Service Supplies

The supplies in this line item include Disposable Nutrition supplies and Kitchen/Cleaning supplies.

Disposable Nutrition Supplies (239-193-8225-23)

Supplies allocated to this line item include items such as hairnets, aprons, food handler’s gloves, thermometers, ice chests, food warmers, carts, etc.

Kitchen/Cleaning Supplies (239-193-8225-24)

Items in this line item include bleach, mops, brooms, dish soap, etc. is purchased for use in all classrooms and kitchens in the Terrebonne Parish Consolidated Government’s Head Start Program. The Teachers, Assistant Teachers, and Food Service Technicians strive to have a healthy and clean environment in each classroom by meeting the regulation set by the Health Department’s Sanitation Code as well as the Day Care Licensing, Class “A” regulations.

Disposable Nutrition Supplies	239-193-8225-23	\$	3,250
Kitchen/Cleaning Supplies	239-193-8225-24	\$	18,000
Total Food Service Supplies		\$	<u>21,250</u>

TOTAL SUPPLIES **\$ 51,530**

F. CONTRACTUAL

2. Child Services Consultants

Health/Disabilities Services (239-193-8325-01)

The Head Start Program contracts with a Mental Health Consultant each year to ensure that the children and families enrolled in the program have access to consult with a mental health professional. The mental health consultant reviews each child’s mental health screening and will make recommendations to the Health Specialist and parents if needed.

Mental Health Consultant

The mental health consultant is available to observe each classroom as needed during a school year and she assists the teaching staff by preparing a behavior plan if needed. The Mental Health consultant will also make subsequent visits to follow-up on any behavior plan that is put in place to ensure that the plan is meeting the needs of the child and if not, would make any adjustments that are needed. The Mental Health consultant is also available for training staff and parents on mental health, behavioral concerns, stress, depression, and other topics.

Nutrition Consultant

Annually, the Nutrition Specialist sits with the Dietitian to review all the menus provided by the Food Vendor to ensure that each meal conforms to the CACFP requirements and to ensure that the meal provides the components of a healthy diet for preschool age children. If needed, the Nutrition Specialist meets with the Dietitian to discuss any child whose height/weight indicates that there might be an issue. The Dietitian is available to meet with any parent to discuss concerns regarding their child’s nutritional health.

Health/Disabilities Services	239-193-8325-01	\$	250
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Disabilities Services	239-193-8353-36	\$	250
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8. Other Contracts

There is a contract in place for Terrebonne Parish Consolidated Government’s Head Start Program to provide services for children and families. These contracts include a janitorial contract for the administrative office.

Janitorial Contract	239-658-8325-10	\$	3,500
Copier Contract	239-193-8323-01	\$	4,500

TOTAL CONTRACTUAL **\$ 11,000**

H. OTHER

4. Rent

The lease for the Gibson Center is contracted through the Recreation District # 8 in Gibson, LA. This lease covers the cost of the lot that the portable classroom is set up on for servicing the children and families in the Gibson community.

Rent	239-658-8322-02	\$	1,800
Total Rent		\$	<u>1,800</u>

3. Utilities/Phone

Communication services, including phone and facsimile services, are connected in each classroom or site and for the administrative staff who are housed in the Housing and Human

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Services Department. Funds are allocated based on past years usage. Cell phone allowance or pagers for administrative staff are paid for through this line item.

Communication Equipment	239-193-8316-01	\$	38,225
Communication Equipment	239-658-8316-01	\$	3,500
Utilities (Electricity)	239-193-8311-01	\$	21,670
Utilities (Classroom)	239-193-8311-03	\$	2,500
Gas	239-193-8313-01	\$	500
Total Utilities/Phone		\$	66,395

4. Building & Child Liability Insurance

Terrebonne Parish Consolidated Government’s Head Start Program purchases Building, General Liability and Child Accident Insurance annually to ensure that this type of insurance covers all the buildings and the children who participate in the Head Start Program in case an accident occurs on our premises. The Child Accident Insurance is also a requirement of the DSS, Bureau of Licensing requires for each Head Start Center.

Physical Plant Insurance	239-193-8333-01	\$	2,723
Other Insurance (Child Liability)	239-193-8331-06	\$	1,000
Cyber security Liability Insurance	239-193-8334-16	\$	773
General Liability Insurance	239-658-8331-01	\$	48,054
Total Building & Child Liability Insurance		\$	52,550

5. Building Maintenance/Repair and Other Occupancy

The Head Start Program maintains all the buildings leased or owned. Expenses for pest control, bottled water for the classrooms, lawn service, licensing fees, alarm monitoring fees, fire extinguisher inspections, etc. are included as other occupancy.

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Building Maintenance &

Repair	239-193-8412-01	\$	25,000
Building Repairs	239-658-8412-01	\$	200
Other Fees	239-193-8349-01	\$	22,000
Other Fees	239-658-8349-01	\$	1,500
Licenses & Permits	239-193-8342-04	\$	575

Total Building Maintenance/Repair and Other

Occupancy \$ 49,275

8. Local Travel

Funds in this line item are allocated for non-vehicular field trips and on-site visits from the petting zoo, Mobile Aquarium for the Teachers and Assistant Teachers to plan with the Education Specialist as a supplement to the curriculum used in the classrooms. Field trip funds are used to have vendors come to the centers to provide educational activities instead of leaving the centers. Funds for fuel expenses and vehicle repair are included in this line item.

Child Field Trips	239-193-8393-02	\$	250
Vehicle Repair	239-193-8421-01	\$	550
Gas & Oil	239-193-8224-01	\$	4,520
Mileage (In-parish)	239-193-8393-08	\$	8,500
Total Local		\$	13,820

12. Substitute Teachers (if not paid benefits)

Ten Substitute Assistant Teachers have been hired to work on a Part-time basis to be available to take a full-time Teacher or Assistant Teacher's place when sick or on vacation. The funds allocated are calculated at 1040 hours per each individual Substitute Assistant Teacher's hourly rate to set aside enough funds to cover the needs that arise during the year for full time staff to use accrued annual leave, sick leave, or a long-term absence due to illness or other medical concern.

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Substitute Teachers	\$	55,910
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Total Substitute Teachers	\$	55,910
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13. Parent Services

There are two activities in this line item that include Transition Activities and Parent Activities.

There are five Parent Committees, one located at each Head Start site. Funds are allocated for Parent Activities that are approved and voted on for each committee. These funds can be used for training, travel, and other activities that build parent competencies in child development, discipline, mental health, and more. Trainers have been contracted to provide mental health information, breast cancer awareness and parenting issues. Funds are allocated for activities that involve transitioning families into and out of the Head Start Program.

Parent Activities	239-193-8353-37	\$	250
Transition Activities	239-193-8353-38	\$	250
Total Parent Services		\$	500

14. Accounting and Legal Services

Annually, a full audit of Terrebonne Parish Consolidated Government and a single audit for the Head Start Program are completed by an approved accounting firm. Funds are allocated for this purpose to pay for the single audit that is required by the federal government. Occasionally, leases or interagency agreements are sent to the parish attorney so that she can ensure that each agreement or lease is properly laid out.

Legal Fees	239-658-8341-01	\$	2,000
Audit Fees	239-658-8343-01	\$	1,500
Total Accounting & Legal Services		\$	3,500

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17. Other

Disabilities Services

During the budget committee meetings and Health Services Advisory Committee meetings discussions of setting aside funds to purchase materials or services for children with disabilities is always a priority. Occasionally, the Head Start Program has enrolled a child with a disability that requires the program staff to purchase special material and supplies that will assist the teaching staff and others working with the child and family to meet the child’s needs in the classroom such as visual aids, changing tables, or adaptive equipment.

Health Services

Occasionally, there are children enrolled in the Head Start Program without insurance (private, LaChip or Medicaid coverage). Each of these children needs a physical and dental exam. Funds are set aside to pay for such services until the child’s family can obtain LaChip, private insurance, or become eligible for Medicaid coverage.

Funds are allocated in this line item to pay for pre-employment physicals for perspective employees who have been recommended for hire. These funds are set aside should there be turnover in staff during the fiscal year.

Employee Physicals	239-658-8141-01	\$	1,750
Other Employee Requirements	239-658-8142-01	\$	2,140
	Total Other	\$	<u>3,890</u>

TOTAL OTHER **\$ 247,640**

TOTAL PROGRAM OPERATIONS **\$1,519,427**

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HEAD START COSTS FOR TRAINING AND TECHNICAL ASSISTANCE

(239-620-8393-01)

C. STAFF OUT OF TOWN TRAVEL

Funds from the Training and Technical Assistance dollars allocated to Terrebonne Parish Consolidated Government's Head Start Program are set aside in this line item for to provide for opportunities for all staff to attend state, regional or national conferences that would allow the Teachers and Assistant Teachers to reach the goals set up in their Professional Development Plans. Funds are also set aside to pay for coursed needed for Assistant Teacher to obtain and maintain their Child Development Credential (CDA). Employees of Terrebonne Parish Consolidated Government are reimbursed for the courses they take that are required for their employment. Please see PY 2018 T/TA Plan.

Total \$ 7,978

F. CONTRACTUAL

2. Health/Disabilities Services \$ 2,900

Funds are set aside to provide for training in emergency situations as well as the overall health and mental health of the children. Consultants will be used to provide in-house training on mental health issues as well as training on infection control in childcare settings. Parents will be invited to attend any of these trainings offered as well.

5. Training and Technical Assistance \$ 6,600

In the PY 2007 T/TA Plan, plans are in place to continue to build a strong foundation in Program governance. Funds are set aside for more training in this area to have a consultant come in to work with all policy groups in Terrebonne Parish Consolidated Government's Head Start Program. Money is set aside to provide for the 12 clock hours of training for all teaching staff that

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is required by day care licensing. Funds in the amount of \$ 1000.00 are set aside to provide consultants to speak to parents on issues that directly impact their families.

H. OTHER

8. Local Travel \$ 2,000

Funds are set-aside for Assistant Teacher to provide the opportunity to obtain the required Child Development Associate Credentials.

TOTAL FOR TRAINING AND TECHNICAL ASSISTANCE **\$ 19,478**

NON-FEDERAL SHARE (Cash and in-kind)

B. FRINGE BENEFITS

Currently, the funds allocated to Terrebonne Parish Consolidated Government to operate the Head Start Program do not cover all the costs to do so as is expected. Therefore, Terrebonne Parish Consolidated Government had made the commitment to the Head Start Program by allocated general funds to cover the costs above what is given from the federal government. Funds are allocated to cover a portion of the costs to pay for the Social Security taxes, and the state disability for the Head Start employees. The allocation of general funds also covers the costs of the Health/ Dental insurance. Terrebonne Parish Consolidated Government will allocate general fund dollars above the 20% Non-Federal Share requirement to pay for the cost of the Group Insurance.

Medicare	(239-659-8122-02)	\$ 15,745
Pension	(239-659-8122-01)	\$ 63,706
Worker's Compensation	(239-659-8132-01)	\$ 10,790
Group Insurance	(239-659-8131-01)	<u>\$ 279,340</u>
TOTAL FRINGE BENEFITS		\$ 369,581

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F. CONTRACTUAL

3. Food Service

The Head Start Program will receive funds from the Community Development Block Grant that will be allocated to pay for the cost of meals that are not reimbursed by the Department of Education’s Division of Nutrition Assistance Child and Adult Care Food Program (CACFP).

Terrebonne Parish Consolidated Government’s Head Start Program contracts with one food service vendor to provide meals for all the Head Start children enrolled. Teachers and Assistant Teachers are required to eat with the children, so money is allocated to pay for those meals as well as one meal a day for the Foster Grandparents who work in several of the Head Start classrooms. The Terrebonne Parish Consolidated Government’s Head Start Program has an agreement with the State of Louisiana Department of Education, Division of Nutrition’s Child Adult Care Food Program. The Head Start Program receives reimbursement for Free meals each month for all Head Start children. During the next federal fiscal year of 2016-2017, Terrebonne Parish Consolidated Government’s Head Start Program will have Food Service Agreements with only one vendor. The Food Service vendor will charge the Head Start Program more than the reimbursement rate for meals received from CACFP. The reimbursement rate for a “Free” is \$ 5.79 per child per day. Terrebonne Parish School Board charges our program \$ 7.30 per child per day. Funds are set-aside in this line item to pay for the difference between the vendor costs and the reimbursement received from CACFP.

Food	(239-659-8222-02)	\$ 65,000
TOTAL CONTRACTUAL		\$ 65,000

H. OTHER

2. Rent

The Community Development Block Grant pays the lease for Holy Rosary 1 & 2 Head Start. The Houma–Terrebonne Housing Authority donates the use of two duplex units to the Head Start Program for classroom use along with outdoor space for a playground.

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Holy Rosary 1 & 2 Head Start	(239-659-8322-02)	\$ 22,272
Admin office space	(239-659-8322-03)	<u>\$ 21,341</u>
	Total	\$ 43,613

4. Utilities

General funds will be allocated to pay for the usage of utilities by the Head Start Program in the Housing and Human Services Department located at 809 Barrow Street. Funds are allocated to pay for utilities that include electric service, water, gas, and sewage at all sites including the administrative offices located in the Department of Housing and Human Services.

Utilities –Office	(239-659-8311-03)	\$ 2,000
Communication Equipment	(239-659-8316-01)	<u>\$ 2,500</u>
	Total	\$ 4,500

6. Building Maintenance/Repair and Other Occupancy

General funds will be allocated for the purchase of vehicle insurance for the vehicles used to provide the variety of services that are included in the Head Start Program from daily meal service, home visits, medical appointments, and staff travel for local and out of town training.

Funds are allocated in these two accounts to pay for any improvements or repairs that may be needed for parish owned buildings. Funds in this account are set aside for the cost to surplus broken or old equipment that can no longer be used in Head Start classrooms. The Purchasing Department within Terrebonne Parish Consolidated Government charges a fee when items are sent to be surplus.

Vehicle Insurance	(239-659-8332-01)	\$ 13,091
Building Improvements	(239-659-8932-03)	\$ 15,000
	Total	<u>\$ 28,091</u>

TOTAL OTHER **\$ 76,204**

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TOTAL NON-FEDERAL SHARE (Cash and in-kind)

\$ 510,785

Terrebonne Parish Consolidated Government continues to fund the Head Start Program with more than the 20% NFS required by the Office of Head Start. The true cost to operate the program is shown on the Head Start Enterprise System. All funds are set aside for the Head Start Program and if not allocated, the funds are moved into a fund balance for future needs.



Monday, October 23, 2023

Item Title:

Ordinance to declare as surplus 2 adjudicated properties 1) BAYOU POINT AU CHIEN WW (PARCEL #31861) (65%); 2) 1843 HIGHWAY 55 (PARCEL #32627) (50%).

Item Summary:

Introduce an ordinance to declare as surplus two tax properties adjudicated to the Terrebonne Parish Consolidated Government and to acquire authorization to dispose of said property in accordance with LA R.S. 47:2196; and calling a public hearing on said matters on Wednesday, November 15, 2023, at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	10/16/2023	Executive Summary
Ordinance	10/16/2023	Ordinance
Backup Material	10/16/2023	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Introduction of an Ordinance to Declare as Surplus (2) Adjudicated Properties in which the parish has a percentage. 1) Bayou Point Au Chien WW (65%); 2) 1843 Highway 55 (50%).

PROJECT SUMMARY (200 WORDS OR LESS)

Declaring as surplus adjudicated property and to acquire authorization to dispose of said property in accordance with LA R.S. 47:2196.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The selling of adjudicated property by the Parish will eliminate maintenance cost and add the property back on the tax roll. Neighborhoods may benefit from the possible addition of new dwellings and increased positive activity around said property.

TOTAL EXPENDITURE

Anticipated Revenue: Pending Appraisal.

