

**CADDO PARISH COMMISSION  
505 TRAVIS STREET, GOVERNMENT PLAZA  
PUBLIC NOTICE  
ECONOMIC DEVELOPMENT COMMITTEE AGENDA  
March 14, 2022  
11:00 am**

1. ECONOMIC DEVELOPMENT COMMITTEE ROLL CALL:

**Mario Chavez, Chair**

Stormy Gage-Watts

Steven Jackson

Lyndon B. Johnson

Ed Lazarus

John-Paul Young

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. Short Term Rental (VRBO, Air B&B, HomeAway, Etc) Regulation Discussion

6.II. Discuss Ordinance 6146 And Related Discussion Regarding Promoting Caddo For Residential, Manufacturing, Etc.

Documents:

6.III. Oil & Gas Regulations Related To Activity Near Urban & Suburban Residential Properties

6.IV. Discuss Legislative Priorities: Crime Lab Funding, Etc.

Documents:

[2022 LEGISLATIVE PRIORITIES - CADDO PARISH.PDF](#)

6.V. Discuss Ordinance No. 6213 Of 2022

AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE ECONOMIC DEVELOPMENT FUND FOR JUNETEENTH EVENTS AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Jackson)

Documents:

[ORD 6213- JUNETEENTH.PDF](#)

[ORD 6213- FACT SHEET - JUNETEENTH EVENTS.PDF](#)

6.VI. Discuss Ordinance No. 6215 Of 2022

AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE ECONOMIC DEVELOPMENT FUND IN THE AMOUNT OF \$3,000 FOR LADY BASS ANGLERS ASSOCIATION AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Hopkins)

Documents:

[ORD 6215- LBAA.PDF](#)

[ORD 6215- FACT SHEET - LBAA.PDF](#)

[ORD 6215- ATTACHMENT A- LBAA.PDF](#)

7. ADJOURN:

**ORDINANCE NO. 6146 OF 2021**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND TO PROVIDE AN APPROPRIATION OF UP TO \$100,000 FOR A RELOCATE TO CADDO PARISH ADVERTISING CAMPAIGN AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the coastal states of the United States suffer from frequent hurricanes; and

WHEREAS, the State of Florida, Texas and Louisiana are the top 3 states that affected by hurricanes ; and

WHEREAS, many states to the West of Caddo Parish suffer from frequent wildfires, droughts and water supply shortages, severe traffic congestion and inflated real estate prices; and

WHEREAS, the citizens of those states should be made aware of the Caddo Parish area and what it has to offer, such as our great area lakes; affordable cost of living and safety from natural disasters; and

WHEREAS, the advertising campaign should target remote workers; and

WHEREAS it is necessary to amend the 2021 Oil and Gas Fund budget to provide an appropriation of up to \$100,000 for the Relocate to Caddo advertising campaign; 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 Oil and Gas Fund for the year 2021 is hereby amended as follows:

Budget Increase (Decrease)

**Oil and Gas Fund**

Advertising Campaign	\$100,000
Fund Balance	(\$100,000)

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



# CADDO PARISH COMMISSION

GOVERNMENT PLAZA • 505 TRAVIS STREET, SUITE 110 • SHREVEPORT, LOUISIANA 71101-5409

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**COMMISSION CLERK'S OFFICE**  
318-226-6596  
FAX 318-226-6994

March 8, 2022

Dear Legislator:

As you prepare for the upcoming 2022 Legislative Session, the Caddo Parish Commission and Parish of Caddo Administration would like to provide you with the following 2022 Legislative Priorities for the Parish of Caddo. We appreciate your assistance and all that you do for our State and, particularly, Northwest Louisiana.

