

CADDO PARISH COMMISSION

505 TRAVIS STREET, GOVERNMENT PLAZA

PUBLIC NOTICE

APPROPRIATIONS COMMITTEE

February 9, 2022

11:30am

1. APPROPRIATIONS COMMITTEE ROLL CALL:

**Lyndon B. Johnson, Chair**

Mario Chavez

Ken Epperson, Sr.

Stormy Gage-Watts

Todd Hopkins

Ed Lazarus

Roy Burrell

John E. Atkins, President

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so.

4. AGENDA ADDITIONS:

- 4.I. Potential Agenda Addition: Discuss Funding For Caddo Parks Grab And Go Feeding Program To Serve Caddo Youth

5. PUBLIC COMMENTS:

Citizens who wish to address the Committee please fill out a comment card located in the chamber foyer, and return to the Chairman or the Clerk of the Commission. Citizens may also fill out & submit a [COMMENT CARD ONLINE HERE](#) prior to the meeting. Individual comments are limited to 3 minutes

6. NEW BUSINESS:

- 6.I. Discuss And Make Recommendations Regarding Amended Funding Of NGO's In The 2022 Budget  
Review of items already adopted.

Discuss Animal Services Committee's recommended amendment to Robinson's Rescue budget.

6.II. Discuss Ordinance No. 6191 Of 2022

AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND OIL AND GAS FUND IN THE AMOUNT OF \$10,000 TO PROVIDE AN APPROPRIATION FOR THE LOUISIANA ADVOCATES FOR IMMIGRANTS IN DETENTION ASSOCIATED WITH THE HIGHLAND CENTER AND TO OTHERWISE PROVIDE WITH RESPECT THERETO  
(Young)

Documents:

[ORD NO. 6191- LA AID HIGHLAND.PDF](#)  
[ORD NO. 6191 FACT SHEET - LA AID HIGHLAND.PDF](#)  
[ORD NO. 6191 EXHIBIT- NGO APPLICATION FOR LA-AID.PDF](#)  
[ORD NO. 6191 EXHIBIT- APPLICATION COPY NOT SIGNED.PDF](#)

6.III. Discuss Ordinance No. 6192 Of 2022

AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND OIL AND GAS FUND IN THE AMOUNT OF \$25,000 TO PROVIDE AN APPROPRIATION FOR THE AMERICAN MILLENNIUM PROJECT AND TO OTHERWISE PROVIDE WITH RESPECT THERETO  
(Taliaferro)

Documents:

[ORD NO. 6192- AMERICAN MILLENNIUM.PDF](#)  
[ORD NO. 6192 FACT SHEET - AMERICAN MILLENNIUM PROJECT.PDF](#)  
[ORD NO. 6192 EXHIBIT- AMERICAN MILLENNIUM PROJECT, INC..PDF](#)

7. ADJOURN:

**ORDINANCE NO. 6191 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND OIL AND GAS FUND IN THE AMOUNT OF \$10,000 TO PROVIDE AN APPROPRIATION FOR THE LOUISIANA ADVOCATES FOR IMMIGRANTS IN DETENTION ASSOCIATED WITH THE HIGHLAND CENTER AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Highland Center works with Louisiana Advocates for Immigrants in Detention (LA-AID); and

WHEREAS, LA-AID is an organization of volunteers who became active in the fall of 2019 in response to the burgeoning population of asylum seekers being held in Immigration and Customs Enforcement detention centers in rural Louisiana; and

WHEREAS, in the past 5 years, Louisiana went from having 1 immigration detention center to having 8 large detention centers ; and

WHEREAS, the Shreveport-based chapter of LA-AID, the only non-profit in Louisiana supporting post-release assistance, has been actively rescuing individuals who need safe transportation assistance from these facilities since February 2021; and

WHEREAS, the work of the LA-AID has been coordinated out of an expanded office affiliated with the Church for the Highlands where immigrants can cook meals, wash clothing, shower, use Internet and mobile phones, print boarding passes, and rest comfortably; and

WHEREAS, LA-AID is led by two unpaid, full-time volunteers and many additional volunteers from church congregations across Caddo Parish; and