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL	ESTIMATED
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)	

N/A	NO	YES	IF YES AMOUNT BUDGETED:			N/A
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COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE	1	2	3	4	5	6	7	8	9
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Sharon Ellis

Sharon Ellis, Purchasing Manager

October 16, 2023

Date

OFFERED BY:
SECONDED BY:

ORDINANCE NO: _____

AN ORDINANCE DECLARING THE FOLLOWING PROPERTIES ADJUDICATED TO TERREBONNE PARISH CONSOLIDATED GOVERNMENT AS SURPLUS AND NOT NEEDED FOR A PUBLIC PURPOSE; **1) BAYOU POINT AU CHIEN WW (PARCEL #31861) (65%);** **2) 1843 HIGHWAY 55 (PARCEL #32627) (50%);** AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

WHEREAS, various percentages of immovable property was adjudicated to the Terrebonne Parish Consolidated Government on **JUNE 21, 2018** and **JUNE 30, 2010** for nonpayment of taxes; and

WHEREAS, LA R.S. 47:2196, *et seq.* authorizes the parish to sell adjudicated property in accordance with law; and

WHEREAS, the three (3) year period for redemption provided by Art. 7, §25 of the Louisiana Constitution has elapsed without redemption; and

WHEREAS, the Terrebonne Parish Consolidated Government now wishes to declare the property described below surplus and not needed for a public purpose and to dispose of said property in accordance with LA R.S. 47:2196, *et seq.*; and

NOW BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the following described properties adjudicated to the Terrebonne Parish Consolidated Government and depicted on the attached plats, if any, are hereby declared surplus:

- 1. E/2 OF THE NW/4 OF SECTION 35 T19S-R20E. AS LIES IN TERREBONNE PARISH (BAYOU POINT AU CHIEN WW), (PARCEL #31861), WITH OWNERS OF RECORD ANNE AUGUSTIN LARREGAIN LESCAMELA (7.0002%), PAULE JEANNE LARREGAIN PLASTEIG (7.0002%), OLIVER H. DABEZIES (13%), JULIEN S. L. MARQUE (1.7499%), MARIE MARQUE (1.7499%), MARIE MADELEINE LARREGAIN BOUVET (1.4583%), ANNA CLAIRE LESCAMELA LARREGAIN (.8750%), PAUL ROBERTINE LABARTHE LARREGAIN (5.2499%), PIERRE S. MARQUE (1.75%), LOUIS A. HAURAT (.2917%), JEAN S. HAURAT (.2917%), HENRIETTE M. HAURAT PRAT (.2917%), HENRI A. HAURAT (.2917%), MARIE MADELEINE LARREGAIN SORE (1.4583%), GENEVIEVE CECILE LARREGAIN PIERRON (1.4583%), MARIE EUGENIE MARIOT (7.0002%), JULES A. B. PEDEBIDAU (SUCC.) (3.4998%), RENE PIERRE LAPUYADE (3.4998%), MAURICE COUTOT (6.5%), LOUISE MARIE HAURAT-BARADAT TRANCHANT (.2917%), JACQUELINE HAURAT LASBARRAS CANDAU (.2917%).**
- 2. ON THE LEFT DESCENDING BANK OF BAYOU TERREBONNE. BOUNDED ABOVE BY LOT 3. BOUNDED BELOW BY LOT 5. (1843 HIGHWAY 55) (PARCEL #32627), WITH OWNER OF RECORD MARY PHILLIPS TOMPKINS (1/28), BESSIE ELLIOT MCGUIRE (1/8), JOHN JOSEPH PHILLIPS (1/28), AGNES PHILLIPS BUDWIG (1/28), MARGARET PHILLIPS (1/28), CATHERINE PHILLIPS HALL (1/28), CECILIA PHILLIPS LARY (1/28), LUCILLE LARISON MILLER (1/8),**

BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that Administration be hereby authorized to dispose of the property in accordance with LA R.S. 47:2196, *et seq.* and inclusive of the

following terms

SECTION I

Each bid shall be accompanied by a deposit in the form of a Certified Check, Cashier's Check, Money Order or Bid Bond with Power of Attorney (Letters of Credit WILL NOT be accepted) in the amount of twenty percent (20%) of the proposed price made payable to the Terrebonne Parish Consolidated Government. Bid deposits made for non-winning bids shall be returned. The bid deposit made with the winning bid shall be non-refundable, unless redemption occurs, and paid towards the purchase price. The balance of the purchase price is due at the time of closing and payable in the form of a Certified Check, Cashier's Check, or Money Order.

SECTION II

Additionally, the winning bidder shall bear the cost of recording the sale document into the conveyance records of the Parish of Terrebonne pursuant to La. R.S. 47:2207.

SECTION III

The winning bidder, otherwise known as the Purchaser or Acquirer, of this adjudicated property is solely responsible for compliance with La. R.S. 47:2206 regarding notification of parties who may have had an interest in the property regarding their rights of redemption and La. R.S. 47:2208 regarding recordation of those notices. Copies of the applicable law will be distributed along with bid packets for this adjudicated property. Terrebonne Parish Consolidated Government has not and will not perform these requirements; thus, it is the purchaser's or acquiring person's responsibility to do so. Terrebonne Parish Consolidated Government encourages the Purchaser or Acquiring Person to consult legal counsel regarding Louisiana law on adjudicated property.

SECTION IV

By acquiring a bid packet for the bid/purchase of this adjudicated property, each bidder acknowledges that he/she/it has received all information discussed in this ordinance as well as the statutes (laws) discussed in Section II above, and that he/she/it understands these procedures must be followed in order to fully protect he/she/its rights in the adjudicated property purchased from the parish.

SECTION V

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION VI

Any ordinance or part thereof in conflict herewith is hereby repealed.

SECTION VII

This ordinance shall become effective upon approval by the Parish President, or Administration, or as otherwise provided in Section 2-13 (b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the resolution adopted this ____day of _____, 2023.

31861

Terrebonne Parish Recording Page 659.

Theresa A. Robichaux
Clerk Of Court
P.O. Box 1569
Houma, LA 70361-1569
(985) 868-5660

Bayou Point Au Chen WW

Received From :
TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
HOUMA, LA 70361

MARSH

First VENDOR

LESCAMELA, ANNE AUGUSTIN LARREGAIN

Marshland past Island Road

First VENDEE

TERREBONNE PARISH CONSOL GOVERNMENT

Index Type : CONVEYANCES

File # : 1560893

Type of Document : TAX SALE/COMMISSION TO SELL

Book : 2540

Page : 658

Recording Pages : 3

Recorded Information

I hereby certify that the attached document was filed for registry and recorded in the Clerk of Court's office for Terrebonne Parish, Louisiana

Theresa A. Robichaux

Clerk of Court

On (Recorded Date) : 06/21/2018

At (Recorded Time) : 10:30:50AM



Doc ID - 014347950003



CLERK OF COURT
THERESA A. ROBICHAUX
Parish of Terrebonne

I certify that this is a true copy of the attached document that was filed for registry and
Recorded 06/21/2018 at 10:30:50
Recorded in Book 2540 Page 658
File Number 1560893

Diana B. Roupe
Deputy Clerk

Return To : TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
HOUMA, LA 70361

PARISH OF TERREBONNE
STATE OF LOUISIANA

**ADJUDICATED DEED
Parish of Terrebonne**

v.

**LESCAMELA, ANNE AUGUSTIN LARREGAIN .070002
PLASTEIG, PAULE JEANNE LARREGAIN .070002
DABEZIES, OLIVER H. .13
MARQUE, JULIEN S. L. .017499
MARQUE, MARIE .017499
BOUVET, MARIE MADELEINE LARREGAIN .014583
LARREGAIN, ANNA CLAIRE LESCAMELA .008750
LARREGAIN, PAUL ROBERTINE LABARTHE .052499
MARQUE, PIERRE S. .0175
HAURAT, LOUIS A. .002917
HAURAT, JEAN S. .002917
PRAT, HENRIETTE M. HAURAT .002917
HAURAT, HENRI A. .002917
SORE, MARIE MADELEINE LARREGAIN .014583
PIERRON, GENEVIEVE CECILE LARREGAIN .014583
MARIOT, MARIE EUGENIE .070002
PEDEBIDAU, JULES A. B. (SUCC.) .034998
LAPUYADE, RENE PIERRE .034998
COUTOT, MAURICE .065
TRANCHANT, LOUISE MARIE HAURAT-BARADAT .002917
CANDAU, JACQUELINE HAURAT LASBARRAS .002917**

WHEREAS, I, Jerry J. Larpenter, Sheriff and Ex-Officio Tax Collector of Terrebonne Parish, State of Louisiana, by virtue of the power vested in me by law, and in accordance with the provisions of the Constitution and laws of the state of Louisiana, and having made necessary publication and advertisement in a newspaper published in the Parish of Terrebonne, said publication having been made from the 11th, day of May, 2018, and the 08th day of June, 2018, inclusive, and having complied with all the formalities required and specified by the Constitution and laws of the State of Louisiana, did expose at public auction within the legal hours of sale, on Wednesday, the 13th day of June, 2018, in the Court House Annex in the City of Houma, State of Louisiana, the following described property, bearing Assessment Number to wit:

Tax Notice # 163005 Parcel # 31861

LESCAMELA, ANNE AUGUSTIN LARREGAIN .070002
% REGINA WEDIG
P.O. BOX 185
AMITE, LA 70422

A 100 % of 99.65 % OF UNDIVIDED INTEREST OF THE WHOLE in:
E/2 OF THE NW/4 OF SECTION 35 T19S-R20E. AS LIES IN TERREBONNE PARISH.

Property Class
MARSHLAND

Value
174.3875

TAXES	17.58
INTEREST	1.05
CERT FEE	17.00
AD FEE	100.00
TAX SALE FILING FEE	105.00

240.63

The same having been seized for non-payment of taxes due by the original owner, thereof, according to the tableaux and assessment rolls for the year 2017, the tax debtor not having pointed out any portion of the said property to be offered for sale after having been notified to do so, I proceeded to offer the least portion or quantity of said property of tax debtor, which any bidder would buy for the amount of the taxes, penalties, interests and costs due by said tax debtor, without appraisalment, for cash, in legal tender money of the United States of America; the property sold subject to redemption at any time for the space of three years by paying the price given with five per cent penalty thereon with interest at the rate of one per cent per month until redeemed, as provided by law.

At said sale on said day, the **Terrebonne Parish Consolidated Government, Post Office Box 2768, Houma, Louisiana 70361**, became the purchaser of the following described portion of the property of the tax debtor herein above referred to and described, he being the last and highest bidder of the least quantity and portion of said property which any bidder would buy for the amount of taxes, interest and costs due by said tax debtor, to-wit:

The above described property was offered for sale, and, there being no bidders, was adjudicated to the Terrebonne Parish Consolidated Government, Post Office Box 2768, Houma, Louisiana 70361.

It is, however, well understood and hereby expressly stipulated in conformity with law that the owner of said property, or any creditor or agent of said owner, or any person legally interested or legally authorized thereto, may redeem the said property at any time for the space of three years beginning on the date said deed was filed for record in the office conveyance for the Parish of Terrebonne, State of Louisiana, by paying the purchaser the above named with interest, cost and five per cent penalty thereon, with interest at a rate of one per cent per month until redeemed additional, all in accordance with the provisions stipulated in the said Constitution and laws of the State of Louisiana.

Now therefore, by virtue of the authority vested in me by law, and in consideration of all the premises hereinabove set forth and related, I, Jerry J. Larpenter, Sheriff and Ex-Officio Tax Collector, Parish of Terrebonne State of Louisiana, do hereby sell, convey and transfer to the said purchaser, **Terrebonne Parish Consolidated Government, Post Office Box 2768, Houma, La 70361**, all the right, title, and interest of the said tax debtor, in and to the property hereinabove last described.

In witness thereof, I have hereunto subscribed my name at Houma, La in the Parish of Terrebonne, on this 21st day of June, 2018 in the presence of witnesses whose names are hereunto subscribed.

ATTEST:

Billie M. Portier
 Billie M. Portier
 Deputy Tax Collector

Vickie Bourg
 Vickie Bourg
 Chief Civil Deputy

Jerry J. Larpenter
 Jerry J. Larpenter
 Sheriff and Ex-Officio Tax Collector
 Parish of Terrebonne
 State of Louisiana

± 31861

Terrebonne Parish Recording Page

15870

Parcel 31861

Theresa A. Robichaux
Clerk Of Court
P.O. Box 1569
Houma, LA 70361-1569
(985) 868-5660

Received From :
TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
HOUMA, LA 70361

First VENDOR

LESCAMELA, ANNE AUGUSTIN LARREGAIN

First VENDEE

TERREBONNE PARISH CONSOL GOVERNMENT

Index Type : CONVEYANCES
Type of Document : CORRECTION
Recording Pages : 3

File # : 1586916
Book : 2581 **Page :** 695

Recorded Information

I hereby certify that the attached document was filed for registry and recorded in the Clerk of Court's office for Terrebonne Parish, Louisiana.

Theresa A. Robichaux

Clerk of Court

On (Recorded Date) : 08/13/2019
At (Recorded Time) : 9:00:03AM



Doc ID - 014809510003

CLERK OF COURT
THERESA A. ROBICHAUX
Parish of Terrebonne
I certify that this is a true copy of the attached document that was filed for registry and Recorded 08/13/2019 at 9:00:03
Recorded in Book 2581 Page 695
File Number 1586916



Kathryn V. Wells
Deputy Clerk

Return To : TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
HOUMA, LA 70361

**JERRY J. LARPENTER
SHERIFF AND TAX COLLECTOR
PARISH OF TERREBONNE
P. O. DRAWER 1670
HOUMA, LA 70361
(985) 876-2500**

August 9, 2019

ACT OF CORRECTION

I, Sheila Boudreaux, Deputy Tax Collector, Parish of Terrebonne by instrument dated June 21, 2018 and recorded as follows:

Book # 2540 Page 658 File Number 1560893

This property description for Lescamela, Anne Augustin Larregain .070002, Plasteig, Paule Jeanne Larregain .070002, Dabezies, Oliver H. .13, Marque, Julien S.L. .017499, Marque, Marie .017499, Bouvet, Marie Madeleine Larregain .014583, Larregain, Anna Claire Lescamela .008750, Larregain, Paul Robertine Labarthe .052499, Marque, Pierre S. .0175, Haurat, Louis A. .002917, Haurat, Jean S. .002917, Prat, Henriette M. Haurat .002917, Haurat, Henri A. .002917, Sore, Marie Madeleine Larregain .014583, Pierron, Genevieve Cecile Larregain .014583, Mariot, Marie Eugenie .070002, Pedebidau, Jules A.B. (Succ.) .034998, Lapuyade, Rene Pierre .034998, Coutot, Maurice .065, Tranchant, Louise Marie Haurat-Baradat .002917, Candau, Jacqueline Haurat Lasbarras .002917 P. O. Box 185 Amite, LA 70422, tax notice # 163005, parcel # 31861 for 2017 taxes was recorded on JUNE 21, 2018, as follows:

which said property was assessed to the said for Lescamela, Anne Augustin Larregain .070002, Plasteig, Paule Jeanne Larregain .070002, Dabezies, Oliver H. .13, Marque, Julien S.L. .017499, Marque, Marie .017499, Bouvet, Marie Madeleine Larregain .014583, Larregain, Anna Claire Lescamela .008750, Larregain, Paul Robertine Labarthe .052499, Marque, Pierre S. .0175, Haurat, Louis A. .002917, Haurat, Jean S. .002917, Prat, Henriette M. Haurat .002917, Haurat, Henri A. .002917, Sore, Marie Madeleine Larregain .014583, Pierron, Genevieve Cecile Larregain .014583, Mariot, Marie Eugenie .070002, Pedebidau, Jules A.B. (Succ.) .034998, Lapuyade, Rene Pierre .034998, Coutot, Maurice .065, Tranchant, Louise Marie Haurat-Baradat .002917, Candau, Jacqueline Haurat Lasbarras .002917 P. O. Box 185 Amite, LA 70422 and ADJUDICATED TO THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT, AS 100% OF 99.65% OF UNDIVIDED INTEREST OF THE WHOLE

The property description filed and recorded against the said property in the same name, which was recorded JUNE 21, 2018 in Conveyance Book # 2540 Page 658 File Number 1560893 should have read as follows:

which said property was assessed to the said Lescamela, Anne Augustin Larregain .070002, Plasteig, Paule Jeanne Larregain .070002, Dabezies, Oliver H. .13, Marque, Julien S.L. .017499, Marque, Marie .017499, Bouvet, Marie Madeleine Larregain .014583, Larregain, Anna Claire Lescamela .008750, Larregain, Paul Robertine Labarthe .052499, Marque, Pierre S. .0175, Haurat, Louis A. .002917, Haurat, Jean S. .002917, Prat, Henriette M. Haurat .002917, Haurat, Henri A. .002917, Sore, Marie Madeleine Larregain .014583, Pierron, Genevieve Cecile Larregain .014583, Mariot, Marie Eugenie .070002, Pedebidau, Jules A.B. (Succ.) .034998, Lapuyade, Rene Pierre .034998, Coutot, Maurice .065, Tranchant, Louise Marie Haurat-Baradat .002917, Candau, Jacqueline Haurat Lasbarras .002917 . ADJUDICATED TO THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT, AS 100% OF 65.00% OF UNDIVIDED INTEREST OF THE WHOLE.

This instrument is placed in record to correct the said error to show that the property description in the name of Lescamela, Anne Augustin Larregain .070002, Plasteig, Paule Jeanne Larregain .070002, Dabezies, Oliver H. .13, Marque, Julien S.L. .017499, Marque, Marie .017499, Bouvet, Marie Madeleine Larregain .014583, Larregain, Anna Claire Lescamela .008750, Larregain, Paul Robertine Labarthe .052499, Marque, Pierre S. .0175, Haurat, Louis A. .002917, Haurat, Jean S. .002917, Prat, Henriette M. Haurat .002917, Haurat, Henri A. .002917, Sore, Marie Madeleine Larregain .014583, Pierron, Genevieve Cecile Larregain .014583, Mariot, Marie Eugenie .070002, Pedebidau, Jules A.B. (Succ.) .034998, Lapuyade, Rene Pierre .034998, Coutot, Maurice .065, Tranchant, Louise Marie Haurat-Baradat .002917, Candau, Jacqueline Haurat Lasbarras .002917 and recorded JUNE 21, 2018 in Conveyance Book #2540 Page 658 File Number 1560893.

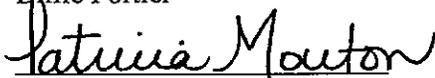
In witness thereof I hereto attach my signature on this the 9TH day of August, 2019.

I HEREBY AUTHORIZE THE CLERK OF COURT TO INSCRIBE ON Conveyance Book #2540 Page 658 File Number 1560893.

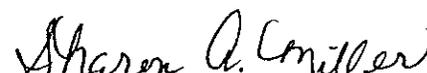

Sheila Boudreaux
Deputy Tax Collector

WITNESSES:


Billie Portier


Patricia Mouton

Sworn to and subscribed before me this 9TH day of August, 2019.