## **Parish of Caddo/Caddo Parish Commission Legislative Priorities for 2022:**

### **Economic Development and/or Construction Projects**

- Encourage the State to review the flooding of Northwest Louisiana due to issues with the Red River and urge the Corps of Engineers to move forward with the appropriate studies and efforts to make repairs and restoration. Funds will need to be secured for completion of all required projects, approximately \$2.5M for dredging and another \$5M for repairs from the floods of 2015 and 2016. (Staff, Commissioner John Atkins/Commissioner Lyndon B. Johnson)
- Encourage the State to engage the Federal Government for funding for the 1-49 Inner City Connector Project in Caddo Parish. The 1-49 Inner City Connector, the final part of the 1-49 North Project, is a vital part of the overall functionality of the entire 1-49 interstate system. The funding of the 1-49 Inner City Connector will address the "gap" issue in what we believe to be this State's most important transportation infrastructure. (Caddo Parish Commission, Commissioner Roy Burrell) (See Attached Resolution No. 5 of 2016).
- Fund appropriation for Phase 2 of the Southern University Law School. (Commissioner Steven Jackson).
- Support complete funding and legislation for the extension of LA Highway 3132 to the Caddo-Bossier Port (H.009213) and the proposed 1-69 (H.014054). (Staff)
- Continue discussions and the study for an Amtrak Passenger Train route from Dallas to Meridian via the 1-20 Corridor through Shreveport. (Staff, Commissioner Lyndon B. Johnson/Commissioner Roy Burrell/Commissioner John Atkins)
- Support capital outlay funding to replace Caddo Parish's Walter B. Jacobs Nature Park. The park is over 35 years old and has provided communities with educational and recreational experiences that are highly regarded. The new facility will provide guests with a unique interactive experience while enhancing the quality of life for Caddo Parish residents and Northwest Louisiana. The project has a total estimated

cost of \$9.15M. The Parish is requesting \$6,862,500 from the State and the Parish will match 25% at \$2,287,500. (Caddo Parish Commission, Staff)

**(Legislative Issues)**

- Urge the State Legislature to provide funding support for the North Louisiana Crime Lab in Shreveport. (Caddo Parish Commission, Staff)
- Urge the State Legislature to identify a funding mechanism to assist various Parishes with the unfunded mandate, which has been put in place, to house 17 year-olds in Parish Juvenile Detention Centers. The current mandate will cost the Parish of Caddo approximately \$3.5 million annually. The Parish of Caddo does not have a revenue source for this expenditure. (Commissioner Stormy Gage-Watts/Commissioner John Atkins)
- Urban and Rural Broadband – a critical need for the urban and rural communities is broadband telecommunications infrastructure. The COVID-19 Pandemic identified a tremendous need for broadband infrastructure expansion for economic, education, healthcare and workforce development. Commercial competition is continually impeding broadband expansion by government subsidy. (Commissioner Roy Burrell).
- Continue State funding or consider increasing its current level of funding and research for the Department of Wildlife and Fisheries for its efforts in combating the Giant Salvinia plants in Cross Lake and Caddo Lake. Consider encouraging and assisting the development of alternative solutions to the Giant Salvinia plant issues such as the Louisiana Tech Study. (Staff, Commissioner Lyndon B. Johnson, Commissioner Todd Hopkins)
- Identify adequate and sustainable funding for the Indigent Defender's Office. (Staff)
- Provide more flexibility to allow municipalities to **clear and/or transfer** titles of properties adjudicated over five years. Most developers will not develop without clear titles. Proper notice and due process would be appreciated. (Staff, Commissioner Steven Jackson)
- Urge the State Legislature to consider amending R.S. 46:1941.8 relative to the Children and Youth Services Advisory Boards, specifically, the underlined portions as reflected in Sections B and C (1). (See Attachment) (Commissioner Stormy Gage-Watts)
- Reduce fees associated with cost of expungement for individuals currently enrolled in a workforce development program at an accredited institution of higher education, accredited HiSet (GED Program) or any degree/certificate granting program at an institution of higher education. This will ease the financial burden for individuals to obtain jobs with higher earnings and incentivize individuals who have a criminal record to seek a higher educational attainment which results in increased citizenry productivity. (Commissioner Steven Jackson).