WHEREAS, the Caddo Parish Commission would like to amend the 2022 Riverboat Fund and Oil and Gas Fund Budgets to provide an appropriation of \$10,000 for LA-AID; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Riverboat Fund and Oil and Gas Fund for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
LA-AID	\$10,000
Transfer from Oil and Gas Fund	\$10,000
<b><u>Oil and Gas Fund</u></b>	
Transfer to Riverboat Fund	\$10,000
Fund Balance	(\$10,000)

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION AUTHORIZATION FORM**

**CADDO PARISH COMMISSION**

**TITLE**

ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND OIL AND GAS FUND

**(Ordinance No. 6191 of 2022)**

**ORIGINATING DEPARTMENT: Commissioner John Paul Young**

**BACKGROUND INFORMATION:** Amending the budget of Estimated Revenues and Expenditures for the Riverboat and Oil and Gas Fund to provide an appropriation of \$10,000 for LA-AID.

**Background and Capacity of Organization**

Louisiana Advocates for Immigrants in Detention (LA-AID) is an organization of volunteers who became active in the fall of 2019 in response to the burgeoning population of asylum seekers being held in Immigration and Customs Enforcement detention centers in rural Louisiana. In the past 5 years, Louisiana went from having 1 immigration detention center to having 8 large detention centers.

Nearly all the people transported to Louisiana by the federal government are healthy adults, affirmed to remain in the United States because of a credible fear of persecution or torture. Each person has been approved to continue his or her case in the court system while living with a sponsor (a family member or friend), who is a U.S. citizen or legal permanent resident.

With 16 partner organizations, LA-AID has filed a federal administrative complaint that the privately-owned detention facilities in Louisiana, who contract with ICE, have been releasing immigrants against federal agency policy into remote areas and in unsafe conditions without resources to contact their families or arrange customary transportation.

Detention facilities are required to provide immigrants in their care with free and safe transportation to the nearest public transport center (national bus station or airport) and allow each person to talk with their sponsor to make travel arrangements. However, it is well documented that these policies are not being followed in Louisiana and privately-owned facilities are in violation of ICE's Performance-Based National Detention Standards (PBNDS), established in 2011.

**Prior Experience of Organization, Joint Group Application and Collaboration, & Identify Needs and Gaps in Services in Neighborhood**

There are 3 detention centers within a 3-hour drive of Shreveport: Jena/LaSalle Detention Facility in Jena, LA; Winn Correctional Center in Winnfield, LA; and Jackson Parish Correctional Center in Jonesboro, LA. The Shreveport-based chapter of LA-AID has been actively rescuing individuals who need safe transportation assistance from these facilities since February 2021. While there are

many established, emergency-support immigration NGOs in “border states” such as Texas and Arizona, Louisiana does not have any similar nonprofits supporting similar post-release assistance.

Therefore, our volunteers receive notice each day if individuals will be released that same day in rural Louisiana and drive 4-6 hours round-trip to pick up the guest so that each immigrant will have safe transportation and accommodations as they travel through the nearest regional transportation hubs found in Caddo Parish.

Our volunteer-led organization purchases pre-paid phones so that guests can call their families and book travel arrangements. Volunteers provide translation services, assist with flights or bus tickets, and ensure that each person eats and has a safe place to spend a night. Volunteers drive guests to the airport each day before their flights and walk them to a TSA Agent.

**Extent of Neighborhood Involvement & Description of Project and Soundness of Project**

This work has been coordinated out of an expanded office affiliated with the Church for the Highlands where guests can cook meals, wash clothing, shower, use Internet and mobile phones, print boarding passes, and rest comfortably. The new nonprofit is led by two unpaid, full-time volunteers and many additional volunteers from church congregations across Caddo Parish. The team is also actively coordinating with their counterparts in other Louisiana cities.

Over 436 immigrants traveled through Caddo Parish between March and July 2021 and were assisted by LA-AID. Between July – December 2021, our volunteers drove 16,378 miles and helped 798 people from over 46 countries reunite with family and friends around the United States as they safely traveled through Caddo Parish.

While we are glad to help guests in need unite their families safely, hosting new and unexpected guests for weeks and weeks has also pushed the limits of our professional capacity and the generosity of our hosts. Support from the Parish of Caddo would help ensure that our organization is able to continue operating and meet the public safety crisis that has emerged in our region.

