

Agreement
Between
The Parish of Jefferson
And
Compliance One Consulting, LLC

THIS AGREEMENT, (the "Agreement") is made and entered into on this 12th day of July, 2016 by and between the Parish of Jefferson, State of Louisiana, herein represented by its Council Chairwoman, Cynthia Lee-Sheng, of the Jefferson Parish Council (hereinafter referred to as the PARISH), duly authorized to act by Resolution No. 127330 adopted on the 22nd day of JUNE, 2016, and Compliance One Consulting, LLC, duly authorized to do and doing business in the State of Louisiana, represented herein by Georgia Collier-Boling, its Executive Director, (hereinafter referred to as the FIRM). PARISH and FIRM may be referred to herein as "PARTY", individually, and "PARTIES", collectively.

WITNESSETH

In consideration of mutual promises and advantages herein contained and provided, the parties hereby agree as follow:

- 1) **Administration of Agreement.** All work shall be under the direction of the Director of the Department of Community Development or her designee, hereinafter called MANAGER. MANAGER shall determine the specific services to be provided by firm.
- 2) **Scope of Agreement.** FIRM shall provide Section 3 compliance consulting services and other similarly related matters. Services provided by FIRM shall include, but not limited to the following: to assist Jefferson Parish with instituting a compliance program that is in compliance with Section 2-1020 et seq. of the Jefferson Parish Code of Ordinances and all Federal regulations with respect to Section 3
- 3) **Term.** The term of this Agreement shall commence on the adoption date of the ratification resolution, and shall expire in 90 days.
- 4) **Operations.**
 - a) **Locations.** FIRM shall operate out of any other location deemed necessary by the PARISH as provided in the Scope of Services, above.
 - b) **Hours.** FIRM shall maintain such hours as necessary to meet the requirements of this Agreement.
 - c) **Efficient and High Quality Operation.** FIRM shall maintain an operation which is efficient and of a level of quality equal to or greater than industry standards.
 - d) **Products and Necessities.** FIRM shall furnish all working capital, services, inventory, personnel, materials, tools, machinery, equipment and other items necessary to perform FIRM's obligations under this Agreement.
 - e) **Items.** FIRM shall not advertise its services rendered for Jefferson Parish without prior written consent of the PARISH.

On motion of **Mr. Roberts**, seconded by **Ms. Lee-Sheng**, the following resolution was offered:

RESOLUTION NO. 127338

A resolution ratifying an Agreement between the Parish of Jefferson and **Compliance One Consulting, LLC** to provide U.S. Department of Housing and Urban Development Act of 1968, Section 3 Compliance Consulting Services, and other similarly related matters for the Parish of Jefferson for an amount not to exceed \$75,000.00. (Parishwide)

WHEREAS, pursuant to Resolution No. 122413, dated the 19th day of February 2014 the Jefferson Parish Council authorized the Parish Clerk to advertise for submittals of a Statement of Qualifications for U.S. Department of Housing and Urban Development Act of 1968, Section 3 Compliance Consulting Services, and other similarly related matters for the Parish of Jefferson; and

WHEREAS, pursuant to Resolution No. 123311 dated the 27th day of August 2014 the Jefferson Parish Council selected Compliance One Consulting, LLC to provide U. S. Department of Housing and Urban Development Act of 1968, Section 3 Compliance Consulting Services, and other similarly related matters for the Parish of Jefferson; and

WHEREAS, pursuant to Resolution No. 124299 dated the 28th day of January 2015, Jefferson Parish entered into an agreement with Compliance One Consulting, LLC to provide Section 3 compliance consulting services and other similarly related matters; and

WHEREAS, pursuant to Resolution No. 125088 dated the 10th day of June, 2015, Jefferson Parish entered into Amendment No. 1 with Compliance One Consulting, LLC to increase the contract cap to \$75,000.00; and

WHEREAS, the contract with Compliance One Consulting, LLC expired in March and HUD regulations require that the Parish maintain a Compliance Officer; and

WHEREAS, the Parish wants to ratify a contract with Compliance One Consulting, LLC for 90 days while a new SOQ is advertised and a new compliance consulting contract is ratified.

NOW THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, State of Louisiana:

SECTION 1. That the Council does hereby ratify a Professional Services Agreement between the Parish of Jefferson and Compliance One Consulting, LLC for 90 days to provide U. S. Department of Housing and Urban Development Act of 1968, Section 3 Compliance Consulting Services, and other similarly related matters for the Parish of Jefferson for an amount not to exceed \$75,000.00.

SECTION 2. That all costs associated with this agreement shall be charged to Accounts No. 21280-1172-139-7331-12401-001 and 21340-1180-139-7331-13441-3028.

SECTION 3. That the term of this contract shall commence on the adoption date of this Resolution and expire in 90 days.

