

CADDO PARISH COMMISSION

505 TRAVIS STREET, GOVERNMENT PLAZA

PUBLIC NOTICE

APPROPRIATIONS COMMITTEE MEETING AGENDA

March 30, 2022

11:00 A.M.

1. APPROPRIATIONS (NGO) 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:

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 Recommendation Regarding Ordinance No. 6214 Of 2022  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$7,500 TO PROVIDE AN APPROPRIATION FOR BASIC NECESSITIES AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Young)

Documents:

[ORD 6214- BASIC NECESSITIES.PDF](#)  
[ORD 6214- FACT SHEET - BASIC NECESSITIES.PDF](#)  
[ORD 6214- ATTACHMENT A- BASIC NECESSITIES.PDF](#)

- 6.II. Discuss And Make Recommendation Regarding Ordinance No. 6216 Of 2022  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND  
EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$6,500 TO  
PROVIDE AN APPROPRIATION FOR WILDLIFE EDUCATION AND  
REHABILITATION OF LOUISIANA AND TO OTHERWISE PROVIDE WITH  
RESPECT THERETO

(Animal Services Committee)

Documents:

[ORD 6216- WERLA.PDF](#)  
[ORD 6216- FACT SHEET - WERLA.PDF](#)  
[ORD 6216- ATTACHMENT A- WERLA INFORMATION 2022.PDF](#)

- 6.III. Discuss And Make Recommendation Regarding Ordinance No. 6217 Of 2022  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND  
EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$10,000 TO  
PROVIDE AN APPROPRIATION FOR SHREVEPORT GREEN AND TO  
OTHERWISE PROVIDE WITH RESPECT THERETO

(Chavez)

Documents:

[ORD 6217- SHREVEPORT GREEN.PDF](#)  
[ORD 6217- FACT SHEET - SHREVEPORT GREEN.PDF](#)  
[3-29-2022 SHREVEPORT GREEN NGO APP.PDF](#)

- 6.IV. Discuss And Make Recommendations Regarding NGO Application From Charles  
Johnson Ministries, Inc. (CeJay Cares)

Documents:

[3-29-2022 CEEJAY MINISTRIES NGO APP.PDF](#)

- 6.V. Discuss And Make Recommendations Regarding NGO Application From Greater  
Shreveport Chamber Foundation

Documents:

[ORD--GREATER SHREVEPORT CHAMBER FOUNDATION.PDF](#)  
[FACT SHEET - GREATER SHREVEPORT CHAMBER FOUNDATION.PDF](#)

7. ADJOURN:

**ORDINANCE NO. 6214 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$7,500 TO PROVIDE AN APPROPRIATION FOR BASIC NECESSITIES AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Caddo Parish Commission would like to appropriate \$7,500 in its 2022 budget for Basic Necessities; and

WHEREAS, Basic Necessities is the only designated diaper, period product and incontinence supply bank in North Louisiana; and

WHEREAS, Basic Necessities provide these specific items at no cost to low-income clients; and

WHEREAS, over half of the clients live in Caddo Parish; 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 for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
Basic Necessities	\$7,500
Fund Balance	(\$7,500)

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**

<b>TITLE</b>	
ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND FOR BASIC NECESSITIES  (Ordinance No. 6214 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> John Paul Young	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund to provide to an appropriation by \$7,500 for Basic Necessities.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley Barnett</u> Date <u>3/8/2022</u>
Legal	_____ Date _____
Parish Administrator	_____ Date _____



# PARISH OF CADDO, LOUISIANA

## GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: Basic Necessities

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:

- 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.**
- 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).**
- 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.
- 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.
- 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- 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.
- 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
- 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:** Basic Necessities

**Commission District:** 4

**Address:** 2620 Centenary Boulevard

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:** 12

**District:** 6

**Address:** Various

**Address:** Various

We deliver to every district in Caddo Parish

We deliver to every district in Caddo Parish

**Contact Person:** Ms. Debbie Hollis

**Title:** Co-Director

**Phone Number:** 3187510851

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

**Email:** BasicNecessitiesLA@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**

Basic Necessities is the only designated diaper, period products, and incontinence supply bank in North Louisiana. We provide these specific items at no cost to low-income clients who live in the ArkLaTex region. In our first year of operation (June 2020 - June 2021), we delivered 35,105 diapers and 20,866 period products to 312 families & 372 children. Well over half of our clients live here in Caddo Parish. There is an ongoing need for these supplies in Caddo Parish due to our high poverty rate, low wages, and COVID-related job losses.

**3. Amount of this funding request:** 15,000.00

**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:

\_\_\_\_\_ through \_\_\_\_\_

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

Under IRS Code Section: 501c3

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

Date of last time filed: 12/31/2020

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: 2020 Annual Report



## 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.

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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.**

As of this writing, Basic Necessities has been delivering diapers, period products, and incontinence supplies to low-income clients in Caddo Parish for one year.

In that year, we have:

- delivered 35,105 diapers and 20,866 period products to 312 families & 372 children; and
- provided period & incontinence products to 11 public schools, one university, all Community Renewal International Friendship Houses, the HUB/Lovewell Center, VOA Elderly Services, and local emergency relief/mutual aid organizations during the 2020 snowstorm & COVID-related relief efforts (the number of persons served from these community outreach efforts is unknown).

Basic Necessities will use Caddo Parish Appropriations funds to continue serving qualified clients who live in Caddo Parish and, based on our history and growth, we anticipate a continued steady increase in the number of clients we serve.

Implementation of the use of Caddo Parish Appropriation funds will be January 1, 2022, and will continue uninterrupted until December 31, 2022. Basic Necessities will continue to serve the ArkLaTex as long as our services are needed. We do not plan to make changes/additions to the services we provide, nor will we ever charge our clients for these necessary supplies.

Since Basic Necessities began serving the community in June 2020, the day-to-day administration of our program has been performed by founding Board Member, Debbie Hollis, who works for us as a contract employee. She currently receives \$1000.00 per month for her contracted services. We will engage Pam Rowell as a contract employee in 2022, after her retirement from Willis Knighton Health System; she will receive the same monthly fee. This arrangement was approved by our Board of Directors, and does not violate the Conflict of Interest Clause in our bylaws or IRS rules.

Debbie has 25+ years of experience in the nonprofit sector, and is a respected nonprofit professional who has worked with dozens of local NGOs as a consultant, grant writer, researcher, advisor, administrator, and Board Member. Pam has worked in out-patient client services and care at WKHS for 20 years, and is fully qualified to serve as Co-Director, as well. Each has been successful in her role as Co-Director thus far, and they will continue to provide their services as long as they are needed.

Basic Necessities will transition to a traditional employee/employer/payroll system after our Board has completed its research on accounting and data software systems. At that time, Pam and Debbie will transition from contract employees to regular F/T employees.

## ATTACHMENT C: APPROPRIATION BUDGET FORM

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

**Organization Name** Basic Necessities

**Budget Year** FY 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
Diapers for Clients	4000	2000	2500	8,500.00
Period Supplies for Clients	2000	1000	2000	5,000.00
Incontinence Supplies	1500	750	750	3,000.00
Postage/Shipping Expenses	500	4000	0	4,500.00
Contract Fees	7000	17000	0	24,000.00
Lease/Storage	0	11760	0	11,760.00
General Liability Insurance	0	1000	0	1,000.00
Mileage Reimbursement	0	6000	0	6,000.00
Fundraising Expenses	0	1000	0	1,000.00
<b>Additional Line Items Total</b> (from attachment)	0	4928	0	4,928.00
<b>Total</b>	15,000.00	49,438.00	5,250.00	69,688.00

**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.

<b>Signature:</b>	<u>Debbie Hollis</u>
<b>Title:</b>	<u>Co-Director</u>
<b>Date:</b>	<u>7/1/2021</u>

## 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>7/1/2021</u>	Application Complete: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Saved to File
Date Reviewed: <u>07/01/2021</u>	Reviewed by: <i>Rayla Hymes</i>	<input checked="" type="checkbox"/> Updated Tracking



Name	Type	City	Status
BASIC NECESSITIES, INC.	Non-Profit Corporation	SHREVEPORT	Active

**Previous Names**

**Business:** BASIC NECESSITIES, INC.  
**Charter Number:** 41418918N  
**Registration Date:** 2/3/2014

**Domicile Address**

2620 CENTENARY BOULEVARD  
 SUITE 140  
 SHREVEPORT, LA 71104

**Mailing Address**

C/O PAMELA A. ROWELL  
 2620 CENTENARY BOULEVARD, SUITE 140  
 SHREVEPORT, LA 71104

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 2/3/2014  
**Last Report Filed:** 4/25/2021  
**Type:** Non-Profit Corporation

**Registered Agent(s)**

**Agent:** PAMELA A. ROWELL  
**Address 1:** 63 COLONY BEND  
**City, State, Zip:** SHREVEPORT, LA 71115  
**Appointment Date:** 2/3/2014

**Officer(s)**

Additional Officers: Nc

**Officer:** PAMELA ROWELL  
**Title:** Director  
**Address 1:** 63 COLONY BEND  
**City, State, Zip:** SHREVEPORT, LA 71115

**Officer:** DEBORAH HOLLIS  
**Title:** Director  
**Address 1:** 63 COLONY BEND  
**City, State, Zip:** SHREVEPORT, LA 71115

**Officer:** JAIME CANTRELL  
**Title:** Director  
**Address 1:** 536 DALZELL STREET  
**City, State, Zip:** SHREVEPORT, LA 71104

**Amendments on File (3)**

Description	Date
Revoked	5/14/2019
Reinstatement	6/5/2020
Domicile, Agent Change or Resign of Agent	6/28/2021

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 10 2020

BASIC NECESSITIES  
C/O PAMELA ROWELL  
63 COLONY CIRCLE  
SHREVEPORT, LA 71115-0000

Employer Identification Number:  
85-1567712  
DLN:  
26053577003340  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(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 5, 2020  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

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.



## **National Diaper Bank Network**

Dear Diaper Bank Member,

The National Diaper Bank Network (NDBN) is thrilled to welcome you to our Network. As a member of NDBN, you are invited to attend our annual conference, participate in our webinars and contact NDBN staff members for technical advice and assistance. We will also make available to member diaper banks bulk buying programs and endorsed services as these programs are developed. We encourage all member diaper banks to participate in Diaper Need Awareness Week each September. Check our webpage for information about upcoming events and activities! Please confirm your organization currently meets and will continue to meet the following criteria:

- The organization is a 501(c)(3) organization, or under the fiscal sponsorship of a tax exempt organization, and provide copies of the appropriate paperwork to NDBN.
- The organization distributes diapers to individuals free of charge.
- The organization does not barter, sell, or exchange any diapers, in accordance with IRS guidelines.
- The organization does not discriminate on the basis of race, religion, gender (this is not intended to limit diaper banks' ability to serve specific populations, such as pregnant teens, refugees, etc.)
- The organization does not condition assistance provided to clients directly or loosely on attendance at religious services or classes. Nor does the organization use diapers directly or loosely to induce conversion to a faith group, institution or cause.
- The organization agrees to accept referrals from NDBN that are consistent with the organization's guidelines including assigned geographic or zip code service areas to the greatest extent practicable.
- The organization agrees to complete the Annual NDBN Diaper Bank Report and, minimally, provide data on diapers distributed annually and children served.
- The organization agrees to value and respect people in all interactions, even when we disagree.

Failure to meet these requirements will result in removal from the NDBN diaper distribution list and loss of the corresponding privileges and assistance. Organizations that fail to meet minimal standards of courteous and professional behavior may be removed from the diaper directory as well.

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[nationaldiaperbanknetwork.org](http://nationaldiaperbanknetwork.org)  
[@diapernetwork](https://twitter.com/diapernetwork)

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National Diaper Bank Network  
155 East Street | Suite 101  
New Haven, CT 06511  
(203) 821 - 7348  
[info@diaperbanknetwork.org](mailto:info@diaperbanknetwork.org)



**National  
Diaper Bank  
Network**

Please fill in the following form and send the completed form via scanned email or USPS.

I attest that \_\_\_\_\_ Basic Necessities \_\_\_\_\_ Diaper Bank is a 501(c)(3), under the fiscal sponsorship of a 501(c)(3) or is otherwise acknowledged by the IRS as exempt from federal taxes and that the accompanying documentation is proof of this fact, and I certify that the organization will comply with the terms above.

-----  
Executive Director

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[nationaldiaperbanknetwork.org](http://nationaldiaperbanknetwork.org)  
[@diapernetwork](https://twitter.com/diapernetwork)

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National Diaper Bank Network  
155 East Street | Suite 101  
New Haven, CT 06511  
(203) 821 - 7348  
[info@diaperbanknetwork.org](mailto:info@diaperbanknetwork.org)

## **Caddo Parish 2022 Budget Appropriation Application Narrative**

### **A. Background and Capacity of Organization**

Basic Necessities is the only designated diaper, period products, and incontinence supply bank in the ArkLaTex. Our Shreveport-based nonprofit provides these specific items at no cost to low-income people who live in our region. Well over half of our clients live in Caddo Parish.

Created in response to the COVID pandemic, Basic Necessities has grown rapidly during its first year of operation. Our Board Members took orders from clients and delivered 31,000 diapers from their homes during our first 10 months. We opened a full-service diaper bank at 2620 Centenary Boulevard in Shreveport on June 1, 2021.

Many of our clients are referred to us by 211, WIC, VOA, Louisiana Office of Public Health, Catholic Charities, public school counselors/nurses/teachers, and various community partners & social service agencies. Demand for our services is increasing rapidly as we cultivate new community partnerships.

Because we are a new organization, our Board of Directors is still in development. We are recruiting people who are representative of our client demographics in age, ethnicity, income, and geographic area. Current Board Members are Pam Rowell (a nonprofit hospital admissions coordinator), Dr. Jaime Cantrell (a Texas A&M University Texarkana professor of Gender Studies & Women's Issues), and Debbie Hollis (a nonprofit consultant, grant writer, and public servant). All of our current Board Members are experienced volunteers, board members of other organizations, and local leaders in academics, politics, and community service. We have a non-hierarchical working Board that follows the flat-leadership model of nonprofit governance. We rely on interns, volunteers, and delivery drivers to assist with day-to-day operations at Basic Necessities.



Basic Necessities is nationally recognized by, and has been accepted for membership in, both the National Diaper Bank Network (NDBN) and the Alliance for Period Supplies (APS). We adhere to their standards and guidelines, and receive valuable guidance from each organization.

### **B. Prior Experience of Organization**

As of this writing, Basic Necessities has been serving Caddo Parish for one year. In that year, we have:

- delivered 35,105 diapers and 20,866 period products to 312 families & 372 children;
- provided period & incontinence products to 11 public schools, one university, all Community Renewal International Friendship Houses, the HUB/Lovewell Center, and local emergency relief/mutual aid organizations during the 2020 snowstorm & COVID-related relief efforts (the number of persons served from these community outreach efforts is unknown);
- advocated for the successful repeal of the “Pink Tax” in Shreveport and statewide;
- brought national attention to diaper need and period poverty here in NWLA via our partnerships with the NDBN and APS, social media, and traditional media; and
- raised over \$30,000 in grants and product donations to benefit families in need in Caddo Parish & the ArkLaTex.

### **C. Extent of Neighborhood Involvement**

Basic Necessities has delivered diapers, period products, and incontinence supplies to nearly every Commission District in Caddo Parish. By its nature, a diaper bank is a community-based entity; therefore, we are serving people in our local community every day. To date, all of our volunteers and the majority of our clients live in Caddo Parish. We are recruiting new volunteers and Board Members from the communities we serve, and from local colleges, high schools, faith groups, businesses, and community service groups.



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

Basic Necessities' primary location was established in Caddo Parish because Shreveport is a convenient, central location for our clients and donors. Our business plan is based on the model set forth by NDBN, and is executed by experienced, accomplished nonprofit professionals.

Hundreds of Caddo Parish citizens have already benefitted from our services during our first year in operation.

#### **E. Joint Group Application and Collaboration**

Basic Necessities is not applying for Parish funding as a co-applicant with any other organization. Community partners and contributors who work with us to carry out our mission include Community Renewal International, VOA Elderly Services, Bossier Parish Schools, WalMart Giving, Brookshires, Junior League of Shreveport-Bossier, NDBN, APS, Network for Good, LA Advocates for Released Asylum Seekers, Period, Inc., SNAP, WIC, Medicaid, United Way/211, Unite Us, BPCC Cavalier Care Center, Be A Blessing, Louisiana Office of Public Health/LA DHH, Catholic Charities, and many others. None of these parties will receive payments from this grant.

#### **F. Identify Needs and Gaps in Services in Neighborhoods**

There is an urgent, ongoing need for our diaper/period products bank in Caddo Parish due to our high poverty rate, lower than average hourly wages, and the above-average number of working poor families, or "ALICE" (Asset Limited, Income Constrained, Employed, per the United Way). 58% of working families in Caddo Parish qualify as ALICE. Basic Necessities serves these families. Our clients receive WIC, SNAP, Medicaid, unemployment benefits, and/or are experiencing an emergency situation. Unfortunately, WIC, SNAP and Medicaid do not cover the cost of diapers/period products/incontinence supplies unless they are prescribed by a doctor as part of a medical treatment plan. Basic Necessities fills this gap in services.





## PROPOSED 3-YEAR BUDGET

EXPENSES	2020 ACTUAL (START DATE: JULY 2020)	2021 PROJECTED	2022 PROJECTED
Program Administration <i>(contract basis during startup; \$250/week per person; no salaries during startup phase)</i>	\$6000.00	\$12,000.00	\$24,000.00
Diapers	\$2415.44	\$4000.00	\$8500.00
Period Supplies	\$178.41	\$2000.00	\$5000.00
Incontinence Supplies	\$0.00	\$2000.00	\$3000.00
Computer + printer	\$1038.00	\$500.00	\$1500.00
Secretary of State filing fee	\$85.00	\$10.00	\$10.00
IRS 1023 Form filing fee	\$275.00	\$0.00	\$0.00
Office supplies	\$275.00	\$600.00	\$800.00
Telephone	\$225.00	\$550.00	\$550.00
Postage/Shipping	\$0.00	\$500.00	\$4500.00
Printing <i>(business cards, brochures, t-shirts for delivery ppl)</i>	\$95.55	\$300.00	\$500.00
Logo design/advertising	\$50.00	\$0.00	\$250.00
Website <i>(design + WIX subscription &amp; domain)</i>	\$473.08	\$250.00	\$300.00
Plastic delivery bags	\$262.20	\$500.00	\$750.00
General liability insurance	\$0.00	\$1000.00	\$1000.00
Gas/mileage @ \$0.50 per mile	\$4735.00	\$9000.00	\$6,000.00
Fundraising expenses	\$143.80	\$570.00	\$1000.00
Bank fees	\$18.00	\$18.00	\$18.00
Office Lease/Storage	\$691.87	\$8490	\$11760
NDBN membership fee	\$0.00	\$250.00	\$250.00
<b>TOTAL</b>	<b>\$16,961.35</b>	<b>\$42,538.00</b>	<b>\$69,688.00</b>



## PROPOSED 3-YEAR BUDGET

REVENUE	2020 (START DATE: JULY 2020)	2021	2022
Board member cash donations (to date)	\$1856.50	\$2000.00	\$2000.00
Individual donors	\$5000.00	\$8000.00	\$10,000.00
Grants: Foundation/ Corporate	\$8000.00	\$23,000.00	\$30,000.00
In-kind donations (grant research/writing, business plan consultation, market research, file IRS/SOS forms, mileage – to date)	\$3000.00	\$3500.00	\$6250.00
Grants: City/Parish	\$0.00	\$1000.00	\$15000.00
Product donations	\$1800.00	\$3100.00	\$5000.00
<b>TOTAL</b>	<b>\$19,656.50</b>	<b>\$42,621.00</b>	<b>\$70,272.00</b>

NOTE: Any excess revenue will be allocated to (1) creating a fund for delivery vehicle maintenance/repairs, (2) new volunteer recruitment, and (3) marketing to rural areas in our region of service.

**ORDINANCE NO. 6216 OF 2022**  
BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$6,500 TO PROVIDE AN APPROPRIATION FOR WILDLIFE EDUCATION AND REHABILITATION OF LOUISIANA AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, Wildlife Education and Rehabilitation of Louisiana (WERLA) was established in 2013 as a non-profit organization whose mission is to rescue, rehabilitate, and release sick, injured, or orphaned wildlife back into their natural habitat, and to educate our community about the conservation and preservation of Louisiana wildlife; and

WHEREAS, WERLA maintains relationship with Parish animal control agencies, city agencies and LA Department of Wildlife and Fisheries; and

WHEREAS, WERLA has provided support to Caddo Parish Animal Services by caring for an average of 137 wildlife cases per year over the past 2 years; and

WHEREAS, the appropriation was recommended by the Animal Services Committee; and

WHEREAS it is necessary to amend the 2022 Riverboat Fund Budget to provide an appropriation of \$6,500 for WERLA; 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 for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
WERLA	\$6,500
Fund Balance	(\$6,500)

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 FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR WERLA  (Ordinance No. 6216 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> Commissioner John Paul Young	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund in the amount of \$6,500 to provide an appropriation for WERLA.  Recommended by Animal Service Committee	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B. Barnett</u> Date 03/10/2022
Legal	_____ Date _____
Parish Administrator	_____ Date _____



## Wildlife Education and Rehabilitation of Louisiana, Inc.

Caddo Parish Commission  
Caddo Parish Animal Services  
c/o Kelvin Samuel  
1500 Monty St  
Shreveport, LA 71107

February 16, 2022

Dear Mr. Samuel,

Please accept this letter as an overview of WERLA- Wildlife Education and Rehabilitation of Louisiana, the services we provide the Parish, and the growing needs of our organization.

WERLA was established in 2013 as a 501(c)(3) nonprofit organization. We operate with a board of directors. Our mission is to rescue, rehabilitate, and release sick, injured, or orphaned wildlife back into their natural habitat, and to educate our community about the conservation and preservation of Louisiana wildlife. Our team strives to provide high quality care for each animal through individualized feeding regimens, documentation of medical treatment and progress, natural simulation of species' environment, and specialized care of species' needs.

We are licensed through the state by La Department of Wildlife and Fisheries for rehabilitating wildlife, as well as on the federal level through the US Fish and Wildlife Services for migratory bird rehabilitation and wildlife listed under the Endangered Species Act. Currently, we are the only fully licensed wildlife rehabilitation organization in northern Louisiana. We are also one of only two establishments who regularly intake endangered and high priority species such as Bald Eagles.

WERLA maintains relationships with other organizations such as Parish animal control agencies, city agencies, and LA Dept of Wildlife and Fisheries. Within Caddo Parish alone, we have assisted many departments, such as the police department, the fire department, the public library, Walter B. Jacobs Nature Park, and maintenance of animals at the duck pond. We support local businesses in our community by providing them our services. We have received wildlife from large businesses, like Calumet Lubricants and Walmart to small independent businesses, such as Aero Auto Salvage.

P.O. Box 7462

Shreveport,  
La 71137

318-405-2282

EIN: 46-  
4035568

[www.werla.net](http://www.werla.net)

[werla@gmail.com](mailto:werla@gmail.com)



## Wildlife Education and Rehabilitation of Louisiana, Inc.

Since our establishment in 2013, we have substantially grown our brand and our presence among the community. Community members have grown to depend on WERLA to care for wildlife that they come across who need help. The number of animals we intake per year has risen from 650 in 2015 to more than 1,000 by 2018 and continues to rise each year.

WERLA educates the community through many different means. Each year, WERLA receives over 2,000 phone calls. Community members reach out to us for advice when encountering wildlife. Our advice includes informing them of possible diseases or illnesses a species can carry, and how to keep themselves, family members, and pets safe while getting help for the animal. WERLA educates through community events such as festivals, classroom visits, and professional presentations. Our social media platforms also aim to educate the public with informational and educational posts.

Part of the growing numbers of animals that WERLA intakes each year is due to our relationship with Caddo Parish Animal Services. Trapped wildlife is brought to CPAS by private citizens or Animal Control Officers. At this point CPAS contacts WERLA, and we make a trip over to assess the health and condition of the animal. We are then tasked with making a determination as to the viability and future of the animal. If the animal is determined releasable, or needs rehabilitation before release, we provide that service. If the animal needs to be euthanized, and there is not an authorized CPAS agent on duty to perform the euthanization, our veterinarian will use our resources to humanely euthanize the animal. The species we receive from CPAS and private citizens include rabies vectors and species that can transmit disease to both humans and domestic pets.

This brings us to the matter at hand. WERLA is fully a nonprofit organization, and our doors only remain open through donations. **In the past 2 years, WERLA has transported, evaluated, and provided appropriate care for an average of 137 wildlife cases per year from CPAS. The total average number of animals we took in each of these years was 1029. Therefore, animals from CPAS make up an average of 13% of the total animals we intake per year. These efforts are both time and resource consuming. Our yearly operating costs in the past two years average out to \$49,805. We appreciate the professional relationship with Caddo Parish Animal Services, and we ask that the value of our services be considered. A contribution of 13% of our average operating costs, or \$6,475, would help us continue our mission.**

WERLA provides a service to the facility itself when we take wildlife into our care and use our resources to appropriately handle each case. In addition to the tangible services that are seen, we provide citizens with knowledge and information that keep their families and pets safe. CPAS is held in high regard when team members speak with private citizens. Assisting WERLA to continue our mission with wildlife shows that the Parish has compassion for all animals and understands the



**Wildlife Education and Rehabilitation of Louisiana, Inc.**

importance of environmental conservation. Our partnership in educating citizens gives the crucial knowledge needed to keep families safe, and illustrates the desire to make Caddo Parish a wonderful place to raise a family.

Thank you for your consideration in this situation so that WERLA can continue this very important work. We would be grateful for any support that the Caddo Parish Commission can offer.

Sincerely,

Gia C. Morgan, DVM

WERLA President

and the WERLA Team



Wildlife Education and Rehabilitation of Louisiana, Inc.

**Average cost of Wildlife Rehabilitation  
in partnership with  
Caddo Parish Animals Services**

2020 Animals from CPAS	140
2021 Animals from CPAS	<u>+133</u>
Total	$273 \div 2 = 137$ average
2020 Total WERLA Animals	1102
2021 Total WERLA Animals	<u>+956</u>
Total	$2058 \div 2 = 1029$ average
<b>137 of 1029 = 13%</b>	
2020 Operating Costs	55,840
2021 Operating Cost	<u>+43,770</u>
Total	$99,610 \div 2 = 49,805$ average
<b>13% of \$49,805 = \$6,475</b>	

# Red Fox Success Story

In 2020, the Shreveport community, WERLA, and Caddo Parish Animal Services teamed up to rescue, rehabilitate, and release a red fox and give her a second chance in life. In the spring, WERLA received numerous phone calls from concerned citizens in a Caddo Parish community. They reported a sick and malnourished fox in desperate need of help. WERLA gave advice on how to keep family and pets safe while they sought help for the fox. We referred to CPAS for assistance with trapping. Animal Control Officers from CPAS coordinated with the community and worked for 2 months to trap the fox. WERLA's veterinarian diagnosed her with internal parasites, flea infestation, bilateral eye infections, mange, and fungus patches covering most of her body. Her eyes were so crusted, she could barely see. She was frightened and weak from malnutrition. Team members treated her daily for mange and fungus by rubbing her entire body down with an antifungal solution. She was given medication for fleas and parasites and a diet that encouraged appetite and appropriate weight gain. After a few treatments, the crusted fungus began coming off and bright eyes emerged. She began gaining strength and soon gave team members a challenge during treatments! Soon her fur began growing back and her face began filling out. After more than a month of treatments, she was evaluated for release, and showed that she was more than ready to be wild again! WERLA invited an officer from CPAS to attend the release and share in the moment. After opening the door to the fox's crate, she sprang out and ran down the path. When she was a safe distance away from us, she paused and looked back at us, as if to say thank you, and then disappeared into the woods.

Successful rescue, rehabilitation, and release!





# Opossum Momma Success Story

In 2021, WERLA received many opossums that community members trapped on their property. On a busy day in June, we picked up a healthy opossum from CPAS. We initially thought it would be a simple release. Upon evaluation, it was discovered that this feisty opossum was a momma. Eleven baby opossums were in her pouch! When WERLA relocates wildlife for CPAS, we consider how long it will take for the animal to first realize that they are in a new environment, explore the area, and re-establish food sources, shelter, and protection. A nursing mother devotes her energy to her basic needs, so that she can provide nourishment for her babies. Relocating her while nursing would be a risk to the well-being of the entire family.

So Momma opossum and her eleven little ones were cared for by WERLA until they were all ready for release.

An appropriate diet for a nursing mother was provided daily. WERLA monitored the development of the babies as they grew bigger. It wasn't long before the babies decided to climb out of momma's pouch and onto her back. With eleven growing opossums, soon it was necessary to separate the babies into groups so that they had room to explore and grow on their own. After weeks of a good diet, and steps towards reacclimating the family to life outdoors, it was time for release! 4 crates of opossums were loaded up on a sunny day in July and driven out to a large forest area that was pre-approved for release. As the doors to the crates opened, opossum after opossum wandered out into the brush to start exploring! Another successful rescue, rehabilitation, and release, but this time by the dozen!





Visit  
**WERLA.NET**

Support  
**LOUISIANA WILDLIFE**

**WERLA** is a State and Federally licensed 501 (c)(3) nonprofit organization. Our mission is to rescue, rehabilitate, and release sick, injured, or orphaned wildlife back into their natural habitat.

Working closely with state and federal Departments of Wildlife and Fisheries and our local communities, we take in and care for several hundred wild animals from Louisiana each year.

To provide the animals the best chance for rehabilitation, we network regularly with local, private, state licensed rehabbers to provide individualized care for different species of wildlife.

In addition to animal care, we work to educate the public about best practices for the preservation and conservation of Louisiana's wildlife and their habitats. As a result, our local community has a greater understanding of how to interact with wildlife and a greater respect for the land we all share.



# How You Can Help:

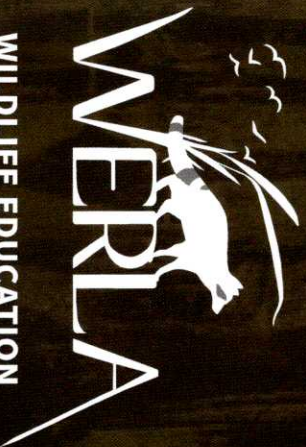
**LIKE & FOLLOW US** on social media to share our mission with your friends and family!

**DONATE** funds or much needed care items. Please visit [WERLA.net](http://WERLA.net) for a list of items our animals always need!

**VOLUNTEER** at the WERLA facility or represent WERLA and educate the public at community events.

**REPORT WILDLIFE** to us when you find an animal that may be in need of care. Keep us in mind when your friends and family come across injured or orphaned wildlife.

**SCHEDULE** an educational presentation for your class, service group, or organization.



WILDLIFE EDUCATION  
and REHABILITATION OF  
LOUISIANA

PO BOX 7462

Shreveport, LA 71137

Phone: 318-405-2282

[werlainc@gmail.com](mailto:werlainc@gmail.com)

[WERLA.net](http://WERLA.net)



RESCUE

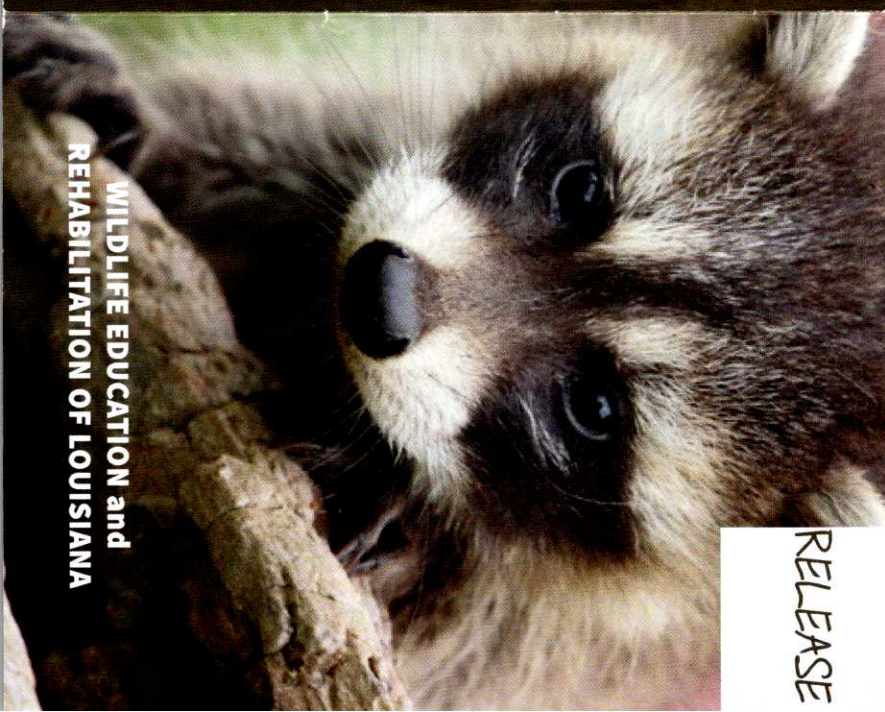


REHABILITATE



RELEASE

WILDLIFE EDUCATION and  
REHABILITATION OF LOUISIANA



**ORDINANCE NO. 6217 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$10,000 TO PROVIDE AN APPROPRIATION FOR SHREVEPORT GREEN AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, Shreveport Green is a nonprofit organization dedicated to promoting a healthy, sustainable, and economically vital community through public outreach, community enhancement, and a specific respect for the natural and built environment; and

WHEREAS, Shreveport Green's Neighborhood program works to preserve and enhance the livability of inner-city neighborhoods; and

WHEREAS it is necessary to amend the 2022 Riverboat Fund Budget to provide an appropriation of \$10,000 for Shreveport Green; 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 for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
Shreveport Green	\$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 FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR SHREVEPORT GREEN  (Ordinance No. 6217 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> Commissioner Mario Chavez	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund in the amount of \$10,000 to provide an appropriation for Shreveport Green's Neighborhood program	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B Barnett</u> Date 03/10/2022
Legal	_____ Date _____
Parish Administrator	_____ Date _____

PARISH OF CADDO, LOUISIANA

GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: Shreveport Green

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

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.**
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).**
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.
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.
5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
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.
7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
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: Shreveport Green

Commission District: All

Address: 2615 Southern Ave

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. Donna Curtis

Title: Executive Director

Phone Number: (318) 219-1888

Fax: (318) 219-1882

Email: dcurtis@shreveportgreen.org

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:

To provide a supply of cleanup tools and supplies for community organizations. We will have bags, buckets, litter-getters, tents, water, and ice chests available to check out for organizations including neighborhoods, churches, schools, and civic clubs. We will also provide assistance with planning and informational brochures on clean neighborhoods.

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

4. During what time period will the funds be used: 4/1/22 through 12/31/22

5. Are audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

1/1/20 through 12/31/20

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: 08/1/21

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

*(If not, please propose an alternate drawdown schedule and explain)* Since we will be purchasing the supplies in bulk for use during the year, we would appreciate having the funding provided at the beginning of the program.

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.

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

## **SECTION II: PROPOSAL NARRATIVE**

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

Shreveport Green is a nonprofit organization dedicated to promoting a healthy, sustainable, and economically vital community through public outreach, community enhancement, and a specific respect for the natural and built environment. Shreveport Green fills a unique niche in the city. We provide a service no one else does. Founded in 1990, we have been successful in identifying not only problem areas, but also potential areas for improvement. As a nonprofit, we have been able to access private funds, in-kind donations, and grants that previously had not been dedicated to community projects. We direct 11,000 volunteers a year in community projects, completing over 31,000 hours. Although we work in all corners of the parish, we offer specialized programming to lower income neighborhoods through our Neighborhood Program: detailed maintenance assistance, enhancement projects, community gardens, and administrative assistance with cleanups. ShrevCORPS works with a minimum of 12 young people a year, providing services parish-wide including community gardens, enhancement projects, recycling drives, cleanups, mobile food market, and household hazardous waste collection. We are a fiscally conservative, well-run organization. A board of directors of 20, reflecting the demographics of the community, governs us. This is a "hands on" board – participating in projects and fundraising - as well as keeping a close eye on the finances and mission of the organization.

### **Prior Experience of Organization:**

Shreveport Green has been providing services for 31 years. Our projects educate & add to the quality of life of the citizens and the economic development of the community – litter abatement activities actually clean communities, increasing the visual and economic value as well as improving safety and health problems. Landscaping & tree planting add to the visual & environmental as well as increasing the land value. Community gardens directly impact the health of citizens through providing fresh produce & teaching how to prepare healthy foods. Our Mobile Market is currently reaching 13 different neighborhoods, including Vivian. Our urban farm

helps sustain our Mobile Market; we have constructed twenty-one community gardens at schools, community centers, and public areas and assist with the maintenance of several more. In addition to constructing handicapped accessible gardens at *MLK Health Center the Urban Farm*; we've also created Mobile Market events regularly in Allendale, Mooretown, Lakeside, Queensborough, Highland, and Cedar Grove neighborhoods. During these events we sell fresh, regionally grown food for reasonable prices; prepare cooking demonstrations; and provide recipes for healthy preparation. **Household Hazardous Waste Collection:** We hold 8 collections a year, helping 1,931 citizens from all over the parish dispose of HHW properly. **Cleanups:** We organize an average of 76 cleanups each year: Groups from Vivian to Southern Hills, from Greenwood to Stoner Hill ask for assistance. In addition to assisting with facilitation, we are able to provide bags, litter-getters, gloves, and water. Some of the most notable ones are: **1.** April, 2021 – Great American Cleanup – 876 volunteers – 39 groups; 18.5 tons of trash; **2.** 2021 – 48 additional cleanups. **3.** *Tarp Your Load* - November 2020/April 2021 – gave out 300 tarps with bungee cords to Caddo Parish residents along with information about uncovered loads. **Enhancement:** We assisted 16 neighborhood groups & area parks with enhancement projects, providing plants and information for volunteers. **Tree Planting:** Held a Tree Giveaway in November 2021 and gave away 250 trees. Additionally we plant an average of 150 trees a year in the community. We also provide presentations to town councils and civic clubs from Vivian to Broadmoor. We celebrated NeighborWoods in October with the planting of approximately 21 street trees. **Landscaping:** We worked with 4 schools on flower/pollinator beds; pruned & mulched 24 trees in area parks, landscaped Oakland Cemetery; and celebrated trees during Arbor Week. **Outreach/Education** – Delivered 87 presentations in 2020-21 sharing information on litter, recycling, trees, community living, solid waste, & healthy lifestyle. We directly reached 23,000 citizens in all neighborhoods & communities, from Vivian to the DeSoto Parish line! **Recycling** – We collected 2,000 pounds of electronics and held two paper shredding events where we collected 4 tons of paper to be recycled. **Mobile Market** – We have held 65 mobile market events in 2020/2021. In 2021, we purchased a new van which enabled us to reach even more neighborhoods. COVID slowed us down somewhat, but we “pivoted” and delivered fresh produce free to most of our “customers”

in the neighborhoods.....free of charge. Due to COVID restrictions, we applied for special grants to be able to provide many of our citizens in food desert neighborhoods fresh produce – direct from area farms – and from our farm!

### **Extent of Neighborhood Involvement**

We work closely with 23 separate neighborhoods – attending neighborhood meetings; organizing cleanups; planting trees; delivering fresh produce; and providing environmental information. We produce a monthly digital newsletter that reaches over 1,200 citizens. We recognize citizens regularly for attractive landscaping, community volunteering, and other positive endeavors. This month we recognized 22 citizens as Clean Block Citizens who agreed to clean their blocks weekly. In May, they will be part of a parish-wide sunflower planting project.

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

More than anything else, we have requests to supply neighborhood volunteer groups with litter-getters, bags, and gloves for community cleanups. We are limited by the sheer number of requests. Bags and gloves are difficult to keep in stock. Litter-getters are expensive. We are also limited by the number of litter-getters needed. By providing a “warehouse” for supplies for neighborhood and volunteer groups, we can better serve all of the groups that turn to us for help! We have the space to house the supplies and would like to additionally supply small tents and ice chests when needed.

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

We will work with all neighborhood and volunteer groups who request assistance. They will be required to check out supplies and be responsible for their prompt return. Funding will only be used by Shreveport Green to purchase supplies for this program.

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

In order to “harness” the power of volunteers, we need to equip them with supplies. Our neighborhoods are littered with fast food trash, uncontained garbage, and waste tires. Our government can’t possibly clean every street in every neighborhood. It takes the citizens to assist with this problem. We work with volunteers every day who want to do good things for their community. We need to lend them a hand by equipping them with the tools they need to clean their communities.

## ATTACHMENT A: CONTACT INFORMATION

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

Name	Address	Commission District
<b>Richard Corbett</b>	163 Preston Ave, 71105	District 8
<b>Mandell Davis</b>	10429 Richard Pratt Drive 71115	District 9
<b>John Harrison</b>	150 Hallette Drive 71115	District 9
<b>Crystalyn Whitaker-Nelson</b>	458 Ratcliff 71104	District
Larry Raymond	6675 North Park Circle 71107	District 1
<b>Charlotta Nordyke</b>	119 Fountainbleu 71115	District 9
<b>Helen Powell</b>	832 Oneonta Street 71106	
<b>Judy Roemer</b>	311 Glen Erica Street, 71106	District
<b>Cary Sullivan</b>	428 Travis St 71101	
<b>Mike Thomas</b>	3050 Martin Luther King Dr, 71107	

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

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
<b>Lora Timberlake</b>	3718 Dawson Rd Shreveport, LA 71119	District 12
<b>Dr. Joe White</b>	509 Sleepy Hollow Shreveport, LA 71115	District 9
<b>Sandy Walton</b>	6871 Greenwood Rd Shreveport, LA 71119	District 12
<b>Lynn Yancey</b>	350 John's Bluff Shreveport, LA 71106	District 9

## 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.**

### March/April

1. Purchase all supplies needed to hold an organized cleanup. Bags, litter-getters, vests, tents, and ice chests will be purchased. We will also stock bottled water sufficient for several months.
2. Create a sign-in and sign-out sheet to track supplies.
3. Advertise program through social media, targeted email, etc.....
4. Begin loaning out litter-getters, vests, tents, and ice chests as well as providing bags to groups.
5. Order printed materials to help with organizing cleanups and maintaining clean neighborhoods.

### May - December

1. Continue loaning supplies to groups as needed.
2. Continue advertising program through social media, etc...
3. Maintain records on supplies and groups who participated.
4. Purchase bottled water as needed.

### July

1. Complete mid-year report!

### December

1. Complete year-end report!

Shreveport Green has implemented a cleanup program for 30 years. We continue to get requests for equipment and supplies and are able to help as we can. Our bag supply is diminished; our litter-getters are showing the wear (and loss) of several years; and our vest collection is depleted. As an improvement to the cleanup program, we'd like to add ice chests and tents. We have had several requests for them over the last few years and have not been able to loan them. We would like to purchase several tents with the parish logo on them as well as some well-identifiable ice chests.

We have proven our ability to lead groups and assist in organizing cleanups over the last 30 years. Annually we assist with approximately 64 smaller cleanups and two parish-wide. Over 10,000 volunteers are counted annually.

Donna Curtis, Executive Director, has organized cleanups; participated in cleanups; and encouraged citizens to understand the need for a clean parish. For over 30 years, she has been active in the day-to-day administration of Shreveport Green as well as a boots-on-the-ground worker.

Casaundra Calloway, Neighborhood and Education Director, has developed an inclusive spirit in the neighborhoods as well as assisted in organizing cleanups and clean neighbor programs for 28 years.

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

Organization Name Shreveport Green

Budget Year 2022

Line Item Object	Funding Amount			Total
	Parish Amount	Other Amounts*	In-Kind <i>(Including Food Bank)</i>	
Litter-getters	\$ 2,000		\$700	\$2,700
Bags	\$ 1,800		\$2,000	\$3,800
Safety vests	\$ 1,500		\$100	\$1,600
Tents	\$ 1,300		0	\$1,300
Ice chests	\$ 800		\$100	\$ 900
Gloves	\$ 1,600		\$250	\$1,850
Printed Materials	\$ 1,000		\$750	\$1,750
Admin	0		\$4,000	\$4,000
<b>Total</b>	\$10,000		\$7,800	\$ 17,800

\*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:**

*Anna Curtis*

**Title:**

*Executive Director*

**Date:**

*3/21/22*

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
SHREVEPORT GREEN	Non-Profit Corporation	SHREVEPORT	Active

**Previous Names**

SHREVEPORT CLEAN COMMUNITY COMMISSION, INCORPORATED (Changed: 7/13/1992)

**Business:** SHREVEPORT GREEN

**Charter Number:** 34109540N

**Registration Date:** 3/28/1983

**Domicile Address**

3625 SOUTHERN AVE.  
SHREVEPORT, LA 71104

**Mailing Address**

C/O DONNA CURTIS  
3625 SOUTHERN AVE.  
SHREVEPORT, LA 71104

**Status**

**Status:** Active

**Annual Report Status:** In Good Standing

**File Date:** 3/28/1983

**Last Report Filed:** 4/14/2021

**Type:** Non-Profit Corporation

**Registered Agent(s)**

<b>Agent:</b>	DONNA CURTIS
<b>Address 1:</b>	3625 SOUTHERN AVE.
<b>City, State, Zip:</b>	SHREVEPORT, LA 71104
<b>Appointment Date:</b>	6/15/1992

**Officer(s)**

Additional Officers: No

<b>Officer:</b>	DAVID MACEY
<b>Title:</b>	Treasurer
<b>Address 1:</b>	660 MCCORMICK
<b>City, State, Zip:</b>	SHREVEPORT, LA 71105

<b>Officer:</b>	LARRY RAYMOND
<b>Title:</b>	President
<b>Address 1:</b>	6675 NOTH PARK CIRCLE

City, State, Zip: SHREVEPORT, LA 71107

## Amendments on File (2)

Description	Date
Amendment	3/4/1985
Name Change	7/13/1992

[Print](#)

Internal Revenue Service

District Director

Shreveport Green  
3007 Knight Street  
Suite 107  
Shreveport, LA 71105

Department of the Treasury

Returns Program Management  
Staff - Taxpayer Assistance  
P.O. Box 1055 - Room 1109  
STOP 520  
401 West Peachtree St., NW  
Atlanta, GA 30370

Date: SEP 25 1992

Date of Inquiry:

09/21/92

Refer Reply To:

RPN:ED:TPA

EIN:

72-0070610

Dear Taxpayer:

This is in response to your request for confirmation of your exemption from Federal income tax.

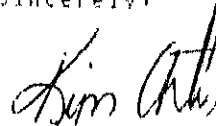
Our records indicate your organization was granted exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code by our letter dated May 1985. You were further determined not to be a private foundation within the meaning of section 509(a) of the Code because you are an organization described in section 509(a)(2).

Contributions to you are deductible as provided in section 170 of the Code.

The tax exempt status recognized by our letter referred to above is currently in effect and will remain in effect until terminated, modified or revoked by the Internal Revenue Service. Any change in your purposes, character, or method of operation must be reported to us so we may consider the effect of the change on your exempt status. You must also report any change in your name and address.

Thank you for your cooperation.

Sincerely,



Exempt Organizations Coordinator

**PARISH OF CADDO, LOUISIANA**

**GUIDELINES FOR APPROPRIATION APPLICATIONS**

Name of Entity: Charles Johnson Ministries, Inc. (CeJay Cares)

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



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.**



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).**



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.



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.



5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.



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.



7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.



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:** Charles Johnson Ministries, Inc. (CeJay Cares)

**Commission District:** District 3

**Address:** 202 N. Thomas Drive, Suite 9

Shreveport, Louisiana 71107

**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):*

- Charles Johnson Ministries, Inc.'s mission is to serve parish-wide even though we are headquartered in District 3. We've served families in districts 2, 3, 4, 5, 6, 7, 9, 10, & 12

**Contact Person:** Mr. / Mrs. / Ms. Shanda Taylor

**Title:** Programs Coordinator

**Phone Number:** (318) 318-588-7685 **Fax:** (\_\_\_\_) \_\_\_\_\_

**Email:** shanda@iamcejay.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:**

The purpose for which these funds will be used is to bring economic development within the parish by providing educational and financial assistance to women with a desire to open their own business within the parish. Furthermore, the funds will also be used for education and social programs that address the needs of women and children within the parish of Caddo.

3. **Amount of this funding request:** \$10,000.00

4. **During what time period will the funds be used:** April 2022 (Q2) through December 2022 (Q4)

5. **Are audited financial statements available?**  Yes  No

Please furnish most recent financial statement period covered:

January 2021 through December 2021

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

Under IRS Code Section: 501 C3

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

Date of last time filed: March 2022

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.*

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.

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
<b>Charles Edward Johnson</b>	1320 Harvard Avenue Shreveport, LA 71103	District 3
<b>Marilyn Jackson</b>	6314 Border Lane Shreveport, LA 71119	District 12
<b>Betenia Bolden</b>	2931 Round Grove Lane Shreveport, Louisiana 71107	District 2
<b>Loretta Johnson</b>	1714 Sheperd Place Shreveport, Louisiana 71107	District 2
<b>LaKrishna White-Rasheed</b>	2311 Fernbrook Circle Shreveport, Louisiana 71118	District 11

## 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.**

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

Organization Name Charles Johnson Ministries

Budget Year 2027

**Funding Amount**

<b>Line Item Object</b>	<b>Parish Amount</b>	<b>Other Amounts*</b>	<b>In-Kind (Including Food Bank)</b>	<b>Total</b>
Community Memberships & Sponsorships	\$0	\$3030 (CeJay Enterprises)		\$3000
Programs	\$7000	\$24050 (CeJay Enterprises, Public & Private Funding)		\$29050
Salaries & Wages	\$3000	\$28057 (CeJay Enterprises, Public & Private Funding)		\$31057
Monthly Utility & Bills	\$0	\$15106 (CeJay Enterprises)		\$15106
Marketing	\$0	\$500 (CeJay Enterprises)		\$500
<b>Total</b>	\$10000	\$70743		\$78713

\*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:

A handwritten signature in black ink, appearing to be "C. J. C.", written over a horizontal line.

Title:

Chairman

Date:

3-25-2022

## 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

## **Background and Capacity of Organization**

Charles Johnson Ministries, Inc.'s (CeJay Cares) mission is to uplift the community through empowerment, employment, and community engagement while providing necessary resources to those in need. Our organization has been in existence since 2007 and operated for more than ten years off private contributions. Today, we are a 501 (c) 3 organization within Northwest Louisiana. CJ Ministries has the experience and capacity to meet our mission. We have space, private financial resources, human resources, and testimonies of families we've supported. We've helped more than one hundred women, over thirty youth girls, over twenty youth boys, over twelve diverse pastors, and dozen domestic violence victims. The organization is managed by six boards of directors and operates on the following core values: compassion, integrity, dignity, service, excellence, unity, support, partnership, advocacy, hope, love, and generosity.

## **Past Prior Experience of Organization**

1. In 2016, we organized, the Women of Massive Believe Initiative to empower women within Caddo Parish. We created women's small groups to create dialogue and solutions to women's issues. From that, we started a women empowerment luncheon that was known as the Women of Worth where we select twelve women and esteemed them through parish-wide recognition, photoshoots, a customized calendar, and a luncheon that recognized their contribution to women and the parish. Thirty-six women have been recognized for this initiative and more than one hundred women have been empowered by the small groups and luncheons.
2. In 2017, we organized the FuelMan Initiative to provide lifetime support to youth males in Caddo Parish. This program was birthed out by single mothers needing support for their sons who lacked a male role model in their lives. Every week we monitor the personal progress of the young men we mentor through assisting with decision making,

encouragement, and providing assistance. Fifteen youth males have been impacted by this initiative.

3. In 2020, we organized CommUNITY365 as a solution to race relations within the parish. Our aim was to bring faith leaders together along with their congregations to help build healthy relationships amongst people of different races. We created a monthly fellowship program for pastors to join so that they can become closer and build a dialogue that will promote a renewed commitment to healing the racial divide in Caddo Parish. Today, the fellowship has grown to over twelve pastors in Caddo that have been meeting for the last eighteen months. Because of this program, the group is now planning a united community service project for the entire parish.

### **Extent of Neighborhood Involvement**

While our programs target a small group of participants a part of our process is to work with neighborhood schools, churches, and neighborhood organizations to identify individuals who will be best served by our programs. We have a strong commitment to diversity which is why our projects have attracted more than forty volunteers for various communities within Caddo Parish especially since one of our programs aims to build healthy relationships between people of different races.

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

**WOMEN:** WOMB (Women of Massive Belief) Initiative: *Economic Empowerment Program*

We plan to do that through Financial Education, Vocational Training, Cooperative Savings

Groups, and Providing Start-Up Assistance. *Family Health Empowerment Program* CJ

Ministries trains and educates women, including expectant mothers, in early childhood

development, nutrition, health, hygiene, literacy, cooking, and even small-scale agriculture. We

do that by Providing Food, Providing Vitamins, Providing Support. **Eligibility: Women /**

**Program Size: 3-4 Women Per Year**

***Girls Empowerment Program*** - Girls in this program develop life skills and learn about culturally relevant issues like the ones listed. General Health, Nutrition, Emotional Health, Positive Decision Making, Self-Esteem, Gender-base Violence, Harmful beliefs and practices, Feminine health and hygiene **Eligibility: 5th Grade / Program Size: 3-4 Girls Per Year**

**YOUNG BLACK MEN:** The ***FuelMan Initiative*** trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. Entrepreneurship Program provides computer science, software development, and entrepreneurship training to Black male elementary school students. ***Mentorship4Life Initiative*** is designed to help black single mothers with their sons for life. Young black males will be mentored on a weekly basis, helped with resources, and given holistic guidance to live productive lives. **Eligibility: Black Males / 5th Grade / Program Size: 3-4 Black Males Per Year**

**RACE RELATIONS:** ***CommUNITY365 Program*** is designed to bring people together beyond race, age, gender, and beliefs to work together to serve the community. We do that through Annual Community Service Project, Monthly Fellowships, Partner with Race Relations Initiatives.

**Our programs are located at neighborhood churches all over Caddo Parish and our office.**

### **Join Group Application and Collaboration**

This is not a joint application with another group within Caddo Parish. This application is solely to support the programs of Charles Johnson Ministries, Inc.

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

1. Investment in women-owned businesses within Caddo Parish.
2. Life-time mentorship to young African American males within Caddo Parish.
3. Building healthy relationships between different races within Caddo Parish.

## **Benchmarks for Project Implementation and Completion:**

Charles Johnson Ministries, Inc. has a full-time and part-time staff that ensures the day-to-day operations of the nonprofit. We have an Administrator who's responsible for ensuring the organization is meeting its mission and fulfilling all of its obligations. We also have a Programs Coordinator whose sole responsibility is to ensure the weekly and/or monthly execution of our programs and ensure service to our program participants.

Our administrative offices are open Monday through Friday. Many of our programs are administered every Saturday and sometimes scheduled throughout the week. Below is a schedule of when our programs are held each month:

### **Programs Schedule:**

Every First Saturday - Women Programs

Every Second Saturday - Girls Programs

Every Third Saturday - Black Youth Male Programs

Every Fourth Saturday - Community Service & Assistance

Every Third Wednesday - Healthy Relationships Fellowship (Race Relations)

### **Our nonprofit implementation outlook:**

Quarter One:

Prior Year Follow Up, New Year Recruiting and Registering Program Participants

Quarter Two:

Programs Begin

Quarter Three:

Programs Continue

Quarter Four:

Programs End



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

CHARLES JOHNSON MINISTRIES INC  
C/O CHARLES JOHNSON  
3500 MILAM STREET APT W202  
SHREVEPORT, LA 71109-0000

Date:  
04/05/2021  
Employer ID number:  
32-0251481  
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:  
December 21, 2020  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053758003670

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.

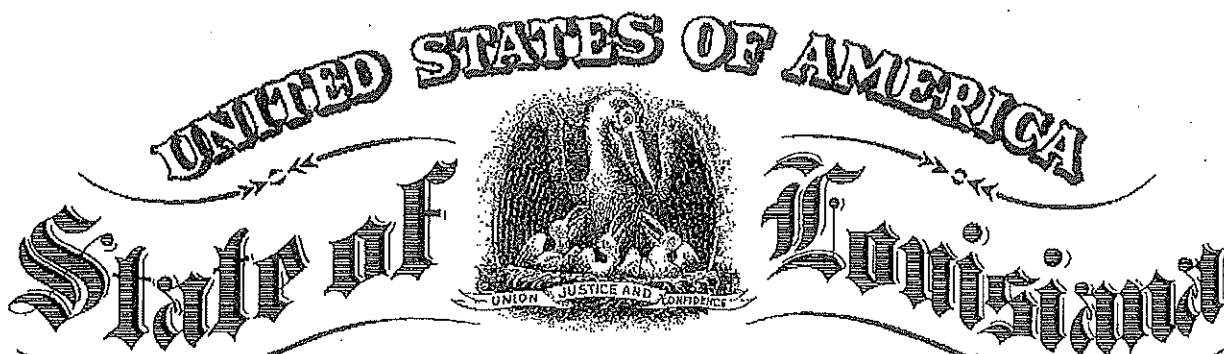
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

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



**R. Kyle Ardoin**  
SECRETARY OF STATE

*As Secretary of State of the State of Louisiana, I do hereby Certify that*

the attached document(s) of

**CHARLES JOHNSON MINISTRIES**

are true and correct and are filed in the Louisiana Secretary of State's Office.

40442201N ORIGF 2/28/2011 3 page(s)

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

July 30, 2020

*Secretary of State*

WEB 40442201N



Certificate ID: 11247759#J6Q83

To validate this certificate, visit the following web site, go to **Business Services**, Search for **Louisiana Business Filings**, Validate a **Certificate**, then follow the instructions displayed.

[www.sos.la.gov](http://www.sos.la.gov)



# CHARLES JOHNSON MINISTRIES

## General Information

Name: CHARLES JOHNSON MINISTRIES  
Type: Corporation - Domestic Nonprofit  
City: SHREVEPORT  
Status: ACTIVE  
Previous Names: N/A  
Charter Number: 40442201N  
Registration Date: 02/28/2011

## Domicile Address

202 N. THOMAS DRIVE, SUITE 9  
SHREVEPORT, LA 71107

## Mailing Address

1320 HARVARD AVENUE  
SHREVEPORT, LA 71103

## Status

Status: ACTIVE  
Annual Report Status: Yes  
Last Report Filed: 03/28/2022  
Type: Corporation - Domestic Nonprofit

## Registered Agents

CHARLES JOHNSON appointed on 02/28/2011  
1320 HARVARD AVENUE  
SHREVEPORT, LA 71109

## Officers

CHARLES JOHNSON  
DIRECTOR  
1320 HARVARD AVENUE  
SHREVEPORT, LA 71103

MARILYN JACKSON  
DIRECTOR  
6314 BORDER LANE  
SHREVEPORT, LA 71119

LORETTA JOHNSON  
TREASURER, DIRECTOR, OFFICER  
1714 SHEPHERD DRIVE  
SHREVEPORT, LA 71107

BETINA BOLDEN  
DIRECTOR  
2931 ROUND GROVE LANE  
SHREVEPORT, LA 71107

LAKRISHNA WHITE-RASHEED  
DIRECTOR  
2311 FERNBROOK CIRCLE  
SHREVEPORT, LA 71118

## Amendments on File

Description	Date
Domicile, Agent Change or Resign of Agent	05/07/2021



**ORDINANCE NO. OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND IN THE AMOUNT OF \$15,000 TO PROVIDE AN APPROPRIATION FOR THE GREATER SHREVEPORT CHAMBER FOUNDATION AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Caddo Parish Commission would like to appropriate \$15,000 in its 2022 budget for Greater Shreveport Chamber Foundation; and

WHEREAS, Greater Shreveport Chamber Foundation sponsors the Greater Shreveport Leadership Program; and

WHEREAS, the participants of the Greater Shreveport Leadership Program work collectively to select and complete a community service project; and

WHEREAS, the 44<sup>th</sup> Greater Shreveport Chamber Class Leadership Project will be the implementation of a public art project installed at one of Shreveport downtown gateways, the intersection of Marshall and I-20; and

WHEREAS, the public art project will be a mural painted on 26 pillars; 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 for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
Greater Shreveport Chamber Foundation	\$15,000
Fund Balance	(\$15,000)

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 FACT SHEET**

**CADDO PARISH COMMISSION**

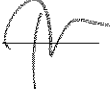



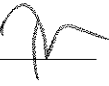
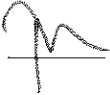
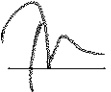

<b>TITLE</b>	
<p>ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO APPROPRIATE FUNDS FOR THE GREATER SHREVEPORT CHAMBER FOUNDATION</p> <p>(Ordinance No. ____ of 2022)</p>	
<b>ORIGINATING DEPARTMENT:</b> Commissioner Mario Chavez	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund in the amount of \$15,000 to provide an appropriation for Greater Shreveport Chamber Foundation to fund art installation at Marshall and I-20.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B Barnett</u> Date 03/29/2022
Legal	_____ Date _____
Parish Administrator	_____ Date _____

*PARISH OF CADDO, LOUISIANA*

*GUIDELINES FOR APPROPRIATION APPLICATIONS*

Name of Entity: Greater Shreveport Chamber Foundation - Greater Sheveport Leadership Class 2021

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

-  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.**
-  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).**
-  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.
-  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.
-  5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
-  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.
-  7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
-  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:** Greater Shreveport Chamber Foundation - Greater Shreveport Leadership Class 2021

**Commission District:** \_\_\_\_\_

**Address:** 400 Edward St, Shreveport, LA 71101

**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. Timothy J. Magner

**Title:** President

**Phone Number:** ( 318 ) 677-2500      **Fax:** ( \_\_\_\_\_ ) \_\_\_\_\_

**Email:** tim.magner@shreveportchamber.org      **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:**

These funds will be combined with City and private funds to enable the painting of the Marshall Street underpass below I-20, to add the beautification of that roadway.

3. **Amount of this funding request:** \$15,000

4. **During what time period will the funds be used:** April 2022 through April 2024

5. Are audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

Jan 2020 through Dec 2020

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: 2021

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.

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**

Founded in 1977, the Greater Shreveport Leadership Program is a program of the Greater Shreveport Chamber through the Greater Shreveport Chamber Foundation. The Leadership Program engages participants in in-depth experiences that develop community-minded business and civic leaders of tomorrow. This year-long interactive program provides a behind-the-scenes view of the issues that impact the region's economy.

### **OVERVIEW**

For more than 40 years, the Greater Shreveport Chamber of Commerce has been identifying and preparing future leaders through its Greater Shreveport Leadership Program

### **VISION**

An inclusive region with a strong economy stimulated by progressive leadership

### **MISSION**

Foster a commitment to a life of community service through leadership

### **GOALS**

Identify, motivate and develop community leaders. Expand participants' leadership abilities through educational programs, exposure to existing leadership and civic organizations, and in-depth discussions of relevant issues. Improve communication among leaders. Provide a channel for participants to gain access to leadership opportunities and become involved in developing solutions for community challenges.

## **Prior Experience of Organization**

### **LEADERSHIP CLASS PROJECTS**

Each Leadership class works collectively to select and complete a community service project to benefit a nonprofit organization project or cause. This is one of the largest projects to date for a Leadership class. Past projects include:

- “Bags ‘N Brews” cornhole tournament proceeds donated to Shreveport Common
- “Gateway to the Red” beautification project planted trees along the Riverfront
- “BBQ Cookout by Operation BBQ Relief” raised funds for Caddo Sheriff Safety Town
- “Cookout for SRAC” sold burger lunches to benefit the Shreveport Regional Arts Council Food Truck Station
- “Christmas Donation Project” raised funds to purchase and donate Christmas Presents for foster children at Volunteers for Youth Justice

## **Extent of Neighborhood Involvement**

The project has captured the attention of local businesses to support public artworks and the beautification of the city. The project has collaborated with a diverse group of stakeholders who support the project financially and in kind:

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| City of Shreveport                  | Bossier Parish Community College     |
| Shreveport Regional Arts Council    | Brown Builders, Inc.                 |
| AT&T                                | Cintas Corp.                         |
| Beaird Operating Companies, LLC     | Citizens National Bank               |
| Blue Cross Blue Shield of Louisiana | Locals Love Us of Shreveport-Bossier |

Red Ball Oxygen Co., Inc.  
Crescent Hive  
Mersatech  
Frymaster, LLC

Jeff Brasher  
Kathy French  
Manpower Staffing Agency  
Martin Specialty Coatings

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

*This summary should provide an overview of the 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.*

The 44th Greater Shreveport Chamber Class Leadership Project will be the implementation of a public art project installed at one of Shreveport downtown gateways, the intersection of Marshall Street and the I-20 expressway. This installation will be a mural painted on 26 pillars designed and executed by local artists KaDavien Baylor, Ben Moss, and Eric Francis. This mural will signify the aspirations of continued positive transformation for the Shreveport-Bossier Community. It will combine the symbolic metaphor of the butterfly and pixelized imagery to welcome a modern and technologically advanced society. We intend to transform a once-forgotten stretch of our city into an optimistic landmark of heritage, culture, and progress. (See attached renderings)

The artwork design and implementation approach have been presented and approved by a through the public art approval process hosted by the Shreveport Regional Arts Council. The Louisiana Department of Transportation and Development (LADOTD) has permitted the project production. Martin Specialty Coatings will serve as the project consultant and support.

The Marshall St. Underpass project will commence production on April 18, 2022, with a projected timeline of 12 weeks. Pre-production involves pressure wash and attending to debris that could interfere with the visibility and aesthetic of the site. (see attached timeline)

Upon completion, a public dedication of the art installation will be conducted.

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

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

The project is administered by the Shreveport Regional Arts Council with funding from the Community Development Department of the City of Shreveport - Mayor Adrian Perkins and District B City Councilwoman LeVette Fuller, with private support from local businesses and individuals.

Martin Specialty Coatings will serve as a project consultant. To date, the following organizations and individuals have made financial contributions through the 44<sup>th</sup> Greater Shreveport Chamber Leadership Class fundraising efforts.

City of Shreveport  
Shreveport Regional Arts Council  
AT&T

Beaird Operating Companies, LLC  
Blue Cross Blue Shield of Louisiana  
Bossier Parish Community College  
Brown Builders, Inc.

Cintas Corp.  
Citizens National Bank  
Locals Love Us of Shreveport-Bossier  
Red Ball Oxygen Co., Inc.  
Crescent Hive  
Mersatech

Frymaster, LLC  
Jeff Brasher  
Kathy French  
Manpower Staffing Agency  
Martin Specialty Coatings

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

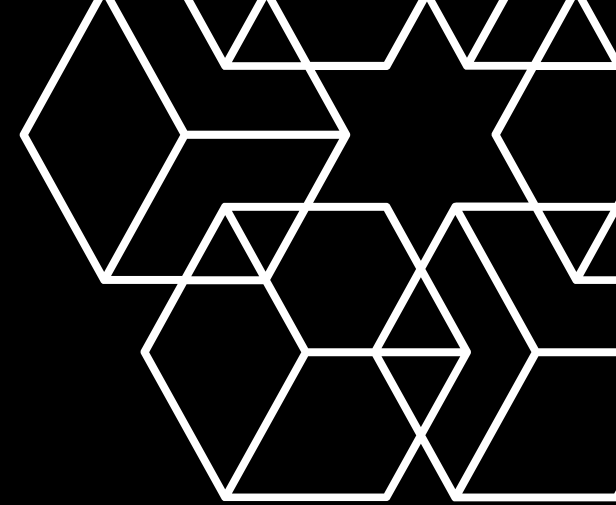
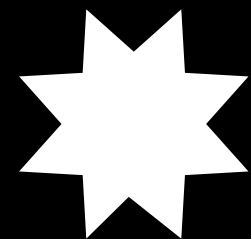
*List the priority needs that the organization has identified in the neighborhood, along with any gaps of services that have been noted.*

There are a number of locations entering the City of Shreveport have been highlighted by visitors and residents alike as key gateways into and out of our community. Enhancing such gateways through the installation of public art will help to inspire residents and welcome visitors. The production of this public artwork helps express the community's values and creates an elevated sense of awareness and belonging for community members and visitors. Art in public spaces reflects and reveals our society, enhances meaning in our civic areas, and adds uniqueness to our communities. Strengthening the identity and character of communities through public art directly supports cultural tourism and economic development strategies, which can both retain and attract residents. The attention public art can bring to a development project can be calculated. A healthy public art ecosystem also drives the growth of new businesses. A robust public art presence creates a positive environment, which supports both the physical health and mental well-being of the community.

# **GREATER SHREVEPORT CHAMBER OF COMMERCE:**

**44TH LEADERSHIP  
CLASS PROJECT**

**MARSHALL ST. UNDERPASS**





Dear Friend of the Greater Shreveport Chamber,

We are proud to announce that this year's Greater Shreveport Chamber Leadership Project will be the installation of a public art project located through one of our downtown corridors. This project will be completed in the form of a mural painted on pillars by locally acclaimed artists at the intersection of Marshall Street and the I-20 expressway. This mural will signify the aspirations of continued positive transformation for the Shreveport Bossier City community. It will combine the symbolic metaphor of the butterfly as well as pixelized imagery to welcome a modern and technologically advanced community.

As you are likely aware, all positive changes require the support of our local community ambassadors to begin and maintain the envisioned work. Over the course of 60-days, we intend to transform a once forgotten stretch of our city to an optimistic landmark of heritage, culture, and progress. We sincerely hope you can be a part of this project.

To complete this task we are soliciting the support of impactful community members like you. Funds will be allocated towards artwork, supplies, maintenance of the area, and a final reveal upon completion. Contributing members of our community will be hospitably hosted at the site upon completion, will receive recognition and a receipt for contributions for tax/accounting purposes.

We hope to have raised your interest and inspired you to commit to support this transformation. Our city and our community progresses when we have engaged community leaders like you able and willing to support enhancements through our downtown.

400 Edwards Street  
Shreveport, LA 71101

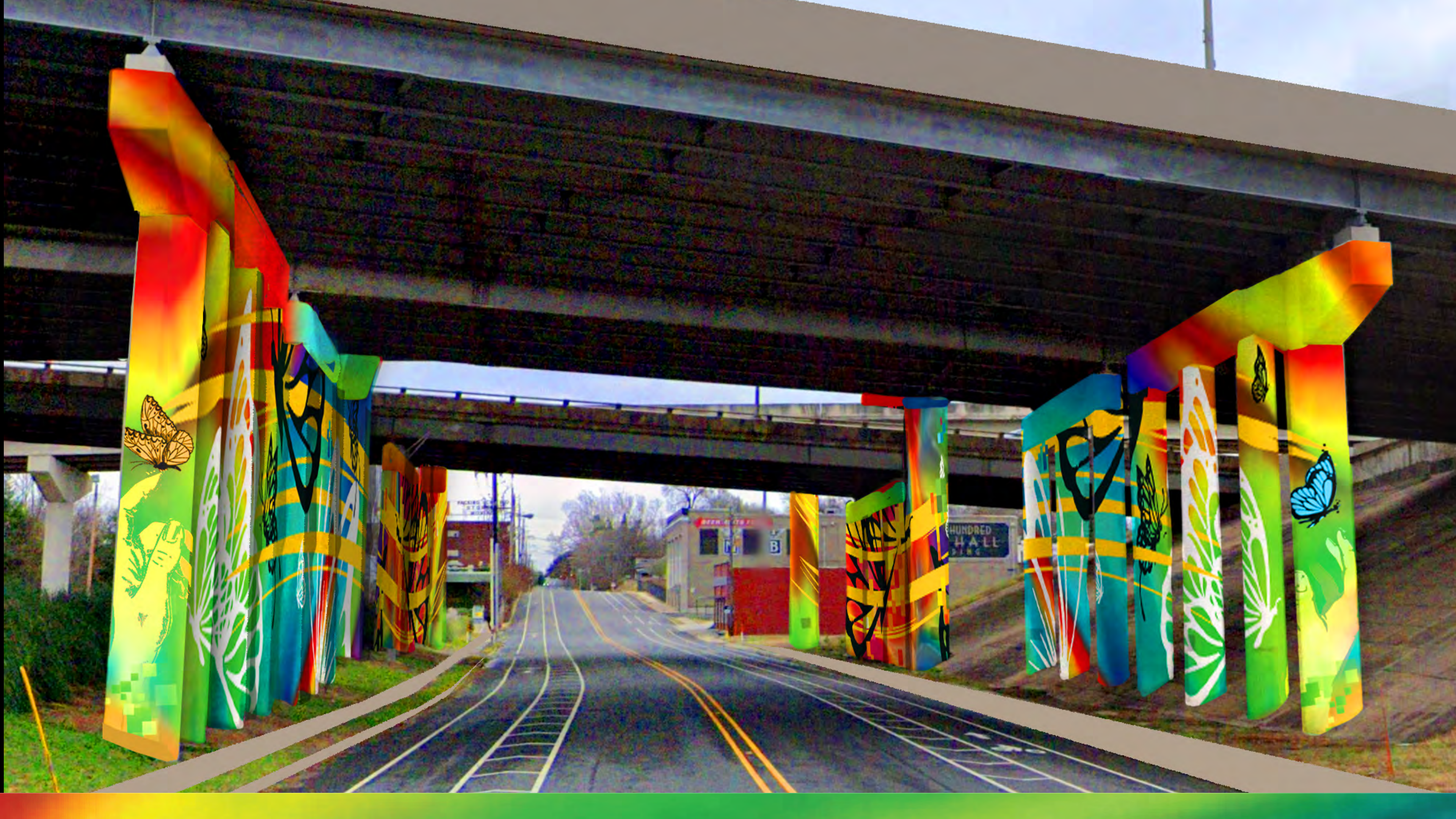


Phone: 318-677-2500  
[www.shreveportchamber.org](http://www.shreveportchamber.org)









## ATTACHMENT A: CONTACT INFORMATION

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

Name	Address	Commission District
Please see attached.		

<b>Director</b>	<b>Address</b>	<b>Commission District</b>
<b>David Alexander</b>	330 Marshall St., Suite 200 Shreveport LA 71101	3
<b>Linda M. Biernacki</b>	721 N. Ashley Ridge Loop Shreveport LA 71106	8
<b>William C. Bradford, Jr.</b>	333 Texas St., Ste. 700 Shreveport LA 71101	3
<b>Michael Corbin</b>	428 Travis St Shreveport LA 71101	3
<b>Melissa Couch</b>	2701 Village Lane Bossier City LA 71112	N/A
<b>Andrew Craig</b>	1324 N. Hearne Ave., Ste. 301 Shreveport LA 71107	N/A
<b>Brian Crawford</b>	2600 Greenwood Road Shreveport LA 71103	5
<b>Robert Crawford</b>	721 Southfield Road Shreveport LA 71106	8
<b>Suyi Georgewill</b>	4100 Viking Drive Bossier City LA 71111	N/A
<b>Rickey Hall</b>	1185 Hawn Avenue Shreveport LA 71107	N/A
<b>Carly Koen</b>	820 Jordan St., Ste. 370 Shreveport LA 71101	4
<b>Brian Mcnew</b>	3556 Youree Drive Shreveport LA 71105	4
<b>Susan Moffitt</b>	100 Bert Kouns Ind Loop Shreveport LA 71106	10
<b>Jeremy K. Moore</b>	333 Travis Street Shreveport LA 71101	3
<b>Terry Moore</b>	401 Edwards Street, Ste. 600 Shreveport LA 71101	3
<b>Francesca Moreland</b>	900 Pierremont Rd., Suite 212 Shreveport LA 71106	4
<b>Kenneth Morrow</b>	1214 Hawn Ave Shreveport LA 71107	N/A
<b>Grant Nuckolls</b>	8690 Line Ave. Shreveport LA 71106	6
<b>E. Conner Peterson</b>	380 Albany Ave. Shreveport LA 71105	4
<b>Robert Pou</b>	7225 Fern Ave., Ste. 100 Shreveport LA 71105	9
<b>Roy Prestwood</b>	333 Texas St., 15th Fl., Suite 1525 Shreveport LA 71101	3
<b>Tom Simms</b>	1000 E Preston Avenue, Ste 200 Shreveport LA 71105	N/A
<b>George Sirven</b>	312 E. Kings Hwy. Shreveport LA 71104	3
<b>David R. Smith</b>	2031 Kings Highway Shreveport LA 71103	5
<b>Mark Snow, P.E.</b>	3003 Knight Street, Ste. 120 Shreveport LA 71105	4
<b>Scott Ward</b>	7360 Julie Francis Dr Shreveport LA 71129	12
<b>Kendra M. Wheeler</b>	1753 E. 70th Street Shreveport LA 71105	9

## 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.**

Please see attached.

## The Marshall St. Underpass Project Timeline

The Marshall St. Underpass project has a production date of April 18, 2022, with a projected timeline of 10 - 12 weeks. Pre-production involves pressure wash and attending to debris that could interfere with the visibility and aesthetic of the site.

CATEGORY	TASK	START	END	DAY COUNT
<b>Stage 1</b>	Begin Full Production - Pressure Wash	4/18/22	4/20/22	3
	Coat 1 and Coat 2 Application	4/21/22	5/3/22	13
<b>Stage 2</b>	Pressure Wash	5/4/22	5/6/22	3
	Coat 1 and Coat 2 Application	5/7/22	5/20/22	14
<b>Stage 3</b>	Pressure Wash	5/21/22	5/24/22	4
	Coat 1 and Coat 2 Application	5/25/22	6/6/22	13
<b>Stage 4</b>	Pressure Wash	6/7/22	6/9/22	3
	Coat 1 and Coat 2 Application	6/10/22	6/21/22	12

65 days

Project production map includes 4 stages of production. Each stage includes a three-step process, including a 4,000 sq ft pressure wash and paint application. Completion of stage 2 marks the 50% point of completion with completion of Stage 4 marking 100% project completion. Each stage conservatively considers unexpected weather conditions.

Day-to-day project team leader, KaDavien Baylor's relative experience and production examples include:

Mitchell Foundation Absolute Equality Mural Project (Galveston, TX): 3 stage production

Sq footage: 6,000+ sq ft / pressure wash/ prime/ paint

Equipment Usage: Articulating boom lifts/ Paint rigs

Stewart Belle Stadium Project: 3 stage production (Shreveport, La)

Sq footage: 6,000+ sq ft / pressure wash/ prime/ paint

Project timeline: Paint rigs/ Airless Sprayers

Sharpstown Footlocker (Houston, Tx): 2 stage production

Sq footage: 4,000+ sq ft/ prime/ paint

Equipment Usage: Articulating boom lifts/ Paint rigs

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

**Organization Name** Greater Shreveport Chamber Foundation - Greater Shreveport Chamber Leadership Class 2021  
**Budget Year** 2022

Line Item Object	Funding Amount			Total
	Parish Amount	Other Amounts*	In-Kind (Including Food Bank)	
250 Gallons of Paint	\$2500.00		\$2500.00	
50 Gallons of Graffiti Topcoat	\$2500.00			
Industrial Paint Sprayers			\$3000.00	
Scissor Lifts			\$7000.00	
Insurance, Storage, Permits	\$3000.00			
Drop Cloths/Brushes /small items:	\$1000.00			
Gas/Fuel	\$3500.00	\$1500.00		
Maintenance	\$2500.00	\$2500.00		
Documentary Video		\$1500.00		
Artists Fees		\$25,000.00		
Opening Celebration		\$2500.00		
<b>Total</b>				

\*Please provide a detailed listing of the funding source for other amounts. (Please see attached)

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

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUN 04 1999

GREATER SHREVEPORT INDUSTRIAL  
PARK DEVELOPMENT FOUNDATION INC  
C/O T D STEPHENS  
400 EDWARDS ST  
SHREVEPORT, LA 71101-6134

Employer Identification Number:  
72-1271049

DLN:  
17053079843029

Contact Person:  
JON M WADDELL

ID# 31375

Contact Telephone Number:  
(877) 829-5500

Our Letter Dated:  
December 1994

Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)

**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:**

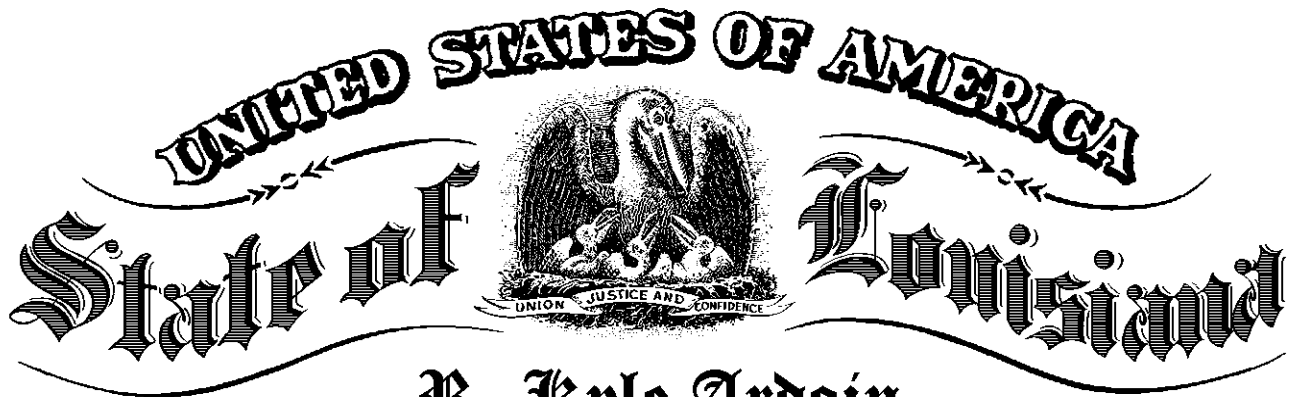


**Title:**

President

**Date:**

3/11/2022



**R. Kyle Ardoin**  
SECRETARY OF STATE

*As Secretary of State of the State of Louisiana, I do hereby Certify that*

**GREATER SHREVEPORT CHAMBER FOUNDATION**

A corporation domiciled in SHREVEPORT, LOUISIANA,

Filed charter and qualified to do business in this State on June 21, 1994,

I further certify that the records of this Office indicate the corporation has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned is in good standing and is authorized to do business in this State as a Non-Profit Corporation.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

March 11, 2022

*Secretary of State*

Web 34466566N



Certificate ID: 11539182#SLJ62

To validate this certificate, visit the following web site, go to **Business Services, Search for Louisiana Business Filings, Validate a Certificate**, then follow the instructions displayed.  
[www.sos.la.gov](http://www.sos.la.gov)

## 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