**KEY STAFF CONTACT:** Hayley Barnett

**AUTHORIZATION**

Department Head Hayley Barnett Date 1/26/2022

Legal \_\_\_\_\_ Date \_\_\_\_\_

Parish Administrator \_\_\_\_\_ Date \_\_\_\_\_



*PARISH OF CADDO, LOUISIANA*

*GUIDELINES FOR APPROPRIATION APPLICATIONS*

Name of Entity: Louisiana Advocates for Immigrants in Detention (LA-AID)

**Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:**

- FK 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
- FK 2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
- FK 3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable means of economic development for Caddo Parish.
- FK 4. Funds cannot be used for the following:
  - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
  - b. Equipment used in any other program other than the one the Parish is funding;
  - c. To benefit non-Caddo citizens.
- FK 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- FK 6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
- FK 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
- FK 8. Funds must be spent **in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA)**. Listing items in the detailed budget does not make them eligible for reimbursement; the items must be covered in the CEA.

**SECTION I: INTRODUCTION AND FUNDING PURPOSE**

It is important that each section of this request be completed.

1. **Name of Entity:** Louisiana Advocates for Immigrants in Detention

**Commission District:** District 4

**Address:** 520 Olive Street

Shreveport, LA 71104

**Is this the address of the organization's headquarters?**  Yes  No

*If not, please list headquarter address:* \_\_\_\_\_

**Does your organization provide services in more than one commission district?**

Yes  No

*If yes please list other districts served and addresses (if available):*

**District** \_\_\_\_\_

**District** \_\_\_\_\_

**Address** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Person:** Mr. / Mrs. / Ms. Frances Kelley

**Title:** Board Secretary

**Phone Number:** ( 318 ) 780-4138

**Fax:** (      ) \_\_\_\_\_

**Email:** frances.elizabeth.kelley@gmail.com

**Past Grant Recipient?**  Yes  No

2. **Purpose for which Parish funds would be used (Check one and give brief description):**

**Economic Development:**

**Education:**

**Social Welfare:**

Abate public safety and humanitarian crisis related to illegal implementation of federal laws on immigration impacting Caddo Parish

3. **Amount of this funding request:** \$10,000

4. **During what time period will the funds be used:** Jan. 1, 2022 through December 30, 2022

5. Are audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

July 1, 2021 through December 30, 2021

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: 501(c)(3)

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: \_\_\_\_\_

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No  
*(If not, please propose an alternate drawdown schedule and explain)*

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?  
 Yes  No *(If so, please explain claim)*

10. Are you in good standing with the State of Louisiana?  Yes  No  
Please provide a copy of your Certificate of Good Standing.

N/A

11. Please attach any other information that you wish to submit in support of your application.

## **SECTION II: PROPOSAL NARRATIVE**

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

### **Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

### **Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

### **Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

### **Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

### **Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

### **Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

## **Background and Capacity of Organization**

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## **Prior Experience of Organization, Joint Group Application and Collaboration, & Identify Needs and Gaps in Services in Neighborhood**

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**ATTACHMENT A: CONTACT INFORMATION**

List the names, addresses, and Commission District (if applicable) of all board members.

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
Frances Kelley	935 Linden Street Shreveport, LA 71104	4
Michelle LaFleur MacFadyen	107 Silverbell Parkway Lafayette, LA 70508	NA
Leslie Elliottsmith	6006 Navaho Trail Alexandria, LA 71301	NA

## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

Building on the past year of effective work, from January 1, 2022, to June 30, 2022, the Caddo-based chapter of the nonprofit LA-AID will ensure that asylum seekers- who are approved to travel through Caddo Parish from the nearest three Immigrant and Customs Enforcement detention centers to their families and friends across the United States- will have safe and professional assistance with translation, transportation, and essential needs as the federal agency improves their processes and the state-wide agency builds capacity to accommodate and support this new, regional humanitarian and public safety crisis.

**ATTACHMENT C:**

**Caddo Parish Appropriation BUDGET FORM**

Please provide detailed explanation of each line item.

<b>Organization Name</b>	LA-AID			
<b>Budget Year</b>	2022			
	<b>Funding Amount</b>			
<b>Line Item Object</b>	<b>Parish Amount</b>	<b>Other Amounts*</b>	<b>In-Kind (Including Food Bank)</b>	<b>Total</b>
Facility		\$20,790.00		\$20,790.00
Personnel			\$55,000.00	\$55,000.00
Mileage		\$2,100.00		\$2,100.00
Meals	\$5,494.00	\$2,640.00		\$8,170.00
Telecommunications	\$1,400.00	\$676.00		\$2,076.00
Supplies	\$920.00		\$2,280.00	\$3,200.00
Repairs	\$1,750.00	\$1,850.00		\$3,600.00
Airport Parking		\$540.00		\$540.00
Insurance	\$436.00	\$514.00		\$950.00
<b>Total</b>	\$10,000.00	\$29,110.00	\$57,280.00	\$96,426.00

\*Please provide a detailed listing of the funding source for other amounts.

\*If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.



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

LOUISIANA ADVOCATES FOR  
IMMIGRANTS IN DETENTION  
262 WILKINSON STREET  
SHREVEPORT, LA 71104

**Date:**  
01/07/2022  
**Employer ID number:**  
87-2935596  
**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:**  
September 28, 2021  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053691002261

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  
Director, Exempt Organizations  
Rulings and Agreements

**AFFIDAVIT**

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

**Signature:**

Frances Kelley

**Title:**

Board Secretary

**Date:**

1/26/22



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

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<b>Name</b>	<b>Type</b>	<b>City</b>	<b>Status</b>
LOUISIANA ADVOCATES FOR IMMIGRANTS IN DETENTION	Non-Profit Corporation	SHREVEPORT	Active

**Previous Names**

**Business:** LOUISIANA ADVOCATES FOR IMMIGRANTS IN DETENTION  
**Charter Number:** 44613657N  
**Registration Date:** 10/1/2021

**Domicile Address**

262 WILKINSON STREET  
 SHREVEPORT, LA 71104

**Mailing Address**

262 WILKINSON STREET  
 SHREVEPORT, LA 71104

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 10/1/2021  
**Last Report Filed:** N/A  
**Type:** Non-Profit Corporation

**Registered Agent(s)**

<b>Agent:</b>	MADISON POCHE
<b>Address 1:</b>	262 WILKINSON STREET
<b>City, State, Zip:</b>	SHREVEPORT, LA 71104
<b>Appointment Date:</b>	10/1/2021

**Officer(s)**

Additional Officers: No

<b>Officer:</b>	FRANCES KELLEY
<b>Title:</b>	Director
<b>Address 1:</b>	935 LINDEN STREET
<b>City, State, Zip:</b>	SHREVEPORT, LA 71104
<b>Officer:</b>	MICHELLE LAFLEUR MACFADYEN
<b>Title:</b>	Director
<b>Address 1:</b>	107 SILVERBELL PARKWAY
<b>City, State, Zip:</b>	LAFAYETTE, LA 70508
<b>Officer:</b>	LESLIE ELLIOTTSMITH
<b>Title:</b>	Director
<b>Address 1:</b>	6006 NAVAHO TRAIL
<b>City, State, Zip:</b>	ALEXANDRIA, LA 71301

**Amendments on File**

No Amendments on file

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GET HELP

# PARISH OF CADDO, LOUISIANA

## GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: Louisiana Advocates for Immigrants in Detention (LA-AID)

**Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:**

- FK 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
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# SECTION I: INTRODUCTION AND FUNDING PURPOSE

It is important that each section of this request be completed.

1. Name of Entity: Louisiana Advocates for Immigrants in Detention

Commission District: District 4

Address: 520 Olive Street

Shreveport, LA 71104

Is this the address of the organization's headquarters?  Yes  No

If not, please list headquarter address: \_\_\_\_\_

Does your organization provide services in more than one commission district?

