

**SEDD REQUEST FOR PAYMENT FORM**

Date of Expenditure: July 15, 2024

Amount of Expenditure: \$1,000.00

Type of Expenditure: Budgeted Project Expense

Name of Vendor/Payee\*: CONA, Inc.

Date Board Approved Expenditure\*\*: July 15, 2024

**Source of Payment (check one):**

Hotel/Motel Tax Receipts (Project: Budgeted Project Expense)

State Appropriations  Other \_\_\_\_\_

Explanation of Compliance with Applicable Fund Restrictions, Including Projects:

Approved Cooperative Endeavor Agreement attached.

**Public Works and Purchasing Policy:**

Is the expenditure for a Public Works Project or the Purchase of Materials and Supplies under state law or the City of Monroe's Purchasing Policy?  Yes  No

If yes, has the Board followed all applicable laws and policies (e.g., advertising, soliciting quotes, letting to the lowest bidder, etc.) necessary to authorize the expenditure?  Yes  No

**Note:** If no, please explain why not in a separate memorandum.

**Travel Reimbursement:**

If the request is for travel or travel reimbursement, was the City of Monroe's Travel Policy followed?  Yes  No

**The undersigned hereby certifies that this expenditure complies with all applicable state laws, local laws, and the City of Monroe's policies and procedures.**

July 15, 2024  
Date Prepared

  
Signature

Name: Roosevelt Wright

Title: Secretary-Treasurer

**\*An executed, current W-9 must be provided for each vendor or payee to whom payment is issued.**

**\*\*A copy of the minutes authorizing the expenditure and all receipts, bills, invoices, and contracts related to the expenditure must be attached.**



# Requisition Form

Requisition #2024-07-15

Description	Type	Budg Cat.	Amount	Total Cost
Cona, Inc.		Hotel/Tax	1,000.00	1,000.00

As per the cooperative Endeavor Agreement approved July 15, 2024

Sub Total          \$1,000

Date: 2024-07-15

Attachments

A handwritten signature in black ink, appearing to be 'Roosevelt Wright, Jr.', written over a horizontal line.

By: Roosevelt Wright, Jr.



## Cooperative Endeavor Agreement

This Cooperative Endeavor Agreement ("Agreement") is made and entered into as of

July 15, 2024 by and between the Southside Economic Development

District ("SEDD") and the Congressional Organization of Neighborhood Advisors, Inc. (CONA, Inc) (Mondrian Douglas).

**WHEREAS**, Article VII, Section 14(C) of the Louisiana Constitution of 1974 provides that for a public purpose, the State and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual; and

**WHEREAS**, the SEDD is a political subdivision of the State of Louisiana created pursuant to La. R.S. 33:1321 et seq., for the purpose of promoting economic development within its district;

**WHEREAS**, CONA, Inc. is a non-profit organization duly organized and validly existing under the laws of the State of Louisiana; and

**WHEREAS**, the SEDD desires to provide financial assistance to CONA, Inc. to support programs that reduce crime, improve neighborhood safety, remove blight and debris, or promote non-violence; and

**WHEREAS**, CONA, Inc. desires to partner with the SEDD to achieve these goals.

**NOW, THEREFORE**, in consideration of the foregoing premises and the mutual covenants contained herein, the parties agree as follows:

### 1. Services

CONA, Inc. agrees to develop and implement programs that address the following objectives:

- Reduce crime
- Improve neighborhood safety
- Remove blight and debris
- Promote non-violence

### 2. Funding

The SEDD agrees to provide a grant of \$2,000 to CONA,Inc. to support the aforementioned programs. One Thousand dollars (\$1,000) will be disbursed at the program's commencement, and the remaining \$1,000 will be disbursed upon receipt of a satisfactory written report and photos documenting the program's activities and outcomes (as outlined in Section 3).

### **3. Reporting Requirements**

CONA,Inc. agrees to submit a written report to the SEDD within 30 days of program completion. The report shall include:

- Project name
- Date(s) of program activities
- Number of participants
- Description of program outcomes
- Photos of program activities (which may be used on the SEDD website or published in local media with CONA,Inc. 's consent)

### **4. Public Recognition and Branding**

CONA,Inc. agrees to have program participants wear SEDD-provided t-shirts or insignia while engaged in program activities.

### **5. Conflict of Interest**

CONA,Inc. confirms that none of its program leaders, officers, or board members are directly related to any member of the SEDD Board of Commissioners, which would create a conflict of interest or the appearance of the same.

### **6. Program Timeline**

Programs funded under this Agreement must be initiated between July 10, 2024, and September 10, 2024.

### **7. Liability Insurance**

CONA,Inc. agrees to maintain general liability insurance coverage of at least \$1 million for participants involved in program activities. If an event is staged in a public or private venue, CONA,Inc. agrees to purchase additional event insurance, naming the SEDD as an additional insured. The SEDD will reimburse CONA,Inc. for the cost of event insurance, not to exceed \$200.

### **8. Protection of Minors**

CONA,Inc. agrees to comply with all applicable Louisiana laws regarding the protection of minors participating in its programs. This includes but is not limited to, conducting background

checks on program staff and volunteers who will have unsupervised access to minors and obtaining written parental consent for minor participation.