- Earmark an increase in the excise tax on “spirits” and tobacco products for higher education. (Commissioner Lyndon B. Johnson)
- Review the possibility of merging Sewer and Water Districts that service same residents. This will reduce two bills into one and two boards serving the same individuals. Also, require term-limits on this board. (Commissioner Lyndon B. Johnson)
- Raise the minimum wage to \$15.00 per hour over a two-year period. (Commissioner Lyndon B. Johnson/Commissioner Steven Jackson)
- Increase the age for Safe Haven acceptance from 60 days to 180 days. (Commissioner Lyndon B. Johnson)
- Provide additional early voting satellite locations in Caddo Parish, along with the State’s share of the funding, to serve north, south, east and west Caddo Parish, while maintaining the current facility as the central or primary location. (Commissioner Stormy Gage-Watts, Commissioner Steven Jackson)
- Equal pay for women. (Commissioner Stormy Gage-Watts)
- Urge the State Legislature to pass a bill to support the cure for Sickle Cell Anemia Disease by replacing DNA with DTA. (Commissioner Stormy Gage-Watts)
- Veterans Issues: Remove cost for burial of spouse in State Veterans’ cemeteries. (Commissioner Ken Epperson)
- Reform Louisiana Ethics policies, procedures, collection of overdue fines. (Commissioner Ken Epperson)
- Extension of hours for voting precincts in the event of emergencies. (Commissioner Ken Epperson)
- Support water improvements for rural Caddo Parish through the Local Community Development Block Grant and other rural grants provided to local governments. (Commissioner Todd Hopkins)
- Request the Department of Motor Vehicles to consider a satellite location in West Caddo Parish. (Commissioner Ken Epperson)
- Request to allow local governments to deal with economic development projects without exposing the businesses’ names until 30 days after the deal has been finalized. (Staff)
- Reduce the length of time it takes to perfect a tax title for adjudicated property. (Commissioner John-Paul Young)
- Revise regulations related to industrial hemp to raise the acceptable level of THC (tetrahydrocannabinol). Hemp plants which contain less than .3% THC is considered acceptable as a legal commercial and agricultural product for public

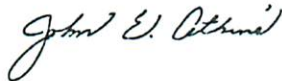


consumption based on the Federal 2018 Farm Bill, and adopted by the 2019 State legislature. Because complete hemp crops that have greater than .3% THC are required to be destroyed, it creates a reluctance to plant them due to extreme financial losses among farmers because the financial obligation of the crop destruction is borne only by the farmer or grower and not shared by the manufacturer or consumer. The high concentration of the THC content (greater than the legal .3%) can be neutralized in the manufacturing process when producing CBD products for consumption which can be legislated. (Commissioner Roy Burrell)

- Allow other Louisiana higher education research institutions that have agricultural interests to have the opportunity to conduct research addressing marijuana and hemp production. Current legislation restricts these research opportunities to only historic agricultural and mechanical (A&M) universities in Louisiana such as Southern University A&M and LSU A&M. Due to the difficulties for these universities to move forward the advancement of research in marijuana and hemp production, it would be wise to share this responsibility. This expansion could create future opportunities for research collaborations, specialties and new production facilities. (Commissioner Roy Burrell)
- Provide more resources in the Department of Health and Hospitals, including medicines, testing and accurate public information, toward detection, prevention and treatment of the coronavirus in all parishes, especially Caddo Parish. These resources should also extend to all public hospitals and clinics in rural and urban communities. (Commissioner Roy Burrell)

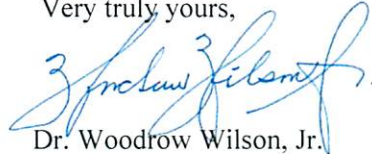
Once again, thank you for your support and your consideration of our requests. If you have questions or if you need additional information, please feel free to contact Dr. Wilson at 318.226.6900.

Very truly yours,



John E. Atkins  
President  
Caddo Parish Commission

Very truly yours,



Dr. Woodrow Wilson, Jr.  
Administrator & CEO  
Parish of Caddo

JA/WWjr.:am  
Attachments

C: Mr. Ken Ward

**ORDINANCE NO. 6213 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE ECONOMIC DEVELOPMENT FUND FOR JUNETEENTH EVENTS AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Caddo Parish Commission adopted Resolution 44 in 2020 to recognize Juneteenth Independence Day to be recognized and celebrated in perpetuity; and

WHEREAS, Juneteenth serves as an extremely significant day of remembrance and acknowledgment of the history, freedom, culture, strength, perseverance, and achievement of the past, present, and future generations of the African American community; and

WHEREAS, \$12,000 remained from the 2021 budget appropriation for Juneteenth events; and

WHEREAS it is necessary to amend the 2022 Economic Development Fund Budgets to re-appropriate the remaining \$12,000 from the 2021 budget plus an additional \$8,000 for 2022 Juneteenth Celebration events; 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 Economic Development Fund for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Economic Development Fund</u></b>	
NGO Appropriations	
Juneteenth Day Celebration events	\$20,000

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 ECONOMIC DEVELOPMENT FUND TO APPROPRIATE FUNDS FOR THE JUNETEENTH DAY EVENTS  (Ordinance No. 6213 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> Commissioner Steven Jackson	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Economic Development Fund in the amount of \$20,000 to provide an appropriation for Juneteenth events.  This is a re-appropriation from 2021 of remaining funds for Juneteenth of \$12,000 and new funding of \$8000.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B. Barnett</u> Date 03/8/2022
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6215 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE ECONOMIC DEVELOPMENT FUND IN THE AMOUNT OF \$3,000 FOR LADY BASS ANGLERS ASSOCIATION AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Lady Bass Anglers Association (LBAA) are a group of women who wish to band together to reach the shared dream of having a professional tournament trail; and

WHEREAS, the LBAA provides women with an opportunity to fish professionally and grow the sport of bass fishing for future generations of young ladies; and

WHEREAS, LBAA tour begins March 10 in Garland, Texas and with the second stop at Caddo Lake, Louisiana; and

WHEREAS, LBAA is associated with Pond Hopper Nation which helps sponsor a kid fish that is open to the entire community; and

WHEREAS, each tournament averages 20-25 boats and 40-50 entries; and

WHEREAS it is necessary to amend the 2022 Economic Development Fund Budget to appropriate \$3,000 for LBAA; 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 Economic Development Fund for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Economic Development Fund</u></b>	
NGO Appropriations	
LBAA	\$3,000

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 ECONOMIC DEVELOPMENT FUND TO APPROPRIATE FUNDS FOR THE LOUISIANA BASS ANGLERS ASSOCIATION  (Ordinance No. 6215 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> Commissioner Todd Hopkins	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Economic Development Fund in the amount of \$3,000 to provide an appropriation for LBAA.	
<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: Lady Bass Anglers Association

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:

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

**Commission District:** Caddo Parish

**Physical Address:** 573 King Creek Road, Benton, KY 42025

**Is this the mailing address for the organization?** X  Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

**Is this the address of the organization's headquarters?**

X Yes  No

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

\_\_\_\_\_

\_\_\_\_\_

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

Yes X  No

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

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

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

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

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

**Contact Person:** Cheryl Bowden

**Title:** Co-Founder

**Phone Number:** 214-738-7518

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

**Email:** cbowden@ladybassanglers.com

**Past Grant Recipient?** X  Yes  No

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

X  **Economic Development**

X  **Education**

**Social Welfare**

When our event comes to a location for a tournament, we infuse approximately \$1065 per entry into the local economy. This occurs as anglers rent housing, visit grocery and convenience stores, restaurants, tackle stores, repair shops, fuel for boats and trucks. Some of our anglers will travel into Shreveport to visit the casinos. We average between 20-25 boats per event. That equates to between 40-50 entries or between \$42,600-\$53,250 into the local economy. Additionally, we are associated with Pond Hopper Nation and they put on a Kid Fish that is open to the community. Each child who registers in advance and attends receives a free t-shirt, a free rod and reel, a small tackle box and sometimes other items. The goal of the kid fish is to bring families together and to get kids

involved in fishing.

3. Amount of this funding request: \$3,000
4. During what time period will the funds be used: March 2022 through May 2022 -
5. Are current audited financial statements available?  Yes  No

Please furnish most recent financial statement period covered:

I can provide a copy of our bank statement or the 2020 Income tax.

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

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

Under IRS Code Section: \_\_\_\_\_

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

No

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

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

We have never done a drawdown, so I am not familiar with the process.

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

We have filed for a Certificate of Good Standing for the State of Louisiana and are awaiting the document you requested. Will provide as soon as possible.

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

- Current IRS 501(c)(3) tax exempt statement
- Explanation of any changes in your IRS status (if applicable).

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



## SECTION II: PROPOSAL NARRATIVE

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

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

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

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

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

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

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

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

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

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

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

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

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

CB 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.**

October 2021 Project begin date- (selection of 2022 tour site locations)

November 2021- Tour dates and locations finalized; work on 2022 sponsors for the tour.

December 2021- Release of Winter 2021 Digital Magazine with schedule, payouts schedule, etc. Securing of yearlong sponsors; Agreement with Pond Hopper Nation for a kid's fishing event at each tour stop.

Registration for kids' fishing event through Pond Hopper Nation website.

January 2022-Finalization of Title Sponsorship for the 2022 season. Work on the March Digital Magazine; set up of event information on the LBAA website for Hubbard, Caddo, Bull Shoals and Logan Martin. Begin designs of event headers for first event. Hubbard Permit process begins.

February 2022- Finalize March Digital Magazine; Work to design and order advertising graphics, banners, flags for each event. Finalize competitors for Hubbard event. Letter to competitors with event sponsors noted. Work to secure final sponsors and advertising for May event on Caddo Lake. Complete Hubbard Lake permit process.

March 2022- Advertising graphics, banners, flags, etc. arrive for use on weigh trailer and at all events. Event insurance purchased for each of the 2022 events. Registration for Caddo event scheduled to close; Letters to competitors created with event sponsors listed. Pond Hopper Nation begins to advertise kids' fishing event at Earl G. Williamson Park. Shirt design for Caddo begins; Facebook Header to promote event and currently available sponsors. Begin development of the May Digital Magazine. (set to publish 1<sup>st</sup> or 2<sup>nd</sup> week in April)

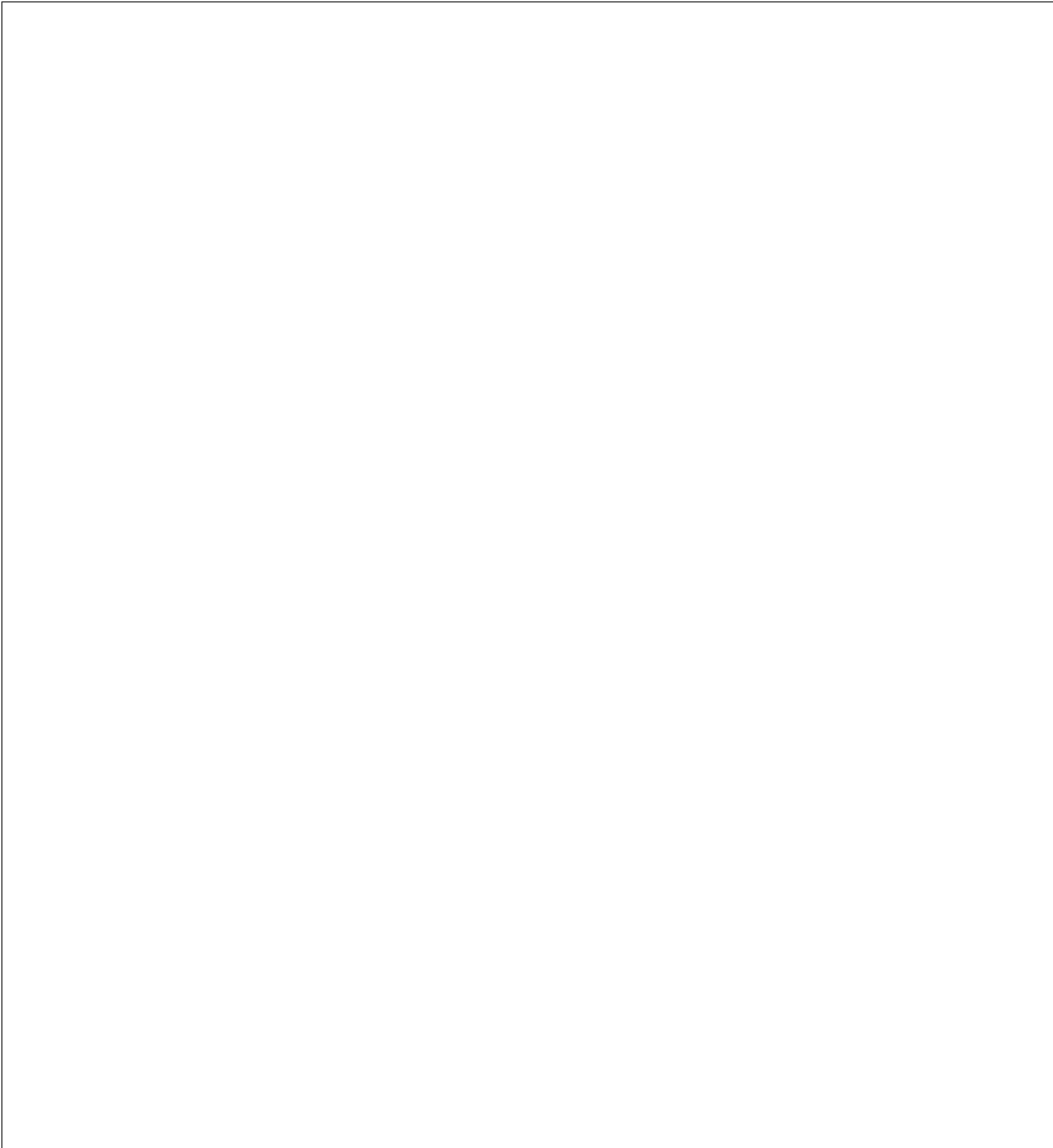
April- Caddo Press Release; finalize Caddo shirt design and place order; publish May Digital Magazine. Pond Hopper Nation event registration continues. April 30- anglers arrive in Caddo Parish.

May- event trailer arrives on Wednesday, May 4. Anglers Meeting at 5:00 PM. Shirt order has been separated and bagged by angler. Drawing chips ready for registration. Angler Insurance, Licenses and other documents checked. May 5, 2022- Anglers launch and take off from Earl G. Williamson Park at safe light with check in to begin at 3:00 PM. Staff sets up weigh trailer, tents, weigh tanks, stations, stage, PA system, weigh system and video/photography stations. Weigh-in to follow check-in at approximately 3:30 PM until complete. Event is live streamed on Facebook (Lady Bass Anglers Association Page). Anglers weigh in, results and photos posted. Sponsors recognized throughout weigh in. Repeat on day two. Saturday- Pond Hopper Nation Kid fish at Earl. G. Williamson Park for approximately 50 local children. Goal to get them hooked on fishing. Something they can do for a lifetime. Press release of event goes out.

Larry Valentine- Tournament Director is the immediate contact during the tournament competition days. On Saturday, Cheryl Bowden is the direct contact.

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We have held events such as this since 2010. We host 4 events per year and at each location we do one civic event for the community in conjunction with our tournament.



## ATTACHMENT C: APPROPRIATION BUDGET FORM

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

**Organization Name**   Lady Bass Anglers Association  

**Budget Year**   2022  

### FUNDING AMOUNT

Line Item Object <sup>1</sup>	Parish Amount <sup>2</sup>	Other Amounts <sup>3</sup>	In-Kind <i>(Including Food Bank)</i>	Total
Kid Fish- t-shirt, rod, reel, tackle box, bait for up to 50 kids	1500.00			1500.00
Event Insurance	375.00			375.00
Advertising- Graphics (\$791.60/4)	197.90			197.90
Event Awards	400.00			400.00
Event shirts with advertising	856.31			856.31
Digital Magazine- May Design	250.00			250.00
Event Shirt Design Fee	100.00			100.00
Promotional banner for event	65.00			65.00
Event Advertising Posters	46.62			46.62
Wifi- Hot Spot for Live Stream of event	75.00			75.00

<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.

<b>Additional Line Items</b> <b>Total</b> (from attachment)				
<b>Total</b>				3865.83

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

**Required Detailed Listings:**

## 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:** Cheryl Bowden

**Title:** Co-Founder

**Date:** February 25, 2022



## CHECKLIST OF REQUIRED DOCUMENTS

- Guidelines for Appropriation Applications
- Application
- Proposal Narrative (See application outline on page 4)
- Attachment A: Contact Information
- Attachment B: Project Timeline
- Attachment C: Appropriation Budget Form
- Affidavit
- Copy of Certificate of Good Standing with State of Louisiana
- Copy of current IRS 501(c)(3) tax exempt statement indicating that the entity requesting funding is not a private foundation
- 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: _____	Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Saved to File
Date Reviewed: _____	Reviewed by: _____	<input type="checkbox"/> Updated Tracking