Yes  No

If yes please list other districts served and addresses (if available):

District \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: Mr. / Mrs. / Ms. Frances Kelley

Title: Board Secretary

Phone Number: ( 318 ) 780-4138

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: frances.elizabeth.kelley@gmail.com

Past Grant Recipient?  Yes  No

2. Purpose for which Parish funds would be used (Check one and give brief description):

Economic Development:

Education:

Social Welfare:

Abate public safety and humanitarian crisis related to illegal implementation of federal laws on immigration impacting Caddo Parish

3. Amount of this funding request: \$10,000

4. During what time period will the funds be used: Jan. 1, 2022 through December 30, 2022

5. Are audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

July 1, 2021 through December 30, 2021

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: 501(c)(3)

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: \_\_\_\_\_

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No

*(If not, please propose an alternate drawdown schedule and explain)*

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?

Yes  No *(If so, please explain claim)*

10. Are you in good standing with the State of Louisiana?  Yes  No

Please provide a copy of your Certificate of Good Standing.

N/A

11. Please attach any other information that you wish to submit in support of your application.

## SECTION II: PROPOSAL NARRATIVE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

### **Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

### **Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

### **Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

### **Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

### **Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

### **Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

## ATTACHMENT A: CONTACT INFORMATION

List the names, addresses, and Commission District (if applicable) of all board members.

Name	Address	Commission District
Frances Kelley	935 Linden Street Shreveport, LA 71104	4
Michelle LaFleur MacFadyen	107 Silverbell Parkway Lafayette, LA 70508	NA
Leslie Elliottsmith	6006 Navaho Trail Alexandria, LA 71301	NA

## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

Building on the past year of effective work, from January 1, 2022, to June 30, 2022, the Caddo-based chapter of the nonprofit LA-AID will ensure that asylum seekers- who are approved to travel through Caddo Parish from the nearest three Immigrant and Customs Enforcement detention centers to their families and friends across the United States- will have safe and professional assistance with translation, transportation, and essential needs as the federal agency improves their processes and the state-wide agency builds capacity to accommodate and support this new, regional humanitarian and public safety crisis.

**ATTACHMENT C:**  
**Caddo Parish Appropriation BUDGET FORM**  
Please provide detailed explanation of each line item.

Organization Name LA-AID

Budget Year 2022

Line Item Object	Funding Amount			Total
	Parish Amount	Other Amounts*	In-Kind (Including Food Bank)	
Facility		\$20,790.00		\$20,790.00
Personnel			\$55,000.00	\$55,000.00
Mileage		\$2,100.00		\$2,100.00
Meals	\$5,494.00	\$2,640.00		\$8,170.00
Telecommunications	\$1,400.00	\$676.00		\$2,076.00
Supplies	\$920.00		\$2,280.00	\$3,200.00
Repairs	\$1,750.00	\$1,850.00		\$3,600.00
Airport Parking		\$540.00		\$540.00
Insurance	\$436.00	\$514.00		\$950.00
<b>Total</b>	\$10,000.00	\$29,110.00	\$57,280.00	\$96,426.00

\*Please provide a detailed listing of the funding source for other amounts.

\*If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

**AFFIDAVIT**

**I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.**

**Signature:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## CHECKLIST OF REQUIRED DOCUMENTS

### Guidelines For Appropriation Applications

Application

Proposal Narrative (See application outline on page 3)

Attachment A

Attachment B

Attachment C

Copy of current IRS 501(c)(3) tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status (if applicable)

Affidavit

Copy of Certificate of Good Standing with State of Louisiana

**ORDINANCE NO. 6192 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND OIL AND GAS FUND IN THE AMOUNT OF \$25,000 TO PROVIDE AN APPROPRIATION FOR THE AMERICAN MILLENNIUM PROJECT AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the American Millennium Project (AMP) is a national education initiative based in Shreveport, and Baton Rouge, Louisiana; and

WHEREAS, AMP is dedicated to teaching our local history and culture to our local people, and their guests. AMP accomplishes this through the creation of local "Adventure Tours" to sites of historic and cultural significance to each community; and

WHEREAS, AMP was founded in 2000 and has grown to develop the unique story of the wildly diverse parishes throughout Louisiana in a format that can be enjoyed by the independent adventurer, or as a group or class activity; and

WHEREAS, AMP coordinates student "AMP Clubs" in middle schools, high schools and colleges/universities where the students receive valuable AMP Leadership Development and AMP Character Development programs, and are the first to go on our AMP Adventure Tours; and