**9. Legal Compliance**

CONA, Inc. warrants that it is a duly organized, validly existing, and in good standing non-profit organization under the laws of the State of Louisiana.

**1 Indemnification**

CONA, Inc. agrees to indemnify, defend, and hold harmless the SEDD, its officers, agents, and employees from any and all claims, demands, damages, liabilities, losses, and expenses, including reasonable attorney's fees, arising out of or in connection with CONA, Inc. 's performance under this Agreement.

**11. Entire Agreement**

This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

**12. Amendment**

This Agreement may be amended only by a writing signed by both parties.

**13. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.

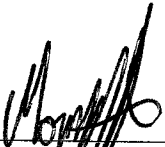
**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

**Southside Economic Development District**

By: 

Title: Chairman

[CONA, Inc]

By: 

Title: Mondrian A. Douglas



## Minor Participant Consent Form

**Project Name:** \_\_\_\_\_

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

**Participating Non-Profit:** [Participating Non-Profit Name]

**Parent/Guardian:** \_\_\_\_\_

**Child** \_\_\_\_\_ (Age: \_\_\_\_\_)

**Project Description:** Briefly describe the community service project and its objectives.

### Parental/Guardian Consent

I, \_\_\_\_\_ hereby grant permission for my child,  
\_\_\_\_\_, to participate in the community  
service project sponsored by CONA, Inc

**I understand that this project involves the following activities:** Briefly describe the activities the minor will be involved in.

### I acknowledge and agree to the following:

- My child will be supervised by a responsible adult at all times during the project.
- I will ensure my child wears appropriate clothing and footwear for the project activities.
- I will inform the project leader of any medical conditions or allergies my child may have.
- I will notify the project leader if my child needs to leave the project for any reason.

### Photo/Media Release

**I hereby grant CONA, Inc and the Southside Economic Development District (SEDD) permission to use photographs or video footage of my child participating in the [Project**

**in the [Project Name] project.** This permission includes the use of the photographs or video footage in the following ways:

- On the websites and social media pages of Ruth's House Resource Center and the SEDD.
- In printed materials promoting the work of Ruth's House Resource Center and the SEDD.
- In local media coverage of the project.

**I understand that I can revoke this permission at any time by providing written notice to Ruth's House Resource Center.**

**Signature:**

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[Parent/Guardian Name] (Printed)

**Date:**

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**Emergency Contact Information:**

Name: \_\_\_\_\_

Phone Number \_\_\_\_\_



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### Name

THE CONGRESSIONAL ORGANIZATION OF NEIGHBORHOOD ADVISORS, INC.

### Type

Non-Profit Corporation

### City

MONROE

### Status

Active

### Previous Names

**Business:** THE CONGRESSIONAL ORGANIZATION OF NEIGHBORHOOD ADVISORS, INC.

**Charter Number:** 45139575N

**Registration Date:** 10/27/2022

### Domicile Address

5513 LONG DR.  
MONROE, LA 71202

### Mailing Address

5513 LONG DR.  
MONROE, LA 71202

### Status

**Status:** Active

**Annual Report Status:** In Good Standing

**File Date:** 10/27/2022

**Last Report Filed:** 11/28/2023

**Type:** Non-Profit Corporation

0:32

### Registered Agent(s)

<b>Agent:</b>	MONDRIAN DOUGLAS
<b>Address 1:</b>	5513 LONG DR.
<b>City, State, Zip:</b>	MONROE, LA 71202
<b>Appointment Date:</b>	10/27/2022

### Officer(s)

Additional Officers: No

<b>Officer:</b>	MONDRIAN DOUGLAS
<b>Title:</b>	President, Executive Vice-President, Secretary, Treasurer, Director
<b>Address 1:</b>	5513 LONG DR.
<b>City, State, Zip:</b>	MONROE, LA 71202



Subject **Re: Re: Fwd: Community Service Proposal**  
From mondrian douglas <mrs.douglasept3@gmail.com>  
To <roosevelt.wright@sedd25.com>  
Date 2024-07-06 15:21



CONA Inc. Will develop and implement programs that address three of the four objectives of SEDD: the overall improvement of neighborhood safety, promotion of non-violence, and the reduction of crime.

Objectives will be carried out as follows:

- I. Improving neighborhood safety: by properly identifying unlit areas, placing children at play signs in areas inside of neighborhoods with high volume of traffic.
- II. Implementing table talks with youth in young adults currently in disputes to mitigate gang violence or retaliation. (Includes increasing reading and comprehension skills.)
- III. Creating a network via telecommunication that will allow participants in the summer program to report to the number listed of any criminal or suspicious activity. (Contact person will forward information to local law enforcement, local government, or any organization that has resources to help mitigate or eliminate the infestation of crime and criminal activity.
- IV. This program will consist of 7 teenagers, 7 adults and, 7 senior citizens, this number will grow and increase as the program continues. We plan to keep this program running and will have a system to track the metrics of each objective via Microsoft Excel, telecommunication, and written & audio recording.
- V. We will obtain at least a \$1 Million in liability coverage for activities.

Mondrian Douglas  
President of The Congressional Organization of Neighborhood Advisors Inc. CONA Inc.