SHARON A. MILLER #87088
EX-OFFICIO NOTARY,
TERREBONNE PARISH SHERIFF'S OFFICE

32627

Terrebonne Parish Recording Page

46.4286?

Theresa A. Robichaux
Clerk Of Court
P.O. Box 1569
Houma, LA 70361-1569
(985) 868-5660

1843 Levy 55

Received From :
TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
HOUMA, LA 70361

First VENDOR
TOMPKINS, MARY PHILLIPS

First VENDEE
TERREBONNE PARISH CONSOL GOVERNMENT

Index Type : CONVEYANCES

File # : 1560898

Type of Document : TAX SALE/COMMISSION TO SELL

Book : 2540

Page : 674

Recording Pages : 3

Recorded Information

I hereby certify that the attached document was filed for registry and recorded in the Clerk of Court's office for Terrebonne Parish, Louisiana

Theresa A. Robichaux
Clerk of Court

On (Recorded Date) : 06/21/2018

At (Recorded Time) : 10:37:06AM



Doc ID - 014348000003



UNOFFICIAL

Return To : TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
HOUMA, LA 70361

674

Do not Detach this Recording Page from Original Document

PARISH OF TERREBONNE
STATE OF LOUISIANA

ADJUDICATED DEED
Parish of Terrebonne

v.

TOMPKINS, MARY PHILLIPS 1/28
MCGUIRE, BESSIE ELLIOT 1/8
PHILLIPS, JOHN JOSEPH 1/28
BUDWIG, AGNES PHILLIPS 1/28
BICE, MARGARET PHILLIPS 1/28
HALL, CATHERINE PHILLIPS 1/28
LARY, CECILIA PHILLIPS 1/28
MILLER, LUCILLE LARISON 1/8

WHEREAS, I, Jerry J. Larpenter, Sheriff and Ex-Officio Tax Collector of Terrebonne Parish, State of Louisiana, by virtue of the power vested in me by law, and in accordance with the provisions of the Constitution and laws of the state of Louisiana, and having made necessary publication and advertisement in a newspaper published in the Parish of Terrebonne, said publication having been made from the 11th, day of May, 2018, and the 08th day of June, 2018, inclusive, and having complied with all the formalities required and specified by the Constitution and laws of the State of Louisiana, did expose at public auction within the legal hours of sale, on Wednesday, the 13th day of June, 2018, in the Court House Annex in the City of Houma, State of Louisiana, the following described property, bearing Assessment Number to wit:

Tax Notice # 166347 Parcel # 32627

TOMPKINS, MARY PHILLIPS 1/28
C/O BESSIE MCGUIRE
11215 COLD SPRING DR
HOUSTON, TX 77043-4601

A 100 % of 46.63 % OF UNDIVIDED INTEREST OF THE WHOLE in:
ON THE LEFT DESCENDING BANK OF BAYOU TERREBONNE. BOUNDED ABOVE BY LOT 3.
BOUNDED BELOW BY LOT 5.

Property Class	Value
LOT(S)	489.6003
TAXES	49.34
INTEREST	2.96
CERT FEE	17.00
AD FEE	100.00
TAX SALE FILING FEE	105.00
	274.30

The same having been seized for non-payment of taxes due by the original owner, thereof, according to the tableaux and assessment rolls for the year 2017, the tax debtor not having pointed out any portion of the said property to be offered for sale after having been notified to do so, I proceeded to offer the least portion or quantity of said property of tax debtor, which any bidder would buy for the amount of the taxes, penalties, interests and costs due by said tax debtor, without appraisalment, for cash, in legal tender money of the United States of America; the property sold subject to redemption at any time for the space of three years by paying the price given with five per cent penalty thereon with interest at the rate of one per cent per month until redeemed, as provided by law.

675

At said sale on said day, the Terrebonne Parish Consolidated Government, Post Office Box 2768, Houma, Louisiana 70361, became the purchaser of the following described portion of the property of the tax debtor herein above referred to and described, he being the last and highest bidder of the least quantity and portion of said property which any bidder would buy for the amount of taxes, interest and costs due by said tax debtor, to-wit:

The above described property was offered for sale, and, there being no bidders, was adjudicated to the Terrebonne Parish Consolidated Government, Post Office Box 2768, Houma, Louisiana 70361.

It is, however, well understood and hereby expressly stipulated in conformity with law that the owner of said property, or any creditor or agent of said owner, or any person legally interested or legally authorized thereto, may redeem the said property at any time for the space of three years beginning on the date said deed was filed for record in the office conveyance for the Parish of Terrebonne, State of Louisiana, by paying the purchaser the above named with interest, cost and five per cent penalty thereon, with interest at a rate of one per cent per month until redeemed additional, all in accordance with the provisions stipulated in the said Constitution and laws of the State of Louisiana.

Now therefore, by virtue of the authority vested in me by law, and in consideration of all the premises hereinabove set forth and related, I, Jerry J. Larpenter, Sheriff and Ex-Officio Tax Collector, Parish of Terrebonne State of Louisiana, do hereby sell, convey and transfer to the said purchaser, Terrebonne Parish Consolidated Government, Post Office Box 2768, Houma, La 70361, all the right, title, and interest of the said tax debtor, in and to the property hereinabove last described.

In witness thereof, I have hereunto subscribed my name at Houma, La in the Parish of Terrebonne, on this 21st day of June, 2018 in the presence of witnesses whose names are hereunto subscribed.

ATTEST:

Billie M. Portier
Billie M. Portier
Deputy Tax Collector

Vickie Bourg
Vickie Bourg
Chief Civil Deputy

Jerry J. Larpenter
Jerry J. Larpenter
Sheriff and Ex-Officio Tax Collector
Parish of Terrebonne
State of Louisiana

UNOFFICIAL

676

32627

Terrebonne Parish Recording Page

3.571576

I. Robert "Bobby" Boudreaux
Clerk Of Court
P.O. Box 1569
Houma, La 70361-1569
(985) 868-5660

1843 Hwy 55

Received From :
TERREBONNE PARISH SHERIFF'S OFFICE
P.O. BOX 1670
ATTN: BOOKKEEPING
HOUMA, LA 70361

First VENDOR
SIGLE, RANDALL OWEN

First VENDEE
TERREBONNE PARISH CONSOL GOVERNMENT

Index Type : Conveyances

File # : 1350738

Type of Document : Tax Sale/Commission To Sell

Book : 2201

Page : 265

Recording Pages : 3

Recorded Information

I hereby certify that the attached document was filed for registry and recorded in the Clerk of Court's office for Terrebonne Parish, Louisiana

I. Robert Boudreaux
Clerk of Court

On (Recorded Date) : 06/30/2010

At (Recorded Time) : 9:39:09:000 AM



Doc ID - 011113500003



UNOFFICIAL

Return To :
TERREBONNE PARISH SHERIFFS OFFICE
P.O. BOX 1670
ATTN: BOOKKEEPING
HOUMA, LA 70361

265

Do not Detach this Recording Page from Original Document

TAX SALE CERTIFICATE

STATE OF LOUISIANA
 PARISH OF TERREBONNE VS. TAX ROLL R-06-32627-700
 SIGLE, RANDALL OWEN 1/28
 4428 46TH AVENUE S
 SEATTLE, WA 98118

BE IT KNOWN AND REMEMBERED, that I, L. VERNON BOURGEOIS, JR., Sheriff and Ex-Officio Tax Collector, of the Parish aforesaid, and by virtue of the authority in me vested by the constitution and laws of the State of Louisiana and in pursuance of the requirements of those laws, having mailed and published the notice required by law and having strictly complied with each and every requirement of the laws relating to delinquent taxes and tax debtors and to seizures, advertisements, and sale of tax sale title to the property in full, did in the manner prescribed by law, advertise and list in "THE COURIER" the property to be sold for delinquent property taxes with interest and costs for the year of 2009 in the Court House Annex in the City of Houma, Louisiana, on June 16, 2010, beginning at ten o'clock A.M. giving notice in the issues of the newspaper on May 14, 2010 and June 11, 2010 and in said list as advertised the following described immovable property appearing in the name of

SIGLE, RANDALL OWEN 1/28
 4428 46TH AVENUE S
 SEATTLE, WA 98118
 R-06-32627-700

to wit:

ON THE LEFT DESCENDING BANK OF LAFOUR TERREBONNE. BOUNDED ABOVE BY LOT 3. BOUNDED BELOW BY LOT 5. CB 2011/613
 1 MISC. LAND 500

TOTAL TAXES	166.91
INTEREST	.00
NOTICE	15.00
ADVERTISEMENT	100.00
PVR	50.00
TOTAL	166.91

And on said June 16, 2010, after beginning but not completing said list, I continued the same within legal hours each succeeding legal day offering tax sale title to said property for sale at public auction in the manner required by said laws and the 100% OF 1/28 OF UNDIVIDED INTEREST OF THE WHOLE of the tax debtor therein being the smallest amount of said property, SINCE THERE WERE NO BIDDERS THE PROPERTY WAS ADJUDICATED TO THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT P. O. BOX 2768 HOUMA, LA 70361, and having complied with the terms of sale, the tax sale title was adjudicated 100% OF 1/28 OF UNDIVIDED INTEREST OF THE WHOLE of the tax debtor therein.

266

NOW, THEREFORE, all the formalities of the law having been complied with, I, L. Vernon Bourgeois, Jr., Sheriff and Ex-Officio Tax Collector for the Parish of Terrebonne, by virtue of the authority in me vested by the laws of the State of Louisiana do by these presents sell and transfer unto, **SINCE THERE WERE NO BIDDERS THE PROPERTY WAS ADJUDICATED TO THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT P. O. BOX 2768 HOUMA, LA 70361** tax sale title to the **100% OF 1/28 OF UNDIVIDED INTEREST OF THE WHOLE** of the tax debtor therein last above described with all the improvements thereon. The tax debtor or any person interested personally or as heir, legatee, creditor or otherwise, shall have the right to redeem the property for the period of three years from the date of filing of this tax sale certificate. The redemption may take place by paying the price given including costs and five percent penalty thereon with interest at the rate of one percent per month until the redemption.

IN TESTIMONY WHEREOF, I have hereunto signed my name officially at Houma, Louisiana, Parish of Terrebonne, in the presence of the two undersigned competent witnesses, who also signed on this 25TH day of JUNE, 2010.

Witnesses:

Billie Portier
Billie Portier

Hopel D. Brunet
Hopel D. Brunet

L. Vernon Bourgeois, Jr.
L. VERNON BOURGEOIS, JR., SHERIFF AND
EX-OFFICIO TAX COLLECTOR
PARISH OF TERREBONNE, LOUISIANA

UNOFFICIAL

267



Monday, October 23, 2023

Item Title:

2023 Various Items for Budget Amendment

Item Summary:

Introduce an Ordinance to amend the 2023 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters.

I. Group Insurance, \$2,405,469

II. Road Construction Fund, \$634,100

III. Office of Emergency Preparedness, \$3,200

IV. Animal Shelter, \$2,500

V. Bayou Country Sport Park Parking Lot, \$119,868

VI. Bayou Country Sports Park Complex, \$5,386

VII. Oyster Bed Surge Protection, \$5,455,744

VIII. Houma Police Department-Opioid Abatement, \$632,687

and calling a public hearing on said matter on November 15, 2023, at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
2023 Various Items for Budget Amendment	10/19/2023	Executive Summary
2023 Various Items for Budget Amendment	10/19/2023	Budget Amendment
2023 Various Items for Budget Amendment	10/19/2023	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Ordinance for a Budget Amendment

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2023 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Group Insurance, \$2,405,469
- II. Road Construction Fund, \$634,100
- III. Office of Emergency Preparedness, \$3,200
- IV. Animal Shelter, \$2,500
- V. Bayou Country Sport Park Parking Lot, \$119,868
- VI. Bayou Country Sports Park Complex, \$5,386
- VII. Oyster Bed Surge Protection, \$5,455,744
- VIII. Houma Police Department-Opioid Abatement, \$632,687

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

See above

TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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/s/ Kayla Dupre

Signature

October 19, 2023

Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2023 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Group Insurance, \$2,405,469
- II. Road Construction Fund, \$634,100
- III. Office of Emergency Preparedness, \$3,200
- IV. Animal Shelter, \$2,500
- V. Bayou Country Sport Park Parking Lot, \$119,868
- VI. Bayou Country Sports Park Complex, \$5,386
- VII. Oyster Bed Surge Protection, \$5,455,744
- VIII. Houma Police Department-Opioid Abatement, \$632,687

SECTION I

WHEREAS, Administration is requesting to reduce the group insurance in various accounts for a total of \$2,405,469, and

WHEREAS, the funds will be put into each department's fund balance.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for Group Insurance. (Attachment A)

SECTION II

WHEREAS, Administration is requesting funding of \$634,100 for the Road Construction Fund, and

WHEREAS, the funding is from the Road and Bridge Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Road Construction Fund. (Attachment B)

SECTION III

WHEREAS, the Office of Emergency Preparedness received funding of \$3,200 for software expenses from South Central Planning and Development Commission, and

WHEREAS, these funds will be placed into the Software Purchases account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Office of Emergency Preparedness. (Attachment C)

SECTION IV

WHEREAS, the Animal Shelter received donations of \$2,500, and

WHEREAS, the donations will be put into the Other Fees account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Animal Shelter. (Attachment D)

SECTION V

WHEREAS, Administration is requesting funding of \$119,868 for the Bayou Country Sports Park Limestone Parking Lot, and

WHEREAS, the funding source will be from the Capital Projects Control Fund.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Bayou Country Sports Park Limestone Parking Lot. (Attachment E)

SECTION VI

WHEREAS, Administration is requesting funding of \$5,386 for the Bayou Country Sports Park, and

WHEREAS, the funding source will be from the Capital Projects Control Fund.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Bayou Country Sports Park Complex. (Attachment F)

SECTION VII

WHEREAS, the Terrebonne Parish Consolidated Government applied for funding from the National Fish and Wildlife Foundation (NFWF) to install a Living Shoreline/Oyster Bed Surge Protection System in Lake Chien, and

WHEREAS, by communication from the NFWF, Terrebonne Parish Consolidated Government has been notified that the application for \$5,445,744 was approved March 1, 2022.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Oyster Bed Surge Protection. (Attachment G)

SECTION VIII

WHEREAS, TPCG has entered into an MOU with the Opioid Abatement Administration Corporation, and

WHEREAS, TPCG has been identified in the MOU as a non-qualified and a non-lead parish, and

WHEREAS, this designation allows TPCG to receive proceeds directly to be used as an approved purpose of the Opioid Abatement Strategies which include treatment, prevention, and other strategies, and

WHEREAS, TPCG has been awarded \$632,687 and would like to budget in the Houma Police Department overtime budget to be used over a five-year period specifically for work towards preventing and detecting the use of Opioid and related crimes within the city limits.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Opioid Abatement. (Attachment H)

SECTION IX

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President, to execute any and all documents for these amendments as approved by the legal department.