WHEREAS, the Caddo Parish Commission would like to amend the 2022 Riverboat Fund and Oil and Gas Fund Budgets to provide an appropriation of \$25,000 for AMP; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Riverboat Fund and Oil and Gas Fund for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
American Millennium Project	\$25,000
Transfer from Oil and Gas Fund	\$25,000
<b><u>Oil and Gas Fund</u></b>	
Transfer to Riverboat Fund	\$25,000
Fund Balance	(\$25,000)

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION AUTHORIZATION FORM**

**CADDO PARISH COMMISSION**

**TITLE**

ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND OIL AND GAS FUND

(Ordinance No. 6192 of 2022)

**ORIGINATING DEPARTMENT:** Commissioner Jim Taliaferro

**BACKGROUND INFORMATION:** Amending the budget of Estimated Revenues and Expenditures for the Riverboat and Oil and Gas Fund to provide an appropriation of \$25,000 for American Millennium Project.

**KEY STAFF CONTACT:** Hayley Barnett

**AUTHORIZATION**

Department Head Hayley B. Barnett Date 1/26/2022

Legal \_\_\_\_\_ Date \_\_\_\_\_

Parish Administrator \_\_\_\_\_ Date \_\_\_\_\_



# PARISH OF CADDO, LOUISIANA

## GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: American Millennium Project, Inc.

Budget Year: 2022

**Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:**

- cc 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
- cc 2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
- cc 3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable (in a dollar amount) means of economic development for Caddo Parish.
- cc 4. Funds cannot be used for the following:
  - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
  - b. Equipment used in any other program other than the one the Parish is funding;
  - c. To benefit non-Caddo citizens.
- cc 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- cc 6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
- cc 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
- cc 8. All items in the application **may not** be covered in the final Cooperative Endeavor Agreement (CEA) which outlines the terms of the appropriation. **Funds must be spent in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA).**

# SECTION I: INTRODUCTION AND FUNDING PURPOSE

**Each section of this request must be completed in order to be considered for funding.**

**1. Name of Entity:** American Millennium Project, Inc.

**Commission District:** All Districts

**Address:** 735 Slattery Boulevard

Shreveport, La 71104

**Is this the address of the organization's headquarters?**     Yes     No

*If not, please list headquarter address:* In determination now; S'port, BR, or NO  
71104

**Does your organization provide services in more than one commission district?**

Yes     No

*If yes please list other districts served and addresses (if available):*

**District:** 3

**District:** 4

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** Chris Chandler

**Title:** Founder and Executive Director

**Phone Number:** 318-272-1326

**Fax:** \_\_\_\_\_

**Email:** chrischandler94@gmail.com

**Past Grant Recipient?**     Yes     No

**2. Purpose for which Parish funds would be used (Check one and give brief description):**

**Economic Development**     **Education**     **Social Welfare**

AMP enters every middle and high school (public, private and charter) in Caddo Parish this school year, along with Southern University, LSUS, and Centenary College. We have been given approval by Dr. Goree, Caddo's Superintendent. We work to organize student AMP Clubs and take the members outside the classroom on AMP Tours designed to education and inspire them on our "local" history and "local" culture. We have developed 17 "local" AMP Tours to deliver this education.

**3. Amount of this funding request:** 25,000.00

**4. During what time period will the funds be used:** 01/01/2022 through 12/31/2022

5. Are current audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

7/1/2021 through 06/30/2022

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: 501 (c)(3)

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: \_\_\_\_\_

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No

*(If not, please propose an alternate drawdown schedule and explain)*

\_\_\_\_\_

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?

Yes  No *(If so, please explain claim)*

\_\_\_\_\_

10. Are you in good standing with the State of Louisiana?  Yes  No

- Provide a copy of your Certificate of Good Standing



11. Attach any information that you wish to submit in support of your application, including:

- Current IRS 501(c)(3) tax exempt statement



- Explanation of any changes in your IRS status (if applicable).

- Other: \_\_\_\_\_

## SECTION II: PROPOSAL NARRATIVE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

**A. Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

**B. Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

**C. Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

**D. Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

**E. Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

**F. Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

  u   Initial here stating you have read and understand the requirements for proposal narratives.

