

REVISED 12/05/06

GUIDELINES FOR LINE ITEM APPROPRIATION COOPERATIVE ENDEAVORS

When submitting cooperative endeavor agreements required by the governor's Executive Order KBB 2006-32, each agreement must be accompanied by:

* a BA-22 or other appropriate budget form showing funds are available and a copy of the ACT 17 line item appropriation for the particular recipient

* a Board Resolution authorizing the person signing the agreement, if the recipient is a corporation, for profit or not for profit

* evidence that recipient is in good standing with the Secretary of State's office if the recipient is required to register with the Secretary of State's office. This may be obtained either from the recipient or from the Secretary of State's website.

* a written explanation of the reasons for delayed submission to OCR for approval, if the agreement is submitted more than 45 days after its effective date

It will be the funding agency's responsibility to negotiate appropriate goals and performance measures with the recipient which accurately reflect the program objectives. The level of detail should correspond to the level of activity within each individual program. For example, funding for equipment for a local government may have very simple, straightforward performance criteria. However, a program to prevent teen pregnancy may require detailed performance criteria with multiple goals, activities, etc. to achieve program objectives.

Agreements should not contain allowances for non-governmental recipients to issue grants. However, agreements may anticipate the allocation of funds to non governmental recipients for sub-contracted services provided to meet the Objectives delineated in the Scope of Services and Deliverables. Those allocations should be detailed on the appropriate Budget documents which identify Professional and Other Contract Services. The effectiveness of those contracted services should be detailed on the quarterly Progress Reports.

NOTE: THAT INDIVIDUALS AND ORGANIZATIONS LISTED UNDER PROFESSIONAL SERVICES AND OTHER CONTRACTS MUST ALSO SUBMIT A SIGNED DISCLOSURE FORM ("ATTACHMENT E") AS PART OF THE COOPERATIVE ENDEAVOR AGREEMENT.

Disclosures from recipients and sub-recipients which indicate a possible violation of the Code of Governmental Ethics, R.S.42:1101, *et seq.*, must be resolved by a favorable opinion from the Board of Ethics, which written opinion must accompany the agreement submitted to OCR for final approval.

Quarterly reimbursements are recommended, however, agencies may make the final determination whether reimbursements will be made using monthly or quarterly disbursements.

Reimbursements shall be made only in accordance with the detailed Cost Reports. Payments may be made to the contractor in advance of services being performed. Such advances may be made up to 50% of the total contract amount. An amount up to 25% shall be reimbursed in the next reporting quarter and the remaining 25% shall be reimbursed at the end of the contract along with the final cost report and progress report.