SECTION X

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION XI

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department
PC File: 2023-Various Items – Q
Date Prepared: 10/18/23 BA #18

ATTACHMENT A - Dedicated Emergency Fund

	2023		
	Adopted	Change	Amended
Group Insurance	116,075.00	(17,410)	98,665.00
Group Insurance	52,725.00	1,669	54,394.00
Group Insurance	280,475.00	(44,715)	235,760.00
Group Insurance	97,400.00	(15,899)	81,501.00
Group Insurance	318,150.00	(46,818)	271,332.00
Group Insurance	218,975.00	(25,273)	193,702.00
Group Insurance	87,675.00	7,993	95,668.00
Group Insurance	84,400.00	(33,498)	50,902.00
Group Insurance	248,975.00	(71,529)	177,446.00
Group Insurance	143,850.00	(42,260)	101,590.00
Group Insurance	261,250.00	(29,181)	232,069.00
Group Insurance	161,300.00	(11,567)	149,733.00
Group Insurance	97,400.00	(20,100)	77,300.00
Group Insurance	135,850.00	(28,413)	107,437.00
Group Insurance	189,625.00	(67,272)	122,353.00
Group Insurance	130,350.00	(16,202)	114,148.00
Group Insurance	32,225.00	(13,579)	18,646.00
Fund Balance (Increase)	n/a	474,054	n/a
Group Insurance	430,575.00	(211,155)	219,420.00
Fund Balance (Increase)	n/a	211,155	n/a
Group Insurance	51,450.00	(14,552)	36,898.00
Group Insurance	200,625.00	(96,716)	103,909.00
Fund Balance (Increase)	n/a	111,268	n/a
Group Insurance	15,000.00	(1,329)	13,671.00
Fund Balance (Increase)	n/a	1,329	n/a
Group Insurance	88,575.00	(14,823)	73,752.00
Fund Balance (Increase)	n/a	14,823	n/a
Group Insurance	619,600.00	(177,141)	442,459.00
Fund Balance (Increase)	n/a	177,141	n/a
Group Insurance	1,358,375.00	(567,321)	791,054.00
Fund Balance (Increase)	n/a	567,321	n/a
Group Insurance	91,175.00	(14,297)	76,878.00
Fund Balance (Increase)	n/a	14,297	n/a
Group Insurance	103,625.00	(25,123)	78,502.00
Fund Balance (Increase)	n/a	25,123	n/a
Group Insurance	22,500.00	(8,457)	14,043.00
Fund Balance (Increase)	n/a	8,457	n/a
Group Insurance	26,725.00	(1,222)	25,503.00
Group Insurance	897,525.00	(248,668)	648,857.00
Group Insurance	106,900.00	(4,154)	102,746.00
Fund Balance (Increase)	n/a	254,044	n/a
Group Insurance	317,425.00	(41,692)	275,733.00
Group Insurance	42,225.00	(1,498)	40,727.00
Group Insurance	193,625.00	(62,240)	131,385.00
Group Insurance	91,900.00	(23,595)	68,305.00
Net Position (Increase)	n/a	129,025	n/a
Group Insurance	248,800.00	(96,065)	152,735.00
Group Insurance	154,125.00	(31,312)	122,813.00
Group Insurance	156,900.00	(48,256)	108,644.00
Net Position (Increase)	n/a	175,633	n/a

Group Insurance	241,800.00		(47,416)	194,384.00
Group Insurance	147,765.00		(39,248)	108,517.00
Net Position (Increase)	n/a	▼	86,664	n/a
Group Insurance	88,590.00		(19,501)	69,089.00
Net Position (Increase)	n/a	▼	19,501	n/a
Group Insurance	60,950.00		(2,439)	58,511.00
Net Position (Increase)	n/a	▼	2,439	n/a
Group Insurance	119,175.00		(14,520)	104,655.00
Net Position (Increase)	n/a	▼	14,520	n/a
Group Insurance	211,075.00		(62,255)	148,820.00
Net Position (Increase)	n/a	▼	62,255	n/a
Group Insurance	256,858.00		(24,345)	232,513.00
Net Position (Increase)	n/a	▼	24,345	n/a
Group Insurance	145,900.00		(32,075)	113,825.00
Net Position (Increase)	n/a		32,075	n/a

ATTACHMENT B - Road Construction Fund

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
Brady Road Bridge Replacement	8,113,854	634,100	8,747,954
Transfer from Road and Bridge Fund	(200,000)	(634,100)	(834,100)
Transfer to Road Construction Fund	200,000	634,100	834,100
Temporary Bridge	650,000	(634,100)	15,900

ATTACHMENT C - Office of Emergency Preparedness

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
SHSP-Admin Fund	(3,200)	(3,200)	(6,400)
Software Purchases	22,000	3,200	25,200

ATTACHMENT D - Animal Shelter

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
Donations-Animal Shelter	(41,653)	(2,500)	(44,153)
Other Fees	106,289	2,500	108,789

ATTACHMENT E - Bayou Country Sport Park Parking Lot

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
BCSP-Limestone Parking Lot		119,868	119,868
Rec District 5 Improvements	12,500	(12,500)	-
Mechanicville Splash Park	52,754	(52,754)	-
Airbase Dog Park	60,000	(54,614)	5,386

ATTACHMENT F - Bayou Country Sports Park Complex

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
Parish Sports Park Complex	6,849,461	5,386	6,854,847
Airbase Dog Park	5,386	(5,386)	-

ATTACHMENT G - Oyster Bed Surge Protection

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
Oyster Bed Surge Protection		(5,455,744)	(5,455,744)
Oyster Bed Surge Protection	335,688	5,455,744	5,791,432

ATTACHMENT H - Houma Police Department

	2023		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
Opioid Abatement Revenue		(632,687)	(632,687)
Opioid Abatement		632,687	632,687
Overtime Pay		(632,687)	(632,687)
Fund Balance (Increase)	n/a	632,687	n/a

Section I

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, October 17, 2023 1:53 PM
To: Kayla Dupre
Subject: Group Insurance Budget Amendment
Attachments: Book1.xlsx

Attached is the information for the budget amendment for reducing group insurance.

Thanks
Kandace

Account Number	Adopted	Change	Amended
151-111-8131-01	116,075.00	(17,410.00)	98,665.00
151-115-8131-01	52,725.00	1,669.00	54,394.00
151-120-8131-01	280,475.00	(44,715.00)	235,760.00
151-121-8131-01	97,400.00	(15,899.00)	81,501.00
151-123-8131-01	318,150.00	(46,818.00)	271,332.00
151-126-8131-01	218,975.00	(25,273.00)	193,702.00
151-131-8131-01	87,675.00	7,993.00	95,668.00
151-141-8131-01	84,400.00	(33,498.00)	50,902.00
151-151-8131-01	248,975.00	(71,529.00)	177,446.00
151-152-8131-01	143,850.00	(42,260.00)	101,590.00
151-193-8131-01	261,250.00	(29,181.00)	232,069.00
151-194-8131-01	161,300.00	(11,567.00)	149,733.00
151-195-8131-01	97,400.00	(20,100.00)	77,300.00
151-302-8131-01	135,850.00	(28,413.00)	107,437.00
151-442-8131-01	189,625.00	(67,272.00)	122,353.00
151-653-8131-01	130,350.00	(16,202.00)	114,148.00
151-912-8131-01	32,225.00	(13,579.00)	18,646.00
151-000-5111-00	n/a	474,054.00	n/a
202-122-8131-01	430,575.00	(211,155.00)	219,420.00
202-000-5111-00	n/a	211,155.00	n/a
203-201-8131-01	51,450.00	(14,552.00)	36,898.00
203-202-8131-01	200,625.00	(96,716.00)	103,909.00
203-000-5111-00	n/a	111,268.00	n/a
205-196-8131-01	15,000.00	(1,329.00)	13,671.00
205-000-5111-00	n/a	1,329.00	n/a
209-127-8131-01	88,575.00	(14,823.00)	73,752.00
209-000-5111-00	n/a	14,823.00	n/a
251-310-8131-01	619,600.00	(177,141.00)	442,459.00
251-000-5111-00	n/a	177,141.00	n/a
252-351-8131-01	1,358,375.00	(567,321.00)	791,054.00
252-000-5111-00	n/a	567,321.00	n/a
277-401-8131-01	91,175.00	(14,297.00)	76,878.00
277-000-5111-00	n/a	14,297.00	n/a
280-521-8131-01	103,625.00	(25,123.00)	78,502.00
280-000-5111-00	n/a	25,123.00	n/a
285-501-8131-01	22,500.00	(8,457.00)	14,043.00
285-000-5111-00	n/a	8,457.00	n/a

299-122-8131-01	26,725.00	(1,222.00)	25,503.00
299-123-8131-01	897,525.00	(248,668.00)	648,857.00
299-125-8131-01	106,900.00	(4,154.00)	102,746.00
299-000-5111-00	n/a	254,044.00	n/a
301-802-8131-01	317,425.00	(41,692.00)	275,733.00
301-803-8131-01	42,225.00	(1,498.00)	40,727.00
301-806-8131-01	193,625.00	(62,240.00)	131,385.00
301-807-8131-01	91,900.00	(23,595.00)	68,305.00
301-000-5121-00	n/a	129,025.00	n/a
310-431-8131-01	248,800.00	(96,065.00)	152,735.00
310-432-8131-01	154,125.00	(31,312.00)	122,813.00
310-433-8131-01	156,900.00	(48,256.00)	108,644.00
310-000-5121-00	n/a	175,633.00	n/a
353-441-8131-01	241,800.00	(47,416.00)	194,384.00
353-445-8131-01	147,765.00	(39,248.00)	108,517.00
353-000-5121-00	n/a	86,664.00	n/a
354-155-8131-01	88,590.00	(19,501.00)	69,089.00
351-000-5121-00	n/a	19,501.00	n/a
370-156-8131-01	60,950.00	(2,439.00)	58,511.00
370-000-5121-00	n/a	2,439.00	n/a
380-154-8131-01	119,175.00	(14,520.00)	104,655.00
380-000-5121-00	n/a	14,520.00	n/a
385-197-8131-01	211,075.00	(62,255.00)	148,820.00
385-000-5121-00	n/a	62,255.00	n/a
390-192-8131-01	256,858.00	(24,345.00)	232,513.00
390-000-5121-00	n/a	24,345.00	n/a
395-303-8131-01	145,900.00	(32,075.00)	113,825.00
395-000-5121-00	n/a	32,075.00	n/a

Section II

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, October 17, 2023 12:34 PM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: Budget Amendment

We paid for the Brady Road Temporary Bridge out of 661-310-8916-87 in 2021 for \$634,100. It should have been paid in 251-310-8929-13. We need to do a budget amendment reducing the budget at 251-310-8929-13 and put it into the 661-310-8916-87 account for \$650,000.

Kandace M. Mauldin, CPA
Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457



Saltwater Fishing Capital of the World

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2024 - FIVE YEAR CAPITAL OUTLAY
FUND 661 - ROAD CONSTRUCTION FUND**

**661-310-8916-87
BRADY ROAD BRIDGE REPLACEMENT
PARISH PROJECT # 20-BRG-33
R: 661-000-6342-87**

TOTAL FUNDING	\$	9,501,667
EXPENDITURES THRU 12/31/22		(737,813)
PROJECT BALANCE	\$	8,763,854

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028
Oct-17	ORD 8894	FROM 659-301-8941-01 FD 255	200,000						
		EXCHANGING FUNDING SOURCE FD 255							
Feb-19	ORD 9032	TO 661-310-8916-87	(200,000)						
		EXCHANGING FUND SOURCES FD 251							
Feb-19	ORD 9032	FROM 661-310-8916-87	113,332						
		EXCHANGING FUND SOURCES FD 255							
Feb-19	ORD 9032	FROM 661-310-8916-87	86,668						
		EXCHANGING FUNDING SOURCE TO 661-							
May-20	ORD 9149	310-8916-58 (Fd 251)	(80,694)						
		EXCHANGING FUNDING SOURCE FROM							
May-20	ORD 9149	661-310-8916-58 (Fd 255)	80,694						
May-20	ORD 9149	To 655-351-8939-07 (Fd 255)	(167,362)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	200,000						
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	800,000						
Jan-21	ORD 9229	FROM 661-310-8916-58 FD 251	34,029						
Jul-21	ORD 9295	ARP- FUND 201	400,000						
Sep-22	ORD 9421	FROM FD 255 1/4% SALES TAX FUND	1,500,000						
Oct-22	ORD 9431	FACILITY PLANNING & CONTROL	5,885,000						
Nov-23	PENDING BA	FROM 251-310-8929-13		650,000					
		LESS PRIOR YEARS EXPENDITURES	\$ (737,813)						
		FUNDS AVAILABLE	\$ 8,113,854	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: DELTA COAST CONSULTANTS, LLC

DESCRIPTION: Replacement of Brady Bridge

Felicia Aubert

From: Kandace Mauldin
Sent: Tuesday, October 17, 2023 12:34 PM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: Budget Amendment

We paid for the Brady Road Temporary Bridge out of 661-310-8916-87 in 2021 for \$634,100. It should have been paid in 251-310-8929-13. We need to do a budget amendment reducing the budget at 251-310-8929-13 and put it into the 661-310-8916-87 account for \$650,000.

Kandace M. Mauldin, CPA
Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457



Saltwater Fishing Capital of the World

ACCT: 661-310-8916-87

ROAD CONSTRUCTION FUND
ROADS & BRIDGES
BRADY ROAD BRIDGE REPLACEMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	8,113,854	11,405.00	0	8,102,449
CLOSED:				
2017	200,000	.00	N/A	200,000
2018	200,000	.00	N/A	200,000
2019	200,000	.00	N/A	200,000
2020	232,638	.00	N/A	232,638
2021	1,466,667	69,067.48	N/A	1,397,600
2022	8,782,600	668,746.48	N/A	8,113,854

ENTER = CONTINUE CF04 = DSP DETAIL CF05 = DSP INV JE
 CF01 = EXIT CF02 = INPUT SCR CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 661-000-7102-51

ROAD CONSTRUCTION FUND
NO DEPARTMENT NAME
ROAD & BRIDGE FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	200,000	200,000.00-	0	0
CLOSED:				
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	375,000	375,000.00-	N/A	0

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR CF04 = DSP DETAIL CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

10/18/23

SEPTEMBER 30, 2023 - MONTH LAST CLOSED

ACCT: 251-999-9106-61

ROAD AND BRIDGE FUND

OPERATING TRANSFERS

ROAD CONSTRUCTION FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	200,000	200,000.00	0	0
CLOSED:				
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	375,000	375,000.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

SEPTEMBER 30, 2023 - MONTH LAST CLOSED

ACCT: 251-310-8929-13

ROAD AND BRIDGE FUND
 ROADS & BRIDGES
 TEMPORARY BRIDGE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	650,000	.00	0	650,000
CLOSED:				
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	650,000	.00	N/A	650,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

Section III

Kayla Dupre

From: Mary Lajaunie
Sent: Thursday, September 14, 2023 11:06 AM
To: Kayla Dupre
Subject: RE: SHSP Grant Reimbursement

Can you please deposit the money into 151-912-8211-03?

That's the account it was taken out of.

Thanks!!!

From: Kayla Dupre <kdupre@tpcg.org>
Sent: Thursday, September 14, 2023 11:03 AM
To: Mary Lajaunie <mlajaunie@tpcg.org>
Subject: RE: SHSP Grant Reimbursement

It was deposited into revenue account 151-000-6342-12 (Admin Fund (SCPC)). The revenue and expense offset each other.

Kayla Dupre
Comptroller
Terrebonne Parish Consolidated Government
8026 Main St., Suite 300, Houma, LA 70360
Phone: (985) 873-6452 fax: (985) 873-6457
kdupre@tpcg.org

From: Mary Lajaunie <mlajaunie@tpcg.org>
Sent: Thursday, September 14, 2023 10:51 AM
To: Kayla Dupre <kdupre@tpcg.org>
Subject: SHSP Grant Reimbursement

Here you go Kayla.

Thanks!!!!

Thanks so very much,

Mary D. Lajaunie
Executive Secretary
Terrebonne Office of Homeland Security & Emergency Preparedness
101 Government Street
Gray, LA 70359
Office: (985) 873-6357



TERREBONNE PARISH CONSOLIDATED GOVERNMENT
CUSTOMER SERVICE DIVISION

8026 Main Street (Lobby) - Houma, Louisiana 70360

OFFICIAL RECEIPT

CUSTOMER COPY
Phone (985) 873-6462

Receipt No. 0132368

Date 06/28/2023 08:45 AM

Name/Address SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION P.O. BOX 1870 GRAYA, LA 70359	REFERENCE NUMBERS
	U/B Account No.
	A/R Invoice No. License/Registration No.
Reference 1.30.2023 ISRI REIMB	

FEES AND PAYMENTS			
Description	GA. Account	Fees	Regular Pmt.
SHSP - ADMIN FUND (SCPC)	151-000-6342-12	3,200.00	
CHECK #44383			3,200.00
Total		3,200.00	3,200.00

FOR INTERNAL USE ONLY	
Received by	Notes
Amt. Rec'd. *****3,200.00	(OT) \$3,200.00 CK #44383

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

10/18/23

SEPTEMBER 30, 2023 - MONTH LAST CLOSED

ACCT: 151-000-6342-12

GENERAL FUND

NO DEPARTMENT NAME

SHSP - ADMIN FUND (SCPC)

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	3,200	6,400.00-	0	3,200
CLOSED:				
2017	0	.00	N/A	0
2018	0	10,101.38-	N/A	10,101
2019	0	9,433.48-	N/A	9,433
2020	7,900	1,094.70-	N/A	6,805-
2021	5,000	.00	N/A	5,000-
2022	2,500	2,639.39-	N/A	139

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR CF04 = DSP DETAIL CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 151-912-8211-03

GENERAL FUND
EMERGENCY PREPAREDNESS
SOFTWARE PURCHASES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	22,000	16,020.27	0	5,980
CLOSED:				
2017	2,425	2,424.96	N/A	0
2018	5,978	5,977.92	N/A	0
2019	11,720	11,382.33	N/A	338
2020	13,000	4,870.61	N/A	8,129
2021	31,900	28,833.67	N/A	3,066
2022	32,000	15,381.49	N/A	16,619

ENTER = CONTINUE CF04 = DSP DETAIL CF05 = DSP INV JE
 CF01 = EXIT CF02 = INPUT SCR CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

Section IV

Kayla Dupre

From: Valerie Robinson
Sent: Wednesday, October 4, 2023 4:30 PM
To: Kayla Dupre
Subject: WOR Operation Pit Stop check
Attachments: WOR Operation Pit Stop check.pdf

Hi Kayla,

Wings of Rescue (WOR) granted us \$2,500 for spay/neuter for "Operation Pit Stop". I am sending the check interoffice. Can you deposit and move those funds into 151-442-8349-01? Let me know if you have any questions or need anything else. Thanks!

Best,

Valerie Robinson
Animal Shelter Director
Terrebonne Parish Animal Shelter
(985) 873-6709
(985) 580-8150 fax
www.tpcg.org/animalshelter

Follow us on [facebook](#)

151-000-6741-01

ACCT: 151-000-6741-01

GENERAL FUND
 NO DEPARTMENT NAME
 DONATIONS-ANIMAL SHELTER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	41,653	44,153.00-	0	2,500
CLOSED:				
2017	38,000	88,756.70-	N/A	50,757
2018	0	7,519.80-	N/A	7,520
2019	95,000	88,317.00-	N/A	6,683-
2020	28,000	28,350.47-	N/A	350
2021	117,500	121,125.00-	N/A	3,625
2022	174,458	227,859.78-	N/A	53,402

ENTER = CONTINUE CF04 = DSP DETAIL CF05 = DSP INV JE
 CF01 = EXIT CF02 = INPUT SCR CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 151-442-8349-01

GENERAL FUND
ANIMAL CONTROL
OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	106,289	25,261.67	0	81,027
CLOSED:				
2017	38,000	27,516.20	N/A	10,484
2018	50,484	43,840.00	N/A	6,644
2019	34,644	19,398.00	N/A	15,246
2020	45,933	18,461.65	N/A	27,471
2021	149,971	34,488.22	N/A	115,483
2022	90,808	47,192.46	N/A	43,616

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

CF08 = PRT DETAIL

Section IV & V

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, October 17, 2023 12:26 PM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: Budget Amendment

We need to do a budget amendment moving \$124,254 to the Bayou Country Sports Park (659-501-8913-20) The funding sources are as follows:

- Recreation District 5 improvements (659-501-8913-27) - \$12,500
 - Mechanicville Splash Park (659-501-8913-28) - \$52,754
 - Airbase Dog Park (659-501-8913-30) - \$60,000
- Handwritten notes: 54,614 } 119,868

Thanks

Kandace M. Mauldin, CPA

Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457

Handwritten note: \$5,386 to 659-501-8913-20 from 659-501-8913-30



Saltwater Fishing Capital of the World

Felicia Aubert

From: Kandace Mauldin
Sent: Tuesday, October 3, 2023 9:13 AM
To: Madeleine Bodin
Cc: Dean Schouest; Felicia Aubert
Subject: RE: BCSP Limestone Parking Lot

Thanks.

Felicia – see below. We need to add a new account for BCSP Limestone Parking Lot and then prepare a line item adjustment for the numbers below to move from the regular BCSP account to the new account.

From: Madeleine Bodin <mbodin@tpcg.org>
Sent: Tuesday, October 3, 2023 8:28 AM
To: Kandace Mauldin <kmauldin@tpcg.org>
Cc: Dean Schouest <dschouest@houmaciviccenter.com>
Subject: RE: BCSP Limestone Parking Lot

No problem, you were in the middle of budget stuff.

Engineering: \$119,868.00
Construction: \$847,425.81 (estimate)
Total \$967,293.81

Thanks,
Madeleine

From: Kandace Mauldin <kmauldin@tpcg.org>
Sent: Monday, October 2, 2023 7:48 AM
To: Madeleine Bodin <mbodin@tpcg.org>
Cc: Dean Schouest <dschouest@houmaciviccenter.com>
Subject: RE: BCSP Limestone Parking Lot

Sorry I have not gotten back to you on this. We will probably set up a separate account for this to pull out of the overall project. What was the dollar amount for the agreement and construction?

From: Madeleine Bodin <mbodin@tpcg.org>
Sent: Tuesday, September 19, 2023 2:45 PM
To: Kandace Mauldin <kmauldin@tpcg.org>
Cc: Dean Schouest <dschouest@houmaciviccenter.com>
Subject: BCSP Limestone Parking Lot

Kandace,

I am preparing to get the Engineering Agreement for the above project signed. Do we have a separate account for this project or is there another established account that we are using?

Thanks,

Madeleine M Bodin, E.I.
Engineer In Training
Terrebonne Parish Consolidated Government
Engineering Division

Phone: 985-873-6720

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2024 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL

659-501-8913-38
BCSP-LIMESTONE PARKING LOT

TOTAL FUNDING	\$	119,868
EXPENDITURES THRU 12/31/22		-
PROJECT BALANCE	\$	<u>119,868</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028
Nov-23	PENDING BA	FROM 659-501-8913-27 FD 280		12,500					
Nov-23	PENDING BA	FROM 659-501-8913-28 FD 280		52,754					
Nov-23	PENDING BA	FROM 659-501-8913-30 FD 280		54,614					

FUNDS AVAILABLE	\$	-	\$	119,868	\$	-	\$	-	\$	-	\$	-
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ENGINEER/ARCHITECT: ALL SOUTH CONSULTING & ENGINEERING

DESCRIPTION: THIS PROJECT IS TO LIMESTONE THE PARKING LOT AND THE BAYOU COUNTRY SPORTS PARK.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
 2024 - FIVE YEAR CAPITAL OUTLAY
 FUND 659 - CAPITAL PROJECTS CONTROL

659-501-8913-20
 PARISH SPORTS PARK COMPLEX
 R# 659-000-6342-11
 R# 659-000-6343-35

TOTAL FUNDING	\$	12,257,194
EXPENDITURES THRU 12/31/22		<u>(4,902,347)</u>
PROJECT BALANCE	\$	<u>7,354,847</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028
Jul-12	ORD 8141	FUND 280 P/W RECREATION FUND	47,500						
Dec-12	ORD 8252	FUND 280 P/W RECREATION FUND	1,000,000						
Dec-12	ORD 8252	FUND 151 GENERAL FUND	1,191,000						
Sep-15	ORD 8639	FUND 151 GENERAL FUND - BP	600,000						
Oct-15	ORD 8650	LAND & WATER CONSERVATION	250,000						
Jan-16	ORD 8669	FUND 280 P/W RECREATION FUND	139,405						
Aug-17	ORD 8872	FROM REC DISTRICT 2/3	200,000						
May-18	ORD 8957	FUND 285 B COUNTRY SPORTS PARK	440,000						
Oct-18	ORD 9008	FUND 285 B COUNTRY SPORTS PARK	317,878						
Nov-18	ORD 9014	FROM 655-351-8929-14 STWIDE FLOOD	89,400						
Jan-19	ORD 9028	FUND 280 P/W RECREATION FUND	220,000						
Mar-19	ORD 9040	FUND 280 P/W RECREATION FUND	25,000						
May-19	ORD 9052	From 655-351-8929-50 (FD 151)	100,000						
Dec-19	ORD 9114	TO 661-310-8916-59 FD 151	(100,000)						
Jan-20	ORD 9117	EXCHANGING FUND SOURCES FD 285	100,000						
Jan-20	ORD 9117	TO GENERAL FUND FD 151	(100,000)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	250,000						

CONTINUED ON NEXT PAGE

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2024 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL**

**659-501-8913-20
PARISH SPORTS PARK COMPLEX (Continued)
R# 659-000-6342-11
R# 659-000-6343-35**

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028
Jan-21	ORD 9229	FROM FUND 285 B COUNTRY SPORTS PARK	95,000						
Jan-21	ORD 9229	FROM 661-310-8916-59 FD 280	18,131						
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	1,009,900						
Jul-21	ORD 9295	ARP- FUND 201	250,000						
Apr-21	ORD 9359	ACT 120 OF 2021	500,000						
Jun-22	ORD 9379	FROM 659-000-6912-00	11,662						
Aug-22	LIA #77	FROM 659-501-8913-36 FD 285	688,447						
Aug-22	LIA #77	FROM 659-501-8913-37 FD 255	404,959						
Aug-22	ORD 9413	FROM FD 255 1/4% SALES TAX FUND	56,441						
Sep-22	ORD 9420	FROM FD 280 P/W RECREATION FUND	675,000						
Sep-22	ORD 9420	FROM FD 255 1/4% SALES TAX FUND	675,000						
Dec-22	ORD 9445	FACILITY PLANNING & CONTROL	2,984,000						
Jun-23	LIA #37	TO 659-501-8913-36 FP&C		(1,177,747)					
Jun-23	LIA #37	TO 659-501-8913-36 FD 255		(392,582)					
Sep-23	LIA #97	TO 659-501-8913-36 FP&C		(826,853)					
Sep-23	LIA #97	FROM 659-501-8913-36 FD 255		10,267					
Oct-23	PENDING BA	FACILITY PLANNING & CONTROL		2,000,000					
Oct-23	PENDING BA	FD 255 CLOSE TO FUND BALANCE		(500,000)					
Oct-23	PENDING BA	FD 280 P/W RECREATION FUND		500,000					
Nov-23	PENDING BA	FROM 659-501-8913-30 FD 280			5,386				
Jan-24	PROPOSED	FD 280 P/W RECREATION FUND			500,000				
		LESS PRIOR YEARS EXPENDITURES	(4,902,347)						
		FUNDS AVAILABLE	\$ 7,236,376	\$ (386,915)	\$ 505,386	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT:	JOSEPH FURR DESIGN	DESCRIPTION:	EVALUATE THE MERITS AND FEASIBILITY OF
CONTRACTOR:	ALL SOUTH, ENGINEERING		ACQUIRED LAND IN PARTNERSHIP WITH
	BAYOU IRRIGATION, INC.		RECREATION DISTRICT 2, 3 FOR THE PURPOSE OF
	LEWIS STONE, LLC.		DEVELOPING A MAJOR SPORTS PARK COMPLEX.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
 2024 - FIVE YEAR CAPITAL OUTLAY
 FUND 659 - CAPITAL PROJECTS CONTROL

659-501-8913-27
 RECREATION DISTRICT 5 IMPROVEMENTS

TOTAL FUNDING	\$	-
EXPENDITURES THRU 12/31/22		-
PROJECT BALANCE	\$	-

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028
Jan-17	ORD 8796	FUND 280 P/W RECREATION FUND	12,500						
Nov-23	PENDING BA	TO 659-501-8913-38 FD 280		(12,500)					
LESS PRIOR YEARS EXPENDITURES									
FUNDS AVAILABLE			\$ 12,500	\$ (12,500)	\$ -	\$ -	\$ -	\$ -	\$ -

DESCRIPTION: Assist with the recreation equipment and programs for Council District 5.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
 2024 - FIVE YEAR CAPITAL OUTLAY
 FUND 659 - CAPITAL PROJECTS CONTROL

659-501-8913-30
 AIRBASE DOG PARK

TOTAL FUNDING	\$	-
EXPENDITURES THRU 12/31/22		-
PROJECT BALANCE	<u>\$</u>	<u>-</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028							
Jan-20	ORD 9117	FD 280 P/W RECREATION FUND	60,000													
Nov-23	PENDING BA	TO 659-501-8913-20 FD 280		(5,386)												
Nov-23	PENDING BA	TO 659-501-8913-38 FD 280		(54,614)												
LESS PRIOR YEARS EXPENDITURES																
FUNDS AVAILABLE			<u>\$</u>	<u>60,000</u>	<u>\$</u>	<u>(60,000)</u>	<u>\$</u>	<u>-</u>								

ENGINEER: DAVID A WAITZ, ENGINEERING
 CONTRACTOR: LA CONTRACTING ENTERPISE

DESCRIPTION: Provide a Splash Park on the Houma Airbase.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 659-501-8913-27

CAPITAL PROJECTS CONTRL
PARKS & GROUNDS
REC DISTRICT 5 IMPROVEMENTS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	12,500	.00	0	12,500
CLOSED:				
2017	12,500	.00	N/A	12,500
2018	12,500	.00	N/A	12,500
2019	12,500	.00	N/A	12,500
2020	12,500	.00	N/A	12,500
2021	12,500	.00	N/A	12,500
2022	12,500	.00	N/A	12,500

ENTER = CONTINUE CF04 = DSP DETAIL CF05 = DSP INV JE
CF01 = EXIT CF02 = INPUT SCR CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 659-501-8913-28

CAPITAL PROJECTS CONTRL
PARKS & GROUNDS
MECHANICVILLE SPLASH PARK

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	52,754	.00	0	52,754
CLOSED:				
2017	0	.00	N/A	0
2018	225,000	22,071.98	N/A	202,928
2019	80,711	5,357.15	N/A	75,354
2020	52,754	.00	N/A	52,754
2021	52,754	.00	N/A	52,754
2022	52,754	.00	N/A	52,754

ENTER = CONTINUE

CF01 = EXIT

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 659-501-8913-30

CAPITAL PROJECTS CONTRL
PARKS & GROUNDS
AIRBASE DOG PARK

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	60,000	.00	0	60,000
CLOSED:				
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	60,000	.00	N/A	60,000
2021	60,000	.00	N/A	60,000
2022	60,000	.00	N/A	60,000

ENTER = CONTINUE

CF01 = EXIT

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

CF02 = INPUT SCR

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2023 - MONTH LAST CLOSED

10/18/23

ACCT: 659-501-8913-20

CAPITAL PROJECTS CONTRL
PARKS & GROUNDS
PARISH SPORTS PARK COMPLEX

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	6,849,461	5,049,536.88	53,650	1,746,274
CLOSED:				
2017	450,102	18,205.00	N/A	431,897
2018	1,279,175	469,624.52	N/A	809,550
2019	1,054,550	934,430.93	N/A	120,119
2020	370,119	13,055.24	N/A	357,064
2021	1,730,095	327,135.90	N/A	1,402,959
2022	7,398,468	162,091.88	N/A	7,236,376

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF08 = PRT DETAIL

CF06 = DSP ENCUMBRANCE

Felicia Aubert

Section VII

From: Jennifer Gerbasi
Sent: Wednesday, October 11, 2023 11:36 AM
To: Kandace Mauldin
Cc: Felicia Aubert
Subject: NFWF Funding for Lake Chien
Attachments: Formal Email Budget Approval 6 1 2023.pdf; Budget NFWF Lake Chien 2022.xlsx; 74582 +NFWF+2022+Grant+Living+Shoreline+Agreement+signed+2-1.pdf; Resolution No. 22-354 Oysterbed Surge Protection System - Lake Chien certified copy.pdf

Greetings,
As requested, please find attached the award, resolution from council, executed agreement, and revised budget with approval from NFWF. If you need any further documents, let me know. Kayla and Felicia have already provided w-9 etc. for payments.
Cheers,
Jennifer

Jennifer C. Gerbasi
Terrebonne Parish Consolidated Government
Recovery Assistance and Mitigation Planning
8026 Main Street, Second Floor
Houma, Louisiana 70360
P: 985-873-6565



OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. D. BABIN

RESOLUTION NO. 22-354

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ACCEPT THE GRANT AWARDED AND SIGN ANY AND ALL DOCUMENTS RELATED TO THE NFWF FUNDING FOR LIVING SHORELINES TO PROTECT THE INTEGRITY OF THE COASTLINE WHILE PROTECTING, RESTORING OR ENHANCING HABITAT FOR ENVIRONMENTALLY AND COMMERCIALY IMPORTANT NATURAL RESOURCES.

WHEREAS, the Terrebonne Parish Consolidated Government applied for funding from the National Fish and Wildlife Foundation (NFWF) to install a Living Shoreline/Oyster Bed Surge Protection System in Lake Chien,

WHEREAS, by communication from the NFWF, Terrebonne Parish Consolidated Government has been notified that the application was approved March 1, 2022; and

WHEREAS, the approved funding for the installation of the Living Shoreline surge protection system is as follows:

Federal Share (50%)	\$ 5,445,743.85
Non Federal Share (0%)	\$ 175,000.00
TOTAL PROJECT AWARD:	\$ 5,620,743.85

5455743.85

WHEREAS, the National Fish and Wildlife Foundation (NFWF) has provided an Agreement attached here as Attachment A; and

WHEREAS, Terrebonne Parish Consolidated Government will be a party to that agreement;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the Parish President is hereby authorized to enter into the appropriate Agreement with the National Fish and Wildlife Foundation to implement the Living Shoreline.

THERE WAS RECORDED:

YEAS: D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, C. Harding, G. Michel, J. Amedée and J. Domangue.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the resolution adopted on this the 14th day of November 2022.

I, TAMMY E. TRIGGS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Assembled Council in Regular Session on November 16, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 17TH DAY OF NOVEMBER 2022.



TAMMY E. TRIGGS
COUNCIL CLERK

TERREBONNE PARISH COUNCIL

 NATIONAL FISH AND WILDLIFE FOUNDATION GRANT AGREEMENT		1. NFWF PROPOSAL ID: 74582	2. NFWF GRANT ID: 0318.22.074582
		3. UNIQUE ENTITY IDENTIFIER (UEI) X6CFK7JK1NT3	4. INDIRECT COST RATE (REFERENCE LINE 17 for RATE TERMS) N/A
5. SUBRECIPIENT TYPE State or Local Government		6. NFWF SUBRECIPIENT Terrebonne Parish Consolidated Government	
7. NFWF SUBRECIPIENT CONTACT Gordon Dove 8026 Main ST Houma, LA 70360-2768 jgerbasi@tpcg.org		8. NFWF GRANTS ADMINISTRATOR/NFWF CONTACT INFORMATION Briea Dorsey National Fish and Wildlife Foundation 1133 15 th Street, N.W. Suite 1000 Washington, D.C. 20005 Tel:202-857-0166 Fax: 202-857-0162 Briea.Dorsey@nfwf.org	
9. PROJECT TITLE Living Shoreline Installation on Lake Chien (LA)			
10. PROJECT DESCRIPTION Install a living shoreline along 1.85 miles of the shoreline of Lake Chien in Terrebonne Parish, Louisiana near the Gulf of Mexico to preserve at least an estimated 20 acres of marshland in the first 20 years and 50 acres in 50 years. Project will build over 5 acres of land and will buffer infrastructure investments and estuaries that provide habitat to important fisheries, species of concern, and traditional subsistence customs.			
11. PERIOD OF PERFORMANCE December 30, 2022 to December 29, 2025		12. TOTAL AWARD TO SUBRECIPIENT \$5,455,743.85	13. TOTAL FED. FUNDS \$5,455,744
14. TOTAL NON-FED. FUNDS N/A		15. FEDERAL MATCH REQUIREMENT \$0.00	
16. NON-FEDERAL MATCH REQUIREMENT \$175,000			
17. SUBRECIPIENT INDIRECT COST RATE TERMS The rate specified in Line 4 reflects that the Subrecipient has elected not to claim an indirect cost rate and that this election shall apply throughout the project's period of performance.			
18. TABLE OF CONTENTS			
SEC.	DESCRIPTION		
1	NFWF Agreement Administration		
2	NFWF Agreement Clauses		
3	Representations, Certifications, Obligations, and Other Statements – General		
4	Representations, Certifications, and Other Statements Relating to Federal Funds- General		
5	Representations, Certifications, and Other Statements Relating to Federal Funds – Funding Source Specific		
6	Other Representations, Certifications, Statements and Clauses		

659-301-8941-10 \$5,455,744.
659-000 6321-10 \$5,455,744.

19. FUNDING SOURCE INFORMATION/FEDERAL AND NON-FEDERAL							
A. FUNDING SOURCE (FS)	B. NFWF FS ID	C. FS AWARD DATE TO NFWF	D. FAIN	E. TOT FED. AWARD TO NFWF	F. TOT OBLG. TO SUBRECIPIENT	G. FS END DATE	H. CFDA
National Oceanic And Atmospheric Administration	FC.R519	3/1/2022	NA22NOS4730016	\$24,825,000.00	\$5,455,743.85	2/28/2027	11.473

20. NOTICE OF AWARD

The National Fish and Wildlife Foundation (NFWF) agrees to provide the NFWF Award to the NFWF Subrecipient for the purpose of satisfactorily performing the Project described in a full proposal as identified on line 1 and incorporated into this Agreement by reference. The NFWF Award is provided on the condition that the NFWF Subrecipient agrees that it will raise and spend at least the amount listed on lines 15 and 16 in matching contributions on the Project, as applicable. The Project must be completed, with all NFWF funds and matching contributions spent, during the Period of Performance as set forth above. All items designated on the Cover Page and the Table of Contents are incorporated into this Agreement by reference herein. NFWF Subrecipient agrees to abide by all statutory or regulatory requirements, or obligations otherwise required by law. Subrecipient is obligated to notify NFWF if any of the information on the Cover Page changes in any way, whether material or immaterial.

A. NAME AND TITLE OF AUTHORIZED SUBRECIPIENT SIGNER (Type or Print) Mike Toups Parish Manager Authorized Designee Record #1627089		D. NAME AND TITLE OF NFWF AWARDING OFFICIAL Holly A. Bamford, PhD, Chief Conservation Officer	
B. SUBRECIPIENT BY 		E. NATIONAL FISH AND WILDLIFE FOUNDATION BY 	
C. DATE 11/21/22		F. DATE 12/5/2022	
<i>NFWF prohibits discrimination in all its programs and activities on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, personal appearance, citizen status, disability, sexual orientation, gender identity or expression, pregnancy, child birth or related medical conditions, family responsibilities, matriculation, genetic information, political or union affiliation, veteran status or any other status protected by applicable law ("Protected Categories"). In addition, NFWF prohibits retaliation against an individual who opposes an unlawful educational practice or policy or files a charge, testifies or participates in any complaint under Title VI. NFWF complies with all applicable federal, state and local laws in its commitment to being an equal opportunity provider and employer; accordingly, it is NFWF's policy to administer all employment actions, including but not limited to, recruiting, hiring, training, promoting, and payment of wages, without regard to any Protected Category(ies).</i>			

See Reporting Schedule on the following page.

21. REPORTING DUE DATES/SUBRECIPIENT REPORTING SCHEDULE

Reporting Task	Task Due Date
Annual Financial Report	December 30, 2023
Interim Programmatic Report	December 30, 2023
Annual Financial Report	December 30, 2024
Interim Programmatic Report	December 30, 2024
Final Financial Report	March 29, 2026
Final Programmatic Report	March 29, 2026



SECTION 1 NFWF AGREEMENT ADMINISTRATION

1.1. Amendments.

During the life of the Project, the NFWF Subrecipient is required to immediately inform in writing the NFWF Grants Administrator of any changes in contact information, Key Personnel, scope of work, indirect cost rate, as well as any difficulties in completing the performance goals articulated in the Project description. NFWF Subrecipients must request an amendment from NFWF upon determination of a deviation from the original Grant Agreement as soon as such deviation is detected. NFWF reserves the right to approve, deny and/or negotiate any such request. Alternatively, NFWF may initiate an amendment if NFWF determines an amendment is necessary at any time. Amendment requests are to be submitted via NFWF's grants management system.

1.1.1. Budget Amendment Request.

If the NFWF Subrecipient determines that: 1) the amount of the budget is going to change in any one direct cost category by an amount that exceeds 10% of the Award, or 2) there is a need to increase indirect costs, the NFWF Subrecipient must seek prior written approval via an amendment request in NFWF's grants management system.

1.1.2. Extension of Performance Period.

If additional time is needed to complete the approved Project, the NFWF Subrecipient should contact the NFWF Grants Administrator at least 45 calendar days prior to the project period expiration date to initiate the no-cost extension request process in NFWF's grants management system. In addition, if there are overdue reports required, the NFWF Subrecipient must ensure that they are submitted along with or prior to submitting the no-cost extension request.

1.2. Matching Contributions.

Matching Contributions consist of cash, contributed goods and services, volunteer hours, and/or property raised and spent for the Project. Matching Contributions for the purposes of this Project must meet the following criteria: (1) Are verifiable from the NFWF Subrecipient's records; (2) Are not included as contributions for any other federal award; (3) Are necessary and reasonable for the accomplishment of project or program objectives; (4) Are allowable under OMB Cost Principles; (5) Are not paid by the U.S. Government under another federal award except where the federal statute authorizing a program specifically provides that federal funds made available for such program can be applied to matching or cost sharing requirements of other federal programs when authorized by federal statute; (6) Are provided for in the approved budget when required by the federal awarding agency; (7) Are committed directly to the project and must be used within the period of performance as identified in this Agreement; (8) Otherwise conform to the law; and, (9) Are in compliance with the requirements of Section 3.3 of this Agreement concerning Compliance with Laws.

1.2.1. Documentation and Reporting of Matching Contributions.

The NFWF Subrecipient must retain supporting documentation, including detailed time records for contributed services, original receipts, appraisals of real property, and comparable rentals for other contributed property, at its place of business in the event of an audit of the NFWF Subrecipient as required by applicable federal regulations. The NFWF Subrecipient must report match progress in Payment Requests and Financial Reports.

1.2.2. Assessing Fair Market Value.

Fair market value of donated goods, services and property, including volunteer hours, shall be computed as outlined in §200.306 of 2 CFR Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (hereinafter "OMB Uniform Guidance"), regardless of whether this Agreement is federally funded.

1.3. Payment of Funds.

To be eligible to receive funds, NFWF Subrecipient must submit to NFWF (1) an original executed copy of this Agreement for the Project; (2) any due financial and programmatic reports; and (3) a complete and accurate Payment Request via NFWF's grants management system. At any time, NFWF reserves the right to require submission of source documentation, including but not limited to timesheets, cash receipts, contracts or subaward agreements, for any costs where the NFWF Subrecipient is seeking reimbursement by NFWF. NFWF reserves the right to retain up to ten percent (10%) of funds until submission and acceptance of final reports.

1.3.1. Reimbursements.

NFWF Subrecipient may request funds on a reimbursable basis. Reimbursement requests must include expenditures to date and an explanation of any variance from the approved budget.

1.3.2. Advances.

NFWF Subrecipient may request advance payment of funds prior to expenditure provided that the NFWF Subrecipient: (1) demonstrates an immediate need for advance payment; (2) documents expenditure of advanced funds; 3) maintains written procedures that minimize the time elapsing between the transfer of funds and disbursement; and (4) has established appropriate financial management systems that meet the needs and standards for fund control and accountability. Approval of any advance payment of funds is made at the sole discretion of NFWF, based on an assessment of the NFWF Subrecipient's needs.

1.3.3. Interest.

Any interest earned in any one year on funds advanced to the NFWF Subrecipient that exceeds \$500 must be reported to NFWF, and the disposition of those funds negotiated with NFWF. Interest amounts up to \$500 per year may be retained by the NFWF Subrecipient for administrative expense.

1.4. Reports.

1.4.1. Interim Programmatic Reports.

The NFWF Subrecipient will submit interim programmatic reports to NFWF based on the reporting schedule in Line 21 of the Cover Sheet to this Agreement, as may be amended at NFWF's sole discretion. The interim programmatic report shall consist of written statements of Project accomplishments and updated metric values since Project initiation, or since the last reporting period, and shall be submitted via NFWF's grants management system. NFWF may require specific formatting and/or additional information as appropriate.

1.4.2. Interim Financial Reports.

The NFWF Subrecipient will submit interim financial reports to NFWF based on the reporting schedule in Line 21 of the Cover Sheet to this Agreement, as may be amended at NFWF's sole discretion. The interim financial report shall consist of financial information detailing cumulative expenditures made under this Project since Project initiation and shall be uploaded via NFWF's grants management system. NFWF may require specific formatting and/or additional information as appropriate.

1.4.3. Annual Financial Report.

The NFWF Subrecipient will submit annual financial reports to NFWF based on the reporting schedule in Line 21 of the Cover Sheet to this Agreement, as may be amended at NFWF's sole discretion. The NFWF Subrecipient must enter a justification when there is a difference between the amount disbursed by NFWF and the amount expended by the grantee. Failure to submit an annual financial report in a timely manner will delay payment of submitted payment requests.

1.4.4. Final Reports.

Based on the reporting schedule in Line 21 of the Cover Sheet to this Agreement, the NFWF Subrecipient will submit (1) a Final Financial Report accounting for all Project funds received, Project expenditures, and budget variances (if any) compared to the approved budget; (2) a Final Programmatic Report summarizing and documenting the accomplishments and metric values achieved during the Period of Performance; (3) copies of any publications, press releases and other appropriate products resulting from the Project; and (4) photographs as described in Section 1.4.3.1 below. The final reports and digital photo files should be uploaded via NFWF's grants management system. Any requests for extensions of final report submission dates must be made in writing to the NFWF Grants Administrator and approved by NFWF in advance. NFWF may require specific formatting and/or additional information as appropriate.

1.4.4.1. Photographs.

NFWF requests, as appropriate for the Project, a representative number of high-resolution (minimum 300 dpi) photographs depicting the Project (before-and-after images, images of species impacted, and/or images of staff/volunteers working on the Project). Photographs should be uploaded with the Final Programmatic Report

via NFWF's grants management system as individual .jpg files. The FinalProgrammatic Report narrative should list each photograph, the date the photograph was taken, the location of the photographed image, caption, photo credit, and any other pertinent information (e.g., species, activity conducted) describing what the photograph is depicting. By uploading photographs to NFWF's grants management system the NFWF Subrecipient certifies that the photographs are unencumbered and that NFWF and Project Funders have a fully paid up non-exclusive, royalty-free, irrevocable, perpetual, worldwide license for posting of Final Reports and for any other purposes that NFWF or the Project Funder determines appropriate.

1.4.5. Significant Developments.

The NFWF Subrecipient shall report on events that may occur between the scheduled performance reporting dates that have a significant impact on the Project. Such reporting shall be made as soon as the following conditions become known:

1.4.5.1. Problems, delays, or adverse conditions which will materially impair the ability to meet the Project objective, including but not limited to the objective itself, its schedule and/or the budget. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the matter; and/or,

1.4.5.2. Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or produce more or different beneficial results than originally planned.

1.5. Reports and Payment Requests.

All reports, financial, programmatic, or otherwise, or payment requests under a federal award must be submitted by a representative of the NFWF Subrecipient who has the NFWF Subrecipient's full authority to tender such reports and requests for payment and to provide required certifications as set forth in 2 CFR 200.415, as applicable.

1.6. Record Retention and Access.

1.6.1. Retention Requirements for Records.

NFWF Subrecipient shall maintain all records connected with this Agreement for a period of at least three (3) years following the latest end date of the funding source(s) referenced above in line 19. FUNDING SOURCE INFORMATION/FEDERAL AND NON-FEDERAL or the close-out of all pending matters or audits related to this Agreement, whichever is later. As funding source end dates may be extended over time, the NFWF Subrecipient will be notified of the most up-to-date record retention requirements upon closure of this Award. If any litigation, claim, or audit is started (irrespective of the NFWF Subrecipient's involvement in such matter) before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings or pending matters involving the records have been resolved and final action taken. NFWF shall notify NFWF Subrecipient if any such litigation, claim or audit takes place or if funding source end date(s) is extended so as to extend the retention period. Records for real property and equipment acquired with federal funds must be retained for at least three (3) years following disposition of

such real property. For awards solely funded with funding sources with "N/A" listed as the end date, NFWF Subrecipient shall maintain all records connected with this Agreement for a period of at least three (3) years following the date of final payment or the Period of Performance end date, whichever is later.

1.6.2. Access to Records.

NFWF or any of its authorized representatives shall have access to such records and financial statements upon request, as shall Inspectors General, the Comptroller General of the United States or any of their authorized representatives if the Funding Source or any funding entity (*i.e.*, a secondary funding source) is a federal agency and/or any portion of the Project provided herein is paid with federal funds. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

SECTION 2 NFWF AGREEMENT CLAUSES

2.1. Restrictions on Use of Funds.

The NFWF Subrecipient agrees that any funds provided by NFWF and all Matching Contributions will be expended only for the purposes and programs described in this Agreement. No funds provided by NFWF pursuant to this Agreement or Matching Contributions may be used to support litigation expenses, lobbying activities, or any other activities not authorized under this Agreement or otherwise unallowable under the Federal Cost Principles set forth in the OMB Uniform Guidance.

2.2. Assignment.

The NFWF Subrecipient may not assign this Agreement, in whole or in part, to any other individual or other legal entity without the prior written approval of NFWF.

2.3. Subawards and Contracts.

When making subawards or contracting, NFWF Subrecipient shall:(1) abide by all applicable granting and contracting procedures, including but not limited to those requirements of the OMB Uniform Guidance (2 C.F.R. Part 200); (2) ensure that all applicable federal, state and local requirements are properly flowed down to the subawardee or contractor, including but not limited to the applicable provisions of the OMB Uniform Guidance (2 C.F.R. Part 200); and (3) ensure that such subaward or contracting complies with the requirements in Section 3.3 of this Agreement concerning Compliance with Laws. NFWF Subrecipient shall also include in any subaward or contract a similar provision to this, requiring the use of proper grant and contracting procedures and subsequent flow down of federal, state, and local requirements to lower-tiered subawardees and contractors.

2.4. Unexpended Funds.

Any funds provided by NFWF and held by the NFWF Subrecipient and not expended at the end of the Period of Performance will be returned to NFWF within ninety (90) days after the end of the Period of Performance.

2.5. Publicity, Acknowledgment of Support, and Disclaimers.

2.5.1. Publicity.

The NFWF Subrecipient gives NFWF the right and authority to publicize NFWF's financial support for this Agreement and the Project in press releases, publications, and other public communications.

2.5.2. Acknowledgment of Support.

The NFWF Subrecipient agrees to: (1) give appropriate credit to NFWF and any Funding Sources identified in this Agreement for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public communications regarding this Agreement or any of the project deliverables associated with this Agreement, subject to any terms and conditions as may be stated in Section 5 and Section 6 of this Agreement; and (2) include the disclaimer provided at Section 2.5.4.

2.5.3. Logo Use.

The NFWF Subrecipient must obtain prior NFWF approval for the use relating to this Award of the NFWF logo or the logo or marks of any Funding Source.

2.5.4. Disclaimers.

Payments made to the NFWF Subrecipient under this Agreement do not by direct reference or by implication convey NFWF's endorsement nor the endorsement by any other entity that provides funds to the NFWF Subrecipient through this Agreement, including the U.S. Government, as applicable, for the Project. All information submitted for publication or other public releases of information regarding this Agreement shall carry the following disclaimer, which NFWF may revise at any time at its sole discretion:

For Projects funded in whole or part with federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the National Fish and Wildlife Foundation and its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government, or the National Fish and Wildlife Foundation or its funding sources."

For Projects not funded with federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions of the National Fish and Wildlife Foundation or its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the National Fish and Wildlife Foundation or its funding sources."

2.6. Posting of Final Reports.

The NFWF Subrecipient hereby acknowledges and consents for NFWF and any Funding Source identified in this Agreement to post its final programmatic reports and deliverables on their respective websites. In the event that the NFWF Subrecipient intends to claim that its final report contains material that does not have to be posted on such websites because it is protected from disclosure by statutory or regulatory provisions, the NFWF Subrecipient shall so notify NFWF and any Funding Source identified in this Agreement and clearly mark all such potentially protected materials as "PROTECTED," providing an accurate and complete citation to the statutory or regulatory source for such protection.

2.7. Website Links.

The NFWF Subrecipient agrees to permit NFWF to post a link on any or all NFWF websites to any websites created by the NFWF Subrecipient in connection with the Project.

2.8. Evaluation.

Throughout a program or business plan, NFWF engages in monitoring and evaluation to assess progress toward conservation goals and inform future decision-making. These efforts use both data collected by grantees as part of their NFWF grant as well as post-award project data collected by third-party entities commissioned to conduct a program evaluation. The NFWF Subrecipient agrees to cooperate with NFWF by providing timely responses to all reasonable requests for information to assist in evaluating the accomplishments of the Project period of five (5) years after the project end date.

