

**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\*: Ruth's House Resource Center

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
Ruth's House Resource Center		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

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 Ruth's House Resource Center, Inc (Erica Louis)

**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**, Ruth's House Resource Center 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 Ruth's House Resource Center to support programs that reduce crime, improve neighborhood safety, remove blight and debris, or promote non-violence; and

**WHEREAS**, Ruth's House Resource Center 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

Ruth's House Resource Center 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 Ruth's House Resource Center 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**

Ruth's House Resource Center 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 Ruth's House Resource Center's consent.

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

Ruth's House Resource Center agrees to have program participants wear SEDD-provided t-shirts or insignia while engaged in program activities.

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

Ruth's House Resource Center 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**

Ruth's House Resource Center 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, Ruth's House Resource Center agrees to purchase additional event insurance naming the SEDD as an additional insured. The SEDD will reimburse Ruth's House Resource Center for the cost of event insurance, not to exceed \$200.

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

Ruth's House Resource Center 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**

Ruth's House Resource Center 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**

Ruth's House Resource Center 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 Ruth's House Resource Center'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: [Signature]

Title: Chairman

**[Ruth's House Resource Center]**

By: Erika Louis

Title: Erika Louis / Exec. Dir.



## Minor Participant Consent Form

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

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

**Participating Non-Profit:** Ruth's House Resource Center

**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 [Project Name] community service project sponsored by Ruth's House Resource Center.

**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 Ruth's House Resource Center and the Southside Economic Development District (SEDD) permission to use photographs or video footage of my child participating

**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 CONA, Inc and the SEDD.
- In printed materials promoting the work of CONA, Inc 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 CONA, Inc.**

**Signature:**

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[Parent/Guardian Name] (Printed)

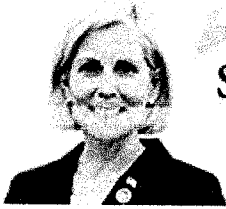
**Date:**

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**Emergency Contact Information:**

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

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



**SECRETARY  
OF STATE**

(<https://www.sos.la.gov/Pages/default.aspx>)

**Search for Louisiana Business Filings**

Name	Type	City	Status
RUTH'S HOUSE RESOURCE CENTER	Non-Profit Corporation	MONROE	Active

**Previous Names**

**Business:** RUTH'S HOUSE RESOURCE CENTER  
**Charter Number:** 44656531N  
**Registration Date:** 11/2/2021

**Domicile Address**

3705 RAPIDES STREET  
MONROE, LA 71203

**Mailing Address**

3705 RAPIDES STREET  
MONROE, LA 71203

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 11/2/2021  
**Last Report Filed:** 1/17/2024  
**Type:** Non-Profit Corporation



**Registered Agent(s)**

<b>Agent:</b> ERIKA LOUIS <b>Address 1:</b> 3705 RAPIDES STREET <b>City, State, Zip:</b> MONROE, LA 71203 <b>Appointment Date:</b> 11/2/2021	
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**Officer(s)**

**Additional Officers: No**

<b>Officer:</b> ERIKA LOUIS <b>Title:</b> President, Director <b>Address 1:</b> 3705 RAPIDES STREET <b>City, State, Zip:</b> MONROE, LA 71203	
<b>Officer:</b> FREDRICK LOUIS <b>Title:</b> Treasurer, Director <b>Address 1:</b> 1803 RUTH STREET <b>City, State, Zip:</b> MONROE, LA 71203	
<b>Officer:</b> DARLENE SLACK <b>Title:</b> Secretary, Director <b>Address 1:</b> 807 NORTH 33RD STREET <b>City, State, Zip:</b> MONROE, LA 71201	



**Amendments on File**  
**No Amendments on file**

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Subject **Fwd: Ruth's House Resource Center**  
 From Erika Louis <ruthshouserresource@gmail.com>  
 To <roosevelt.wright@sedd25.com>  
 Date 2024-06-27 18:09



Good Evening,

I have attached the message below for your review. Thank you in advance for your consideration.

----- Forwarded message -----

From: **Erika Louis** <ruthshouserresource@gmail.com>  
 Date: Wed, Apr 24, 2024 at 2:52 PM  
 Subject: Ruth's House Resource Center  
 To: [RooseveltWrightJr@gmail.com](mailto:RooseveltWrightJr@gmail.com) <[RooseveltWrightJr@gmail.com](mailto:RooseveltWrightJr@gmail.com)>

Good Afternoon,

Ruth's House Resource Center is a 501c3 non profit organization located in Monroe, La. Our services include job skills training/ job placement assistance, community resource referral, community outreach, and bill pay assistance.

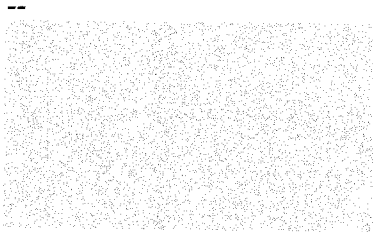
We are pleased to offer a much needed resource to the citizens of Region 8. Our organization has adopted a proven model that assists individuals with job skills training and job placement assistance called Supported Employment. Supported Employment is widely used to provide a hands-on approach to assisting individuals who may have a challenging background with a criminal history or mental health challenges. Supported Employment provides job skills training and job placement. When the client is placed for employment, a continuation of services is provided that includes professional counseling and job coaching to help maintain employment.

Over the past year, we have helped over one hundred individuals by providing job skills training and have placed those individuals who are job ready with suitable employment within their respective communities. We would like the opportunity to offer this service to residents of south Monroe. There are many benefits to offering this service:

- Equipping individuals with the tools needed to obtain and maintain employment.
- Assisting individuals and families by providing opportunities to gain employment and stabilize their finances.
- Creating relationships with local organizations to identify employment opportunities and assist with staffing their business.
- Creating independent citizens.

We would like the opportunity to speak about a partnership opportunity with Ruth's House Resource Center and the Southside Economic Development District where we offer this much needed service to the citizens of South Monroe.

Please let me know if you are interested in speaking and what additional information is needed.



CONFIDENTIAL: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

RUTHS HOUSE RESOURCE CENTER  
3705 RAPIDES STREET  
MONROE, LA 71203

**Date:**  
01/28/2022  
**Employer ID number:**  
87-3393788  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
**Accounting period ending:**  
December 31  
**Public charity status:**  
170(b)(1)(A)(vi)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
November 2, 2021  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053722003051

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements