

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*: Choice Mentoring for Families (Gardening)

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. Gardening Project

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

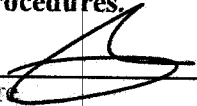
Note: If no, please explain why not in a separate memorandum.

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.**



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 City Wide Garden Initiative (Darian Belton)

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, City Wide Garden Initiative is a project sponsored by Choices Mentoring for Families and Youth Nonprofit, 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 City Wide Garden Initiative to support programs that reduce crime, improve neighborhood safety, remove blight and debris, or promote non-violence; and

WHEREAS, City Wide Garden Initiative 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

City Wide Garden Initiative 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 City Wide Garden Initiative 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

City Wide Garden Initiative 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 City Wide Garden Initiative 's consent)

4. Public Recognition and Branding

City Wide Garden Initiative agrees to have program participants wear SEDD-provided t-shirts or insignia while engaged in program activities.

5. Conflict of Interest

City Wide Garden Initiative confirms that none of its program leaders, officers or board members are directly related to any member of the SEDD Board of Commissioners that 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

City Wide Garden Initiative 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, City Wide Garden Initiative agrees to purchase additional event insurance naming the SEDD as an additional insured. The SEDD will reimburse City Wide Garden Initiative for the cost of event insurance, not to exceed \$200.

8. Protection of Minors



Minor Participant Consent Form

Project Name: _____

Date: _____

Participating Non-Profit: City Wide Garden Initiative

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 City Wide Garden Initiative.

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 City Wide Garden Initiative and the Southside Economic Development District (SEDD) permission to use photographs or video footage of my child participating

in the project. This permission includes the use of the photographs or video footage in the following ways:

- On the websites and social media pages of City Wide Garden Initiative and the SEDD.
- In printed materials promoting the work of City Wide Garden Initiative 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 City Wide Garden Initiative.

Signature:

[Parent/Guardian Name] (Printed)

Date:

Emergency Contact Information:

Name: _____

Phone Number _____



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Name	Type	City	Status
CHOICES: MENTORING FOR FAMILIES AND YOUTH NONPROFIT	Non-Profit Corporation or Co-op (Non-Louisiana)	MINNEAPOLIS	Active

Previous Names

Business: CHOICES: MENTORING FOR FAMILIES AND YOUTH NONPROFIT

Charter Number: 45886055X

Registration Date: 4/4/2024

Domicile Address

620 ONTARIO ST SE
BLDG
MINNEAPOLIS, MN 55414

Mailing Address

504 MARION ST
BLDG
MONROE, LA 71202

Principal Business Office

620 ONTARIO ST SE
BLDG
MINNEAPOLIS, MN 55414

Registered Office in Louisiana

504 MARION ST
BLDG
MONROE, LA 71202

Principal Business Establishment in Louisiana

504 MARION ST
BLDG
MONROE, LA 71202

Status

Status: Active

Annual Report Status: In Good Standing

Qualified: 4/4/2024

Last Report Filed: N/A

Type: Non-Profit Corporation or Co-op (Non-Louisiana)

Registered Agent(s)



Agent:	CHAD ALI
Address 1:	504 MARION ST
Address 2:	BLDG
City, State, Zip:	MONROE, LA 71202
Appointment	
Date:	4/4/2024

Officer(s)	Additional Officers: No
Officer: CHAD ALI Title: Director Address 1: 504 MARION ST Address 2: BLDG City, State, Zip: MONROE, LA 71202	
Officer: TERRANCE CARROLL Title: Officer Address 1: 504 MARION ST Address 2: BLDG City, State, Zip: MONROE, LA 71202	

0:49

Amendments on File
 No Amendments on file

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Subject: **Re: Re: Fwd: Citywide Garden Initiative**
From: Darian Belton <taynylei@gmail.com>
To: <roosevelt.wright@sedd25.com>
Date: 2024-06-28 14:01



Dear Mr. Wright,

Thank you for your feedback on our initial proposal for the SEDD Grant. We are excited about the opportunity to collaborate with SEDD to bring the Citywide Garden Initiative to life. Below, I have addressed the specific components you requested for inclusion in our proposal:

The Citywide Garden Initiative aims to address the following SEDD objectives:

- **Reducing Crime and Promoting Non-Violent Conflict Resolution:** By engaging community members in collaborative gardening projects, we aim to create safe, shared spaces.
- **Improving Neighborhoods:** Establishing community gardens and beautification projects will transform vacant lots and neglected areas into vibrant, green spaces. This initiative
- **Community Engagement and Education:** Hosting workshops and events will educate residents on sustainable gardening practices, healthy living, and community collaboration.

We anticipate engaging approximately 200 community members in various capacities, including garden maintenance, workshops, events, and volunteer opportunities. To measure the project's effectiveness, we will implement the following strategies:

- **Surveys and Feedback:** Conduct pre- and post-project surveys to assess participants' knowledge, attitudes, and behaviors related to gardening, healthy living, and community involvement.
- **Participation Records:** Maintain detailed records of workshop and event attendance, volunteer hours, and garden activities.
- **Growth Reports:** Document the progress and productivity of each garden, including the types and quantities of produce grown, and any improvements in neighborhood aesthetics.
- **Community Feedback:** Collect qualitative feedback from community members and stakeholders through interviews and focus groups.

Liability Coverage

We confirm that our organization currently has liability coverage. Additionally, we will ensure that our coverage meets or exceeds the \$1 million requirement for this project.

Sustainability Plan

To ensure the project's longevity and continued impact, we will:

- **Ongoing Funding:** Pursue additional grants, donations, and sponsorships from local businesses and organizations.
- **Volunteer Recruitment:** Establish a robust volunteer program to support garden maintenance and events, drawing from local schools, churches, and community groups.
- **Partnerships:** Develop strategic partnerships with local government, nonprofits, and businesses to share resources and expertise.
- **Maintenance Strategies:** Implement regular maintenance schedules and train community members to take ownership of garden upkeep, ensuring long-term sustainability.

We believe this proposal aligns with SEDD's goals of reducing crime, improving neighborhoods, and fostering community engagement. We are confident that this initiative will have a lasting, positive impact on Districts 3, 4, and 5.

We appreciate your consideration and look forward to the possibility of collaborating on this transformative project. If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your time and support. Let's get growing.

Best regards,

Darian Belton

On Wed, Jun 26, 2024 at 7:19 PM <roosevelt.wright@sedd25.com> wrote:

----- Original Message -----

Subject: Re: Fwd: Citywide Garden Initiative
Date: 2024-06-26 20:01
From: roosevelt.wright@sedd25.com
To: Roosevelt Wright <rooseveltwrightjr@gmail.com>

On 2024-06-12 20:49, Roosevelt Wright wrote:

> ----- Forwarded message -----
> From: Roosevelt Wright <rooseveltwrightjr@gmail.com>
> Date: Mon, Jun 10, 2024 at 2:14 AM
> Subject: Fwd: Citywide Garden Initiative
> To: <roosevelt.wright@sedd25.com>

> Mobile response from Roosevelt Wright, Jr.

> ----- Forwarded message -----
> From: Tony Little <tonylittle100@gmail.com>
> Date: Sun, Jun 9, 2024 at 3:35 PM
> Subject: Fwd: Citywide Garden Initiative
> To: Roosevelt Wright <rooseveltwrightjr@gmail.com>, Roosevelt Wright <roosevelt.wright@sedd25.com>

> Kindest Regards,
> Tony Little

> Confidentiality Notice: This email and its attachments (if any) contain confidential information of the sender. The information is intended only for the use by the direct addressees of the original sender of this email. If you are not an intended recipient of the original sender (or responsible for delivering the message to such person), you are hereby notified that any review, disclosure, copying, distribution or the taking of any action in reliance of the contents of and attachments to this email is strictly prohibited. If you have received this email in error, please immediately notify the sender at the address shown herein and permanently delete any copies of this email (digital or paper) in your possession.

> Begin forwarded message:

>
>> From: Darian Belton <tdavnlei@gmail.com>
>> Date: May 31, 2024 at 9:59:47 AM CDT
>> To: tonylittle100@gmail.com
>> Subject: Citywide Garden Initiative

>> Good morning. I hope this email finds you well. I am reaching out to
>> discuss a proposal for funding and support for the Citywide Garden
>> Initiative, aimed at reducing crime, improving neighborhoods, and
>> promoting non-violent conflict resolution in South Monroe.

>> As part of the ongoing efforts by the Southside Economic Development
>> District (SEDD) to engage local groups in community projects, I
>> believe the Citywide Garden Initiative aligns perfectly with our
>> shared goals. This initiative aims to establish community gardens in
>> districts 3, 4, and 5, with a focus on promoting community
>> engagement, educational programming, and neighborhood
>> beautification.

>> Here's a breakdown of the proposal and budget for your
>> consideration:

>> Garden Establishment and Maintenance:

>> Site preparation, infrastructure development, and ongoing
>> maintenance for three community gardens: \$6,000

>> Purchase of gardening supplies, tools, and materials: \$2000

>> Educational Programming:

>> Workshops, training sessions, and educational programs on gardening
>> techniques, composting, and sustainable agriculture practices:
>> \$3,000

>> Printing costs for educational materials and resources: \$500

>> Neighborhood Beautification Projects:

>> Collaborative projects with garden groups to beautify vacant lots
>> with fruit orchards, butterfly gardens, and other green spaces:
>> \$2,000

>> Purchase of trees, shrubs, plants, and seeds for beautification
>> projects: \$1,000

>> Community Engagement Events:

>> Organization of community events, volunteer days, and celebrations:
>> \$1,500

>> Refreshments, supplies, and materials for community engagement
>> events: \$1000

>> Garden Coordinator/Horticulturist Services: (12 months)

>> Compensation for onsite horticulturist services and expertise:
>> \$8,000 . Development of long-term sustainability plans for each
>> community garden Personalized grow plans and guidance for
>> volunteers. Hands-on assistance during volunteer days. Educational
>> workshops on gardening techniques. Resource sharing and follow-up
>> support Total Proposed Budget: \$25,000

>> This comprehensive budget will enable us to establish and maintain
>> community gardens, implement impactful educational programming,
>> support neighborhood beautification projects, organize community
>> engagement events, and develop sustainable plans for the
>> initiative's longevity. With your support, we can make a significant
>> positive impact on our community.

>> I am excited about the opportunity to collaborate with SEDD on this
>> initiative and look forward to discussing it further. Please let me
>> know if there are any questions or if you would like to schedule a
>> meeting to discuss this proposal in detail.

>> Thank you for your consideration.

7/10/24, 7:10 PM

Roundcube Webmail :: Re: Re: Fwd: Citywide Garden Initiative

>>
>> Let's get growing,
>>
>> Darian Belton
>>
>> --
>>
>> Master Gardener Garden Coordinator
>>
>> Phone: (318) 600-5656 Email: tavnylei@gmail.com
>>
>> 1500 N. 19th Street, Monroe, LA 71201
>>
>> www.t [1]tavnyleiplantery.com [2]
>
>
> Links:
> -----
> [1] <http://www.towerplacemonroe.com/>
> [2] <http://tavnyleiplantery.com>

We are in receipt of your proposal for the SEDD Grant. In review, the idea seems workable, but there were several items need to be included in your proposal that were missing components. We are specifically looking for projects like the one you propose, but there needs to be a way to measure the results.

Please resubmit the RFP and be sure that the following is included:

1. A narrative describing which of the four objectives the project will address and how it will do so, including the estimated number of people involved in the project.
2. A plan for documenting the effectiveness of the project.
3. Confirmation that the organization has or will obtain at least \$1 million in liability coverage for its activities.
4. The organization's ability to continue the project should it be extended.

Also attached is a draft copy of the Agreement with SEDD for your project if approved.

Thanks for all you do,

Roosevelt Wright, Jr.
Safe Neighborhoods and Crime Reduction Chairman
SEDD

--
Master Gardener Garden Coordinator

Phone: (318) 600-5656 Email: tavnylei@gmail.com

1500 N. 19th Street, Monroe, LA 71201

www.tavnyleiplantery.com