**Please attach a file for the proposal narrative formatted as outlined above.**





## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

We have developed the AMP Tours and all partnerships with universities, museums, etc. that are a part of the tours. We have the full support of Caddo Parish Schools Superintendent Dr. Goree. We launch in all middle schools and high schools in August 2021 as soon as Fall semester commences. We have years of experience running the "local" history tours. I am the coordinator, tour guide, and am training student leaders to take my place on future tours.

## ATTACHMENT C: APPROPRIATION BUDGET FORM

**Please provide detailed explanation of each line item.**

**Organization Name** American Millennium Project, Inc.

**Budget Year** 2022

### FUNDING AMOUNT

Line Item Object <sup>1</sup>	Parish Amount <sup>2</sup>	Other Amounts <sup>3</sup>	In-Kind (Including Food Bank)	Total
Transportation costs	2500.00			2,500.00
Leadership program	2000.00			2,000.00
Character program	2000.00			2,000.00
Tour guides/consultants	5000.00			5,000.00
Tours & Virtual Tours	10000.00			10,000.00
Office equipment	3000.00			3,000.00
Miscellaneous	500.00			500.00
				0.00
				0.00
<b>Additional Line Items Total</b> (from attachment)				0.00
<b>Total</b>	25,000.00	0.00	0.00	25000.00

**Please attach a file for any additional funding line items not listed above and for any required detailed listings.**



#### **Required Detailed Listings:**


<sup>1</sup> If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

<sup>2</sup> Items to be charged to Caddo Parish funds must be listed in detail; a general program name is not acceptable as a budget item.

<sup>3</sup> Provide a detailed listing of the funding source for other amounts.

## AFFIDAVIT

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

**Signature:** 

**Title:** Founder and Executive Director

**Date:** 6/30/2021

## CHECKLIST OF REQUIRED DOCUMENTS

- Guidelines for Appropriation Applications
- Application
- Proposal Narrative (See application outline on page 4) *RH*
- Attachment A: Contact Information *RH*
- Attachment B: Project Timeline
- Attachment C: Appropriation Budget Form *RH*
- Affidavit
- Copy of Certificate of Good Standing with State of Louisiana *RH*
- Copy of current IRS 501(c)(3) tax exempt statement indicating that the entity requesting funding is not a private foundation *RH*
- Explanation of any changes in your IRS status (if applicable)
- Other supporting documents (if applicable)

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### FOR OFFICIAL USE ONLY

Date Received: <u>6/30/2021</u>	Application Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Saved to File
Date Reviewed: <u>06/30/2021</u>	Reviewed by: <i>Rayla Hymes</i>	<input checked="" type="checkbox"/> Updated Tracking

State of  
Louisiana  
Secretary of  
State



**COMMERCIAL DIVISION**  
**225.925.4704**

Fax Numbers  
225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

Name	Type	City	Status
AMERICAN MILLENNIUM PROJECT, INC.	Non-Profit Corporation	SHREVEPORT	Active

#### Previous Names

**Business:** AMERICAN MILLENNIUM PROJECT, INC.  
**Charter Number:** 43928682N  
**Registration Date:** 6/10/2020

#### Domicile Address

735 SLATTERY BLVD  
SHREVEPORT, LA 71104

#### Mailing Address

735 SLATTERY BLVD  
SHREVEPORT, LA 71105

### Status

**Status:** **Active**  
**Annual Report Status:** **In Good Standing**  
**File Date:** 6/10/2020  
**Last Report Filed:** 6/29/2021  
**Type:** Non-Profit Corporation

### Registered Agent(s)

<b>Agent:</b>	CHAD GARLAND
<b>Address 1:</b>	900 PIERREMONT ROAD
<b>Address 2:</b>	STE 120
<b>City, State, Zip:</b>	SHREVEPORT, LA 71106
<b>Appointment Date:</b>	6/10/2020

### Officer(s)

**Additional Officers: No**

<b>Officer:</b>	CHRISTOPHER CHANDLER
<b>Title:</b>	President
<b>Address 1:</b>	735 SLATTERY BLVD
<b>City, State, Zip:</b>	SHREVEPORT, LA 71105