2.9. Intellectual Property.

Reports, materials, books, databases, monitoring data, maps and spatial data, audio/video, and other forms of intellectual property created using this grant may be copyrighted or otherwise legally protected by the NFWF Subrecipient or by the author. The NFWF Subrecipient agrees to provide to NFWF and any Funding Source identified in this Agreement a non-exclusive, royalty-free, irrevocable, perpetual, worldwide license to use, publish, copy and alter the NFWF Subrecipient's intellectual property created using this award for non-commercial purposes in any media – whether now known or later devised – including posting such intellectual property on NFWF's or Funding Source websites and featuring in publications. NFWF retains the right to use project metrics and spatial data submitted by the NFWF Subrecipient to estimate societal benefits that result and to report these results to funding partners on a case-by-case basis as determined by NFWF. These may include but are not limited to: habitat and species response, species connectivity, water quality, water quantity, risk of detrimental events (e.g., wildfire, floods), carbon accounting (e.g., sequestration, avoided emissions), environmental justice, and diversity, equity, and inclusion.

2.10. System for Award Management (SAM) Registration.

The NFWF Subrecipient must maintain an active SAM registration at www.SAM.gov until the final financial report is submitted or final payment is received, whichever is later. If the NFWF Subrecipient's SAM registration expires during the required period, NFWF will suspend payment to the NFWF Subrecipient until the SAM registration is updated.

2.11. Arbitration.

All claims, disputes, and other matters in question arising out of, or relating to this Agreement, its interpretation or breach, shall be decided through arbitration by a person or persons mutually acceptable to both NFWF and the NFWF Subrecipient. Notice of the demand for arbitration shall be made within a reasonable time, not to exceed three years, after the claim, dispute, or other matter in question has arisen. The award rendered by the arbitrator or arbitrators shall be final. The terms of this provision will survive termination of this Agreement.

2.12. Indemnity.

The NFWF Subrecipient shall indemnify and hold harmless NFWF, any Funding Source identified in this Grant Agreement, their respective officers, directors, agents, and employees in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions or liabilities arising from or in connection with the Project. The terms of this provision will survive termination of this Agreement.

2.13. Insurance.

The NFWF Subrecipient agrees to obtain and maintain all appropriate and/or required insurance coverages against liability for injury to persons or property from any and all activities undertaken by the NFWF Subrecipient and associated with this Agreement in any way. NFWF reserves the right to require additional insurance limits and policies based on specific activities under this Agreement, that NFWF be named insured on all applicable insurance policies, and that the NFWF Subrecipient provide a certificate of insurance and/or copies of applicable insurance policies as requested by NFWF. The terms of this provision will survive termination of this Agreement.

2.14. Choice of Law/Jurisdiction.

This Agreement shall be subject to and interpreted by the laws of the District of Columbia, without regard to choice of law principles. By entering into this Agreement, the NFWF Subrecipient agrees to submit to the exclusive jurisdiction of the courts of the District of Columbia. The terms of this provision will survive termination of this Agreement.

2.15. Stop Work.

NFWF may, at any time, by written order to the NFWF Subrecipient, require the NFWF Subrecipient to stop all, or any part, of the work called for by this Agreement for a period of 90 days after the order is delivered to the NFWF Subrecipient. The order shall be specifically identified as a stop-work order issued under this section. Upon receipt of the order, the NFWF Subrecipient shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to this Agreement covered by the order during the period of work stoppage. Within a period of 90 calendar days after a stop-work order is delivered to the NFWF Subrecipient, or within any extension of that period to which the parties shall have agreed, NFWF shall either cancel the stop-work order or terminate the Agreement under section 2.16.

2.16. Termination.

2.16.1. Upon the occurrence of any of the following enumerated circumstances, NFWF may terminate this Agreement, or any portion thereunder, upon receipt by the NFWF Subrecipient of NFWF's written notice of termination, or as otherwise specified in the notice of termination:

2.16.1.1. the NFWF Subrecipient is adjudged or becomes bankrupt or insolvent, is unable to pay its debts as they become due, or makes an assignment for the benefit of its creditors; or,

2.16.1.2. the NFWF Subrecipient voluntarily or involuntarily undertakes to dissolve or wind up its affairs; or,

2.16.1.3. suspension or debarment by the Government of the NFWF Subrecipient; or,

2.16.1.4. any breach of the requirements set forth in Section 3.3 of this Agreement concerning Compliance with Laws; or,

2.16.1.5. NFWF learns that NFWF Subrecipient has an organizational conflict of interest, or any other conflict of interest, as determined in the sole discretion of NFWF, that NFWF believes, in its sole discretion, cannot be mitigated; or,

2.16.1.6. after written notice and a reasonable opportunity, the NFWF Subrecipient is unable to cure a perceived non-compliance with any material term (other than those enumerated at 2.16.1.1 – 2.16.1.5) of this Agreement. The cure period shall be considered the timeframe specified by the Funding Source(s), if any, minus one (1) to five (5) days or as agreed upon by the Parties in writing, or if no time is specified by the Funding Source(s), ten (10) days or as otherwise agreed upon by the Parties. Within this time period the NFWF Subrecipient shall, as

determined by NFWF, (a) satisfactorily demonstrate its compliance with the term(s) originally believed to be in non-compliance; or (b) NFWF, at its sole discretion, may determine that NFWF Subrecipient has satisfactorily demonstrated that reasonable progress has been made so as not to endanger performance under this Agreement; or,

2.16.1.7. if the Funding Source issues an early termination under the funding agreement(s) covering all or part of the Project at issue hereunder.

2.16.2. Either Party may terminate this Agreement by written notice to the other Party for any reason by providing thirty (30) days' prior written notice to the other Party.

2.16.3. In the event of termination of this Agreement prior to Project completion, the NFWF Subrecipient shall immediately (unless otherwise directed by NFWF in its notice if NFWF initiated the termination) undertake all reasonable steps to wind down the Project cooperatively with NFWF, including but not limited to the following:

2.16.3.1. Stop any portion of the Project's work that is incomplete (unless work to be completed and a different date for termination of work are specified in NFWF's notice).

2.16.3.2. Place no further work orders or enter into any further subawards or contracts for materials, services, or facilities, except as necessary to complete work as specified in NFWF's notice.

2.16.3.3. Terminate all pending Project work orders, subawards, and contracts for work that has not yet commenced.

2.16.3.4. With the prior written consent of NFWF, promptly take all other reasonable and feasible steps to minimize and/or mitigate any damages that may be caused by the failure to complete the Project, including but not limited to reasonable settlements of any outstanding claims arising out of termination of Project work orders, subawards, and contracts. NFWF will reimburse the NFWF Subrecipient for non-cancelable allowable costs incurred by the NFWF Subrecipient prior to termination that cannot be mitigated. However, the foregoing is subject to the complete reimbursement of such costs by the Funding Source; accordingly, any amounts ultimately not paid, or which are recouped by the Funding Source, are subject to recoupment by NFWF.

2.16.3.5. Deliver or make available to NFWF all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the NFWF Subrecipient under this Agreement, whether completed or in progress.

2.16.3.6. Return to NFWF any unobligated portion of the Award.

2.17. Entire Agreement.

These terms and conditions, including the Attachments hereto, constitute the entire agreement between the Parties relating to the Project described herein and supersede all previous communications, representations, or agreements, either oral or written, with respect to the subject matter hereof. No representations or statements of any kind made by any representative of a Party, which are not stated herein, shall be binding on said Party.

2.18. Severability.

Each provision of this Agreement is distinct and severable from the others. If one or more provisions is or becomes invalid, unlawful, or unenforceable in whole or in part, the validity, lawfulness and enforceability of the remaining provisions (and of the same provision to the extent enforceable) will not be impaired, and the Parties agree to substitute a provision as similar to the offending provision as possible without its being invalid, unlawful or unenforceable.

2.19. Interpretation and Construction.

2.19.1. This Agreement shall be interpreted as a unified contractual document with the Sections and the Attachments having equal effect, except in the event of any inconsistency between them. In the event of a conflict between any portion of this Agreement and another portion of this Grant Agreement, first the Sections will apply in the following order of precedence: 5, 4, 3, 1, 2 and 6, and then any supplemental attachments.

2.19.2. The title designations of the provisions to this Agreement are for convenience only and shall not affect the interpretation or construction of this Agreement.

2.19.3. Every right or remedy conferred by this Agreement upon or reserved to the Parties shall be cumulative and shall be in addition to every right or remedy now or hereafter existing at law or in equity, and the pursuit of any right or remedy shall not be construed a selection.

2.19.4. The failure of NFWF to exercise any right or privilege granted hereunder or to insist upon the performance and/or compliance of any provision of this Agreement, a referenced contractual, statutory or regulatory term, or an Attachment hereto, shall not be construed as waiving any such right, privilege, or performance/compliance issue, and the same shall continue in full force and effect.

2.19.5. Notwithstanding any express statements regarding the continuation of an obligation beyond the expiration or termination of this Agreement, the rights and obligations of this Agreement, which by their nature extend beyond its expiration or termination, shall remain in full force and effect and shall bind the Parties and their legal representatives, successors, heirs, and assigns.

SECTION 3 REPRESENTATIONS, CERTIFICATIONS, OBLIGATIONS AND OTHER STATEMENTS – GENERAL

3.1. Binding Obligation.

By execution of this Agreement, NFWF Subrecipient represents and certifies that this Agreement has been duly executed by a representative of the NFWF Subrecipient with full authority to execute this Agreement and binds the NFWF Subrecipient to the terms hereof. After execution by the representative of the NFWF Subrecipient named on the signature page hereto, this Agreement represents the legal, valid, and binding obligation of the NFWF Subrecipient, enforceable against the NFWF Subrecipient in accordance with its terms.

3.2. Additional Support.

In making this Award, NFWF assumes no obligation to provide further funding or support to the NFWF Subrecipient beyond the terms stated in this Agreement.

3.3. Compliance with Laws.

3.3.1. In General.

By execution of this Agreement and through its continued performance hereunder, the NFWF Subrecipient represents, certifies and agrees that it is and shall continue to conduct all such activities in compliance with all applicable federal, state, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents. The terms of this provision will survive termination of this Agreement and must be flowed down to any and all contractors, subcontractors or subrecipients entered into by NFWF Subrecipient in the performance of this Agreement.

3.3.2. Compliance with Anti-Corruption Laws.

The NFWF Subrecipient represents, certifies and agrees to ensure that no payments have been or will be made or received by the NFWF Subrecipient in connection with this Agreement in violation of the U.S. Foreign Corrupt Practices Act of 1977, as amended (15 U.S.C. §dd-1 et seq.), or any other applicable anti-corruption laws or regulations (e.g., UK Bribery Act 2010) in the countries in which the NFWF Subrecipient performs under this Agreement.

3.3.3. Compliance with Anti-Terrorism Laws.

The NFWF Subrecipient represents, certifies and agrees not to provide material support or resources directly or indirectly to, or knowingly permit any funds provided by NFWF pursuant to this Agreement or Matching Contributions to be transferred to, any individual, corporation or other entity that the NFWF Subrecipient knows, or has reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities (1) on the master list of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control, which list is available at [\(www.treas.gov/offices/enforcement/ofac\)](http://www.treas.gov/offices/enforcement/ofac); (2) on the consolidated list of individuals and entities maintained by the "1267 Committee" of the United Nations Security Council at http://www.un.org/sc/committees/1267/qa_sanctions_list.shtml; (3) on the consolidated

list maintained by the U.S. Department of Commerce at http://export.gov/ecr/eg_main_023148.asp, or (4) on such other list as NFWF may identify from time to time.

3.3.4. Compliance with Additional Laws and Restrictions.

The NFWF Subrecipient represents, certifies and agrees to ensure that its activities under this Agreement comply with all applicable U.S. laws, regulations and executive orders regarding money laundering, terrorist financing, U.S. sanctions laws, U.S. export controls, restrictive trade practices, boycotts, and all other economic sanctions or trade restrictions promulgated from time to time by means of statute, executive order, regulation or as administered by the U.S. Department of State, the Office of Foreign Assets Control, U.S. Department of the Treasury, or the Bureau of Industry and Security, U.S. Department of Commerce.

3.4. Subrecipient Debarment and Suspensions.

By and through NFWF Subrecipient's execution of this Agreement, NFWF Subrecipient warrants and represents its initial and continued compliance that it is not listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension." The NFWF Subrecipient further provides that it shall not enter into any subaward, contract or other agreement using funds provided by NFWF with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

3.5. Conflicts of Interest.

By execution of this Agreement, NFWF Subrecipient acknowledges that it is prohibited from using any Project funds received under this Agreement in a manner which may give rise to an apparent or actual conflict of interest, including organizational conflicts of interest, on the part of the NFWF Subrecipient. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of NFWF Subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. An organizational conflict of interest is defined as a relationship that because of relationships with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The NFWF Subrecipient represents and certifies that it has adopted a conflict of interest policy that, at a minimum, complies with the requirements of the OMB Uniform Guidance, and will comply with such policy in the use of any Project funds received under this Agreement. NFWF Subrecipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of NFWF Subrecipient. If NFWF Subrecipient becomes aware of any actual or potential conflict of interest or organizational conflict of interest, during the course of performance of this Agreement, NFWF Subrecipient will immediately notify NFWF in writing of such actual or potential conflict of interest, whether organizational or otherwise.

SECTION 4 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS RELATING TO FEDERAL FUNDS – GENERAL

4.1. If the Funding Source or any funding entity (*i.e.*, a secondary funding source) is a federal agency and/or any portion of the Project provided herein is paid with federal funds, the NFWF Subrecipient must read and understand certain applicable federal regulations, including but not limited to, the following in Sections 4 and 5 of this Agreement as set forth herein.

The NFWF Subrecipient will need to understand and comply with the OMB Uniform Guidance (including related Supplements as may be applicable to a specific federal funding source(s)), and Appendices as may be applicable), in addition to other applicable federal regulations. This includes, but is not limited to, the provisions of the Federal Funding Accountability and Transparency Act (FFATA), which includes requirements on executive compensation, and also requirements implementing the Act for the non-federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and System for Award Management and 2 CFR part 170 Reporting Subaward and Executive Compensation Information. The most recent version of the Electronic Code of Federal Regulations can be found at <https://www.ecfr.gov/>.

4.2. 2 CFR § 200 Subpart F Audits.

It is the responsibility of the NFWF Subrecipient to arrange for audits as required by 2 CFR Part 200, Subpart F – Audit Requirements. The NFWF Subrecipient shall notify NFWF in writing about 2 CFR Subpart F audit findings related to projects funded by NFWF pass-through funds. The NFWF Subrecipient understands that NFWF may require the NFWF Subrecipient to take corrective action measures in response to a deficiency identified during an audit.

4.3. Real and Personal Property.

In accordance with 2 C.F.R. § 200.316 (Property trust relationship), real property, equipment, and intangible property acquired or improved with federal funds must be held in trust by the NFWF Subrecipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved. This trust relationship exists throughout the duration of the property's estimated useful life during which time the Federal Government retains an undivided, equitable reversionary interest in the property (Federal Interest). During the duration of the Federal Interest, the NFWF Subrecipient must comply with all use, reporting, and disposition requirements and restrictions as set forth in 2 C.F.R. §§ 200.310 (Insurance coverage) through 200.316 (Property trust relationship) and 200.329 (Reporting on real property), as applicable.

4.4. Mandatory Disclosure.

NFWF Subrecipient must disclose, in a timely manner, in writing to NFWF all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in this Agreement, including termination, and any remedies provided under law, including suspension or debarment by cognizant federal authorities.

4.5. Trafficking in Persons.

Pursuant to section 106(a) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)) (codified at 2 C.F.R. Part 175), NFWF Subrecipient shall comply with the below provisions. Further, NFWF Subrecipient shall flow down these provisions in all subawards and contracts, including a requirement that Subrecipients similarly flow down these provisions in all lower-tiered subawards and subcontracts. The provision is cited herein:

- I. Trafficking in persons.
 - a. *Provisions applicable to a recipient that is a private entity.*
 1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the federal awarding agency's pass-through entity may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)", .
 - b. *Provision applicable to a recipient other than a private entity.* We as the federal awarding agency's pass-through entity may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)", .
 - c. *Provisions applicable to any recipient.*
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. "Employee" means either:

- i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
- ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjecting to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

- i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

4.6. 41 United States Code (U.S.C.) 4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:

(a) This award, related subawards, and related contracts over the simplified acquisition threshold and all employees working on this award, related subawards, and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712.

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and contracts over the simplified acquisition threshold related to this award.

4.7. 41 USC §6306, Prohibition on Members of Congress Making Contracts with Federal Government.

No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit. NFWF-Subrecipient shall flow down this provision in all subawards and contracts, including a requirement that subrecipients similarly flow down this provision in all lower-tiered subawards and subcontracts.

4.8. Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving.

(Sub)Recipients are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order. NFWF Subrecipient shall flow down this provision in all subawards and contracts, including a requirement that subrecipients similarly flow down this provision in all lower-tiered subawards and subcontracts.

4.9. 43 CFR §18 New Restrictions on Lobbying.

By execution of this Agreement, the NFWF Subrecipient agrees to comply with 43 CFR 18, New Restrictions on Lobbying, and certifies to the following statements:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the NFWF Subrecipient, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

(c) The NFWF Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification, as represented by execution of this Agreement, is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. All liability arising from an erroneous representation shall be borne solely by the entity filing that representation and shall not be shared by any entity to which the erroneous representation is forwarded. Submitting an erroneous certification or disclosure constitutes a failure to file the required certification or disclosure, respectively. If a person fails to file a required certification or disclosure, the United States may pursue all available remedies, including those authorized by section 1352, title 31 of the U.S. Code.

4.10. Prohibition on Issuing Financial Assistance Awards to Entities that Require Certain Internal Confidentiality Agreements.

The NFWF Subrecipient must not require their employees, subrecipients, or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees, subrecipients, or contractors from lawfully reporting such

waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. The NFWF Subrecipient must notify their employees, subrecipients, or contractors that existing internal confidentiality agreements covered by this condition are no longer in effect.

4.11. Drug-Free Workplace.

The NFWF Subrecipient must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in 41 USC Chapter 81 Drug-Free Workplace.

4.12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment. (Effective 8/13/2020)

As required by 2 CFR 200.216, the NFWF Subrecipient is prohibited from obligating or expending funds awarded under this Agreement to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services from Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company, or any other company, including affiliates and subsidiaries, owned or controlled by the People's Republic of China, which are a substantial or essential component of any system, or as critical technology as part of any system. By and through the NFWF Subrecipient's execution of this Agreement, the NFWF Subrecipient warrants and represents that the NFWF Subrecipient will not obligate or expend funds awarded under this Agreement for "covered telecommunications equipment or services" (as this term is defined and this restriction is imposed under 2 CFR 200.216).

4.13. Domestic Preference for Procurements.

- a) Under this Agreement and in accordance with 2 C.F.R. § 200.322, the NFWF Subrecipient shall to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
- b) For purposes of this agreement, the following definitions apply:
 - i. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and
 - ii. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

SECTION 5 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS RELATING TO FEDERAL FUNDS – FUNDING SOURCE SPECIFIC

NFWF Subrecipient acknowledges that when all or part of this Agreement is funded by a federal award that certain representations, certifications, and other statements relating to the use of such funds or performance of the Project may be necessary. These representations, certifications and other statements are set forth below. Unless otherwise stated in this Agreement, the execution and submission of this Agreement serves as affirmative acknowledgement of an agreement with the below representations, certifications, and other statements. Further, should circumstances of the NFWF Subrecipient change during the performance of this Agreement that would render one of these representations, certifications and/or other statements inaccurate, invalid or incorrect, the NFWF Subrecipient shall promptly notify NFWF of such change in circumstance. Finally, NFWF reserves the right to update and require subsequent acknowledgement of an agreement with new or revised representations, certifications, and other statements at no additional cost under this Agreement.

Department of Commerce (DOC) Compliance Requirements.

The NFWF Subrecipient must comply with the terms and conditions of a DOC financial assistance award, including applicable provisions of the OMB Uniform Guidance (2 C.F.R. Part 200), and all associated Terms and Conditions set forth in the Department of Commerce Financial Assistance Standard Terms and Conditions Dated November 12, 2020, available at http://www.osec.doc.gov/oam/grants_management/policy/. See 2 C.F.R. § 200.101(b)(1) (Applicability), which describes the applicability of 2 C.F.R. Part 200 to various types of Federal awards and §§200.331-333 (Subrecipient monitoring and management). Additionally, the NFWF Subrecipient must flow these requirements down to all subrecipients and contractors, including lower tier subrecipients.

Data Sharing Directive.

The Data and Publication Sharing Directive for NOAA Grants, Cooperative Agreements, and Contracts ensures that environmental data funded extramurally by NOAA are made publicly accessible in a timely fashion (typically within two years of collection), and that final manuscripts of peer-reviewed research papers are deposited with the NOAA Central Library (upon acceptance by the journal, or no later than at time of publication). Therefore, non-Federal entities, or recipients, must make data produced under financial assistance publicly accessible in accordance with the Data Management Plan included with the Proposal, unless the grant program grants a modification or an exemption. The text of the Directive is available at <https://nosc.noaa.gov/EDMC/PD.DSP.php>.

- a. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy, or national security requirements. Data are to be made available in a form that would permit further analysis or reuse: data must be encoded in a machine-readable format, preferably using existing open format standards; data must be sufficiently documented, preferably using open metadata standards, to

enable users to independently read and understand the data. The location (internet address) of the data should be included in the final report. Pursuant to NOAA Information Quality Guidelines, data should undergo quality control (QC) and a description of the QC process and results should be referenced in the metadata. Failure to perform quality control does not constitute an excuse not to share data. Data without QC are considered "experimental products" and their dissemination must be accompanied by explicit limitations on their quality or by an indicated degree of uncertainty.

- b. **Timeliness:** Data accessibility must occur no later than publication of a peer-reviewed article based on the data, or two years after the data are collected and verified, or two years after the original end date of the grant (not including any extensions or follow-on funding), whichever is soonest, unless a delay has been authorized by the NOAA funding program.
- c. **Disclaimer:** Data produced under this award and made available to the public must be accompanied by the following statement: "These data and related items of information have not been formally disseminated by NOAA, and do not represent any agency determination, view, or policy."
- d. **Failure to Share Data:** Failing or delaying to make environmental data accessible in accordance with the submitted Data Management Plan, unless authorized by the NOAA Program, may lead to enforcement actions, and will be considered by NOAA when making future award decisions. Funding recipients are responsible for ensuring these conditions are also met by sub-recipients and subcontractors.
- e. **Funding acknowledgement:** Federal funding sources shall be identified in all scholarly publications. An Acknowledgements section shall be included in the body of the publication stating the relevant Grant Programs and Award Numbers. In addition, funding sources shall be reported during the publication submission process using the FundRef mechanism (<http://www.crossref.org/fundref/>) if supported by the Publisher.
- f. **Manuscript submission:** The final pre-publication manuscripts of scholarly publications produced with NOAA funding shall be submitted to the NOAA Institutional Repository at <http://library.noaa.gov/repository> after acceptance, and no later than upon publication of the paper by a journal. NOAA will produce a publicly-visible catalog entry directing users to the published version of the article. After an embargo period of one year after publication, NOAA shall make the manuscript itself publicly visible, free of charge, while continuing to direct users to the published version of record.

- g. **Data Citation:** Publications based on data, and new products derived from source data, must cite the data used according to the conventions of the Publisher, using unambiguous labels such as Digital Object Identifiers (DOIs). All data and derived products that are used to support the conclusions of a peer-reviewed publication must be made available in a form that permits verification and reproducibility of the results.

Scientific Integrity.

- a. ***Maintaining Integrity.*** The NFWF Subrecipient shall maintain the scientific integrity of research performed pursuant to this grant or financial assistance award including the prevention, detection, and remediation of any allegations regarding the violation of scientific integrity or scientific and research misconduct, and the conduct of inquiries, investigations, and adjudications of allegations of violations of scientific integrity or scientific and research misconduct. All the requirements of this provision flow down to subrecipients.
- b. ***Peer Review.*** The peer review of the results of scientific activities under a NOAA grant, financial assistance award, or cooperative agreement shall be accomplished to ensure consistency with NOAA standards on quality, relevance, scientific integrity, reproducibility, transparency, and performance. NOAA will ensure that peer review of "influential scientific information" or "highly influential scientific assessments" is conducted in accordance with the Office of Management and Budget (OMB) Final Information Quality Bulletin for Peer Review and NOAA policies on peer review, such as the Information Quality Guidelines.
- c. In performing or presenting the results of scientific activities under the NOAA grant, financial assistance award, or cooperative agreement and in responding to allegations regarding the violation of scientific integrity or scientific and research misconduct, the NFWF Subrecipient and all subrecipients shall comply with the provisions herein and NOAA Administrative Order (NAO) 202-735D, Scientific Integrity, and its Procedural Handbook, including any amendments thereto. That Order can be found at <https://nrc.noaa.gov/ScientificIntegrity/Commons.aspx>.
- d. ***Primary Responsibility.*** The NFWF Subrecipient shall have the primary responsibility to prevent, detect, and investigate allegations of a violation of scientific integrity or scientific and research misconduct. Unless otherwise instructed by the grants officer, the recipient shall promptly conduct an initial inquiry into any allegation of such misconduct and may rely on its internal policies and procedures, as appropriate, to do so.

e. By executing this grant, financial assistance award, or cooperative agreement the NFWF Subrecipient provides its assurance that it has established an administrative process for performing an inquiry, investigating, and reporting allegations of a violation of scientific integrity or scientific and research misconduct; and that it will comply with its own administrative process for performing an inquiry, investigation, and reporting of such misconduct.

f. The NFWF Subrecipient shall insert this provision in all subawards at all tiers under this grant, financial assistance award, or cooperative agreement.

Field Work.

The NFWF Subrecipient is required to follow recognized best practices for minimizing impacts to the human and natural environment when applicable and will provide for safety in their projects as needed, including addressing the safety of personnel, associates, visitors, and volunteers in their projects. In addition, any use of unoccupied aircraft systems in projects under this award must be in compliance with all applicable Federal Aviation Administration regulations, and any other applicable federal, state, or local regulations.

SECTION 6 OTHER REPRESENTATIONS, CERTIFICATIONS, STATEMENTS AND CLAUSES

NFWF Subrecipient acknowledges that all or part of this Agreement may be funded by a non-federal source that requires certain representations, certifications, and other statements relating to the use of such funds or performance of the Project. These representations, certifications and other statements are set forth below. Unless otherwise stated in this Agreement, the execution and submission of this Agreement serves as affirmative acknowledgement of an agreement with the below representations, certifications, and other statements. Further, should circumstances of the NFWF Subrecipient change during the performance of this Agreement that would render one of these representations, certifications and/or other statements inaccurate, invalid or incorrect, the NFWF Subrecipient shall promptly notify NFWF of such change in circumstance. Finally, NFWF reserves the right to update and require subsequent acknowledgement of an agreement with new or revised representations, certifications, and other statements at no additional cost under this Agreement.

None.

Forward to JG



DARRIN W. GUIDRY, SR., CHAIRMAN

- DISTRICT 1
- VACANT
- DISTRICT 3
- GERALD MICHEL
- DISTRICT 5
- JESSICA DOMANGUE
- DISTRICT 7
- DANIEL BABIN
- DISTRICT 9
- STEVE TROSCLAIR

JESSICA DOMANGUE, VICE-CHAIRWOMAN

- DISTRICT 2
- CARL A. HARDING
- DISTRICT 4
- JOHN P. AMEDEE
- DISTRICT 6
- DARRIN W. GUIDRY, SR.
- DISTRICT 8
- DIRK J. GUIDRY
- COUNCIL CLERK
- TAMMY E. TRIGGS

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 Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
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 triggs@tpcg.org www.tpcg.org

November 17, 2022

Received

NOV 21 2022

MEMO TO: Chris Pulaski
 Planning and Zoning Director

FROM: Tammy E. Triggs
 Council Clerk

RE: Oysterbed Surge Protection System – Lakes Chien

Attached is an original certified copy of Resolution No. 22-354 which authorizes the Parish President Gordon E. Dove to accept and sign any and all documents related to the NFWF funding for Living Shorelines to protect the integrity of the coastline while protecting, restoring or enhancing habitat for environmentally and commercially important natural resources.

Should you have any questions regarding the Council's action, please feel free to contact me.

/tet

Attachment

cc: Mr. Mike Toups, Parish Manager
 Mrs. Leilani Adams, Parish President's Secretary
 Council Reading File

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2024 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL**

659-301-8941-10
OYSTER BED SURGE PROTECTION
NFWF GRANT ID # 0318.22.074582
CPRA CONTRACT # 2000219599
PROJECT 17-OYS-37
R: 659-000-6318-18
R: 659-000-6321-10

TOTAL FUNDING	\$	6,305,984
EXPENDITURES THRU 12/31/22		(514,552)
PROJECT BALANCE	\$	5,791,432

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2023	2024	2025	2026	2027	2028
Feb-17	ORD 8828	FROM 655-351-8929-26 FD 252	104,550						
Feb-17	ORD 8828	STATE OF LA CPRA	104,550						
Feb-18	ORD 8931	STATE OF LA CPRA	104,770						
Feb-18	ORD 8931	FROM 659-301-8941-06 FD 151	87,614						
Feb-18	ORD 8931	FROM FUND 215 GOMESA	17,156						
Oct-20	ORD 9198	FROM 655-351-8939-06 FD 252	100,000						
Jan-21	ORD 9221	FROM 659 FUND BALANCE	307,000						
Jan-21	ORD 9221	FROM 255 1/4% SALES TAX FUND	24,600						
Nov-23	PENDING BA	NAT'L FISH & WILDLIFE FOUNDATION		5,455,744					
LESS PRIOR YEARS EXPENDITURES			(514,552)						
FUNDS AVAILABLE			\$	335,688	\$ 5,455,744	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: T. BAKER SMITH, LLC

DESCRIPTION: LOCAL MATCH FOR THE CORPS SHORELINE
PROTECTION PROJECT FOR THE HNC. HOUMA
NAVIGATIONAL CANAL

ACCT: 659-301-8941-10

CAPITAL PROJECTS CONTRL
 COASTAL RESTORE/PRESERV
 OYSTER BED SURGE PROTECTION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2023	335,688	12,892.84	290	322,505
CLOSED:				
2017	209,100	.00	N/A	209,100
2018	418,640	237,417.98	N/A	181,222
2019	181,222	177,098.48	N/A	4,124
2020	104,124	69,125.99	N/A	34,998
2021	366,598	30,909.98	N/A	335,688
2022	335,688	.00	N/A	335,688

ENTER = CONTINUE

CF01 = EXIT

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VIII

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, October 18, 2023 3:37 PM
To: Kayla Dupre
Subject: Opioid Budget Amendment
Attachments: Opioid Budget Amendment.docx

Attached is the wording for the budget amendment for the opioid budget amendment

WHEREAS, TPCG has entered into an MOU with the Opioid Abatement Administration Corporation, and

WHEREAS, TPCG has been identified in the MOU as a non-qualified and a non-lead parish, and

WHEREAS, this designation allows TPCG to receive proceeds directly to be used as an approved purpose of the Opioid Abatement Strategies which include treatment, prevention, and other strategies, and

WHEREAS, TPCG has been awarded \$632,686.75 and would like to budget in the Houma Police Department overtime budget to be used over a five year period specifically for work towards preventing and detecting the use of Opioid and related crimes within the city limits.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2023 Adopted Operating Budget be amended for the Opioid Abatement. (Attachment A)

204-218-8112-01 *db* Opioid Abatement

204-000-6436-03 *07*

204-211-8172-18 *07*

FB



Monday, October 23, 2023

Item Title:

2024 Proposed Budget Review

Item Summary:

To review the proposed 2024 Budget for the following funds/departments/agencies:

Terrebonne ARC

Parish President

Finance/Accounting

Finance/Customer Service

Legal Services

Planning Department/Admin/Zoning

Planning Department/Code Violation/Compliance

Planning Department/Museums

Planning Department/Marina

Coroner's Office

Publicity

Emergency Preparedness

Juvenile Detention Center

Recreation Department

Parks & Grounds

Airbase Splash Park

Police Department

Fire Department

Finance/Purchasing-Warehouse

Finance/Information Technology

ATTACHMENTS:

Description

Upload Date

Type

2024 Proposed Budget Review

10/16/2023

Executive Summary

2024 Budget Hearings 2nd Mtg

10/16/2023

Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Budget Hearing for Proposed 2024 Budget

PROJECT SUMMARY (200 WORDS OR LESS)

To review the proposed 2024 Budget for the following funds/departments/agencies:

- Terrebonne ARC
- Parish President
- Finance/Accounting
- Finance/Customer Service
- Legal Services
- Planning Department/Admin/Zoning
- Planning Department/Code Violation/Compliance
- Planning Department/Museums
- Planning Department/Marina
- Coroner's Office
- Publicity
- Emergency Preparedness
- Juvenile Detention Center
- Recreation Department
- Parks & Grounds
- Airbase Splash Park
- Police Department
- Fire Department
- Finance/Purchasing-Warehouse
- Finance/Information Technology

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

See above

TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

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/s/Kayla Dupre

10/16/23

Signature

Date

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2024 PROPOSED BUDGET
SCHEDULE OF BUDGET HEARINGS
October 23, 2023

Fund/Dept Number	Department Name	Small Bk. Page	Big Bk. Page	Representative
279	Terrebonne ARC	175	315	Mary Lynn Bisland/Deanna Zeringue
151-131	Parish President	74	19	Mike Toups
151-151	Finance /Accounting	80	24	Kandace Mauldin
151-152	Finance/Customer Service	83	26	Kandace Mauldin
151-157	Legal Services	86	28	Kandace Mauldin
151-193	Planning Department/Admin/Zoning	88	29	Chris Pulaski
151-195	Planning Department/Code Violation/Compliance	94	33	Chris Pulaski
151-560	Planning Department/Museums	107	43	Chris Pulaski
151-680	Planning Department/Marina	116	53	Chris Pulaski
151-205	Coroner's Office	98/341	36	Dr. Ledoux / Helen Boudreaux
151-651	Publicity	110	46	Kandace Mauldin
151-912	Emergency Preparedness	117	54	Earl Eues
202-122	Juvenile Detention Center	125	67	Joseph Harris
280	Recreation Department	178	319	Roddy Lerille
205-501	Parks & Grounds	147	100	Roddy Lerille
205-510	Airbase Splash Park	148	101	Roddy Lerille
204-211	Police Department	135	86	Travis Theriot
204-222	Fire Department	141	91	Corey Henry
380-154	Finance / Purchasing-Warehouse	255	475	Kandace Mauldin
390-192	Finance / Information Technology	258	494	Kandace Mauldin