<b>Officer:</b>	CHAD GARLAND
<b>Title:</b>	Director
<b>Address 1:</b>	900 PIERREMONT ROAD
<b>Address 2:</b>	STE 120

**City, State, Zip:** SHREVEPORT, LA 71106

## **Amendments on File**

**No Amendments on file**

**Print**



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

AMERICAN MILLENNIUM PROJECT INC  
305 MOCKINGBIRD LANE  
SHREVEPORT, LA 71105-0000

Date: 12/07/2020  
Employer ID number: 38-4152275  
Person to contact: Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending: December 31  
Public charity status: 509(a)(2)  
Form 990 / 990-EZ / 990-N required: Yes  
Effective date of exemption: June 10, 2020  
Contribution deductibility: Yes  
Addendum applies: No  
DLN: 26053669001070

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



## AMERICAN MILLENNIUM PROJECT

The American Millennium Project (AMP) is a national education initiative based in Shreveport, and Baton Rouge, Louisiana. AMP is dedicated to teaching our **local** history and culture to our **local** people, and their guests. AMP accomplishes this through the creation of local “Adventure Tours” to sites of historic and cultural significance to each community.

Originally founded in the year 2000, AMP has grown to develop the unique story of the wildly diverse parishes throughout Louisiana in a format that can be enjoyed by the independent adventurer, or as a group or class activity. AMP has created seventeen (17) local adventure tours within our first parish community alone, using Caddo Parish as a model for the other 63 parishes across the state. AMP organizes and coordinates student “AMP Clubs” in middle schools, high schools and colleges/universities. These AMP students receive our valuable AMP Leadership Development and AMP Character Development programs, and are the first to go on our AMP Adventure Tours. Private groups are welcome to book our AMP Tours as well, helping to support our student programs.

AMP has partnered with numerous organizations to help tell the stories that make each site valuable and interesting to our local communities. AMP’s network of partners and sponsors are all committed to sharing our local history and culture with our local population, as well as with tourists who come through just to visit.

Funding for AMP is provided by the generous support of community businesses, organizations, governmental entities, private foundations, corporate sponsors, individual donors, and through annual fees paid by AMP members. AMP is a non-profit 501 (c)(3) organization with a seven-member Board of Directors. Contributions are tax deductible.



## AMERICAN MILLENNIUM PROJECT

### GOALS:

- To teach local people their unique local history and culture
- To make learning history interesting and adventurous
- To advance the idea of community pride through educating locals about their own local stories, people and historical events
- To sponsor AMP Clubs in local middle schools, high schools and local colleges and universities
- To build relationships with the numerous organizations that oversee each community's historic assets and help them tell their "story"
- To create historic "Adventure Tours" to showcase each community's most unique and historic sites of interest
- To attract visitors to each community to learn about the unique local history & culture, to enjoy our local restaurants and cuisine, and to simply meet the local people who are happy to show their hospitality
- To develop a model for sharing local history and culture that communities across America can adopt and duplicate under the AMP brand and the "Seven Wonders" theme
- To create a network of historic AMP "B&B Hostels" across America in which AMP members and adventure travelers will find accommodations, tour information and fellowship with other guests

- To partner with airlines, passenger rail, buses, car rental services, and local transportation providers to facilitate ease of movement and cost savings for our AMP members and guests



### **AMP Club Membership Benefits**

- 1. AMP Leadership Development**
- 2. AMP Character Development**
- 3. At least Two (2) AMP Tours per Year**
- 4. Opportunities to meet successful Alumni**
- 5. Networking training with other AMP Clubs**
- 6. Opportunities to travel and exchange with other AMP Clubs around the state, region and country**
- 7. Recognition as an AMP “Founding Member” - a great resume builder**

## American Millennium Project – Expenses Breakdown

Transportation partners include: Red River Trailways, IShuttle, Sportran: \$2,500.00

Costs for Development and copy right protections for AMP Leadership Development Program and AMP Character Development Program: \$4,000.00

Tour Guide Training and Development: \$5,000.00

Creation of AMP Tours & AMP Virtual Tours: \$10,000.00

Office Equipment Includes: Printer, Laptop, IPad, Mobile Phone, Presentation Equipment, Drone: \$3,000.00

Miscellaneous: \$500.00