SECTION 4. That the Council Chairwoman or in her absence, the Vice Chairman, be and is authorized to execute any and all documents necessary to give full force to this resolution.

The resolution having been submitted to a vote, the vote thereon was as follows:

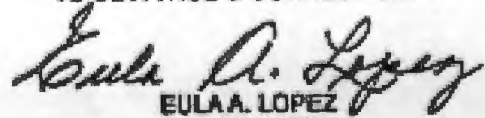
YEAS: 7

NAYS: None

ABSENT: None

The resolution was declared to be adopted on this the 22nd day of June, 2016.

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ
PARISH CLERK
JEFFERSON PARISH COUNCIL

Agreement
Between
The Parish of Jefferson
And
Compliance One Consulting, LLC

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WITNESSETH

In consideration of mutual promises and advantages herein contained and provided, the parties hereby agree as follow:

- 1) **Administration of Agreement.** All work shall be under the direction of the Director of the Department of Community Development or her designee, hereinafter called MANAGER. MANAGER shall determine the specific services to be provided by firm.
- 2) **Scope of Agreement.** FIRM shall provide Section 3 compliance consulting services and other similarly related matters. Services provided by FIRM shall include, but not limited to the following: to assist Jefferson Parish with instituting a compliance program that is in compliance with Section 2-1020 et seq. of the Jefferson Parish Code of Ordinances and all Federal regulations with respect to Section 3
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 - d) **Products and Necessities.** FIRM shall furnish all working capital, services, inventory, personnel, materials, tools, machinery, equipment and other items necessary to perform FIRM's obligations under this Agreement.
 - e) **Items.** FIRM shall not advertise its services rendered for Jefferson Parish without prior written consent of the PARISH.

f) Licenses and Permits. FIRM shall obtain and keep at its own expense all federal, state and local licenses and permits required to be in its name in connection with this Agreement.

g) Duty and Responsibilities. FIRM owes to MANAGER a duty to perform FIRM'S obligation under this agreement with integrity and good faith and in a manner that is in the best interests of the MANAGER and FIRM and consistent with the terms of this Agreement.

5) Financial Matters.

a) Operating Expenses. FIRM is responsible for the payment of all operating expenses required as a result of providing services herein.

b) Payments. PARISH shall pay FIRM on a net thirty (30) basis from the date of receipt by PARISH. The contract cap shall not exceed Seventy-Five thousand 00/100 Dollars (\$75,000.00).

c) Appropriation Dependency. Agreement is contingent upon the appropriation of funds by PARISH. If the Jefferson Parish Council fails to appropriate sufficient monies to provide for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to the PARISH except for payments which have been earned prior to the termination date. Termination of this Agreement by the PARISH under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of the PARISH. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.

6) Records, Accounts and Reports.

a) Books and Records. FIRM shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to MANAGER, within Jefferson Parish for a period not to exceed three (3) years after termination of this Agreement. FIRM shall permit MANAGER and MANAGER's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during FIRM'S normal business office hours, the books and records pertaining to the services provided under this Agreement. MANAGER's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of MANAGER.

b) Periodic and/or Annual Reports. At any time, the MANAGER may request that the FIRM, with the minimum of ten (10) days written notice, prepare and/or produce a report of the results of operations, as it pertains to this Agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of this Agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

7) Termination Suspension. The terms of this Agreement shall be binding upon the PARTIES hereto until the work has been completed and accepted by the PARISH; but this Agreement may be terminated under any or all of the following conditions:

- a) By mutual agreement and consent of the PARTIES hereto.
 - b) By the PARISH as a consequence of the failure of FIRM to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of FIRM, provided the PARISH will give FIRM written notice of any such failure and ten (10) days (or more if authorized in writing by the MANAGER) to cure any such failure.
 - c) By either PARTY upon failure of the other PARTY to fulfill its obligation as set forth in the Agreement.
 - d) By the PARISH for cause by issuing FIRM thirty (30) days written notice.
 - e) By the PARISH for convenience by issuing FIRM thirty (30) days written notice.
- 8) **Notice.** Any communications to be given hereunder by either PARTY to the other shall be deemed to be duly given if set forth in writing and personally delivered or sent by mail, registered or certified, postage prepaid with return receipt requested, as follows:

PARISH: Cynthia Lee-Sheng
Council Chairwoman
Jefferson Parish Council
200 Derbigny Street, Suite 6200
Gretna, La. 70053

FIRM: Compliance One Consulting, LLC
Georgia Collier-Bolling, Executive Director
300 Huey P. Long Ave., Ste. E
Gretna, LA 70053

Written notices hereunder delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated five (5) days after deposit in the mail, post prepaid, certified, in accordance with this Paragraph.

- 9) **Independent Contractor.** While in the performance of services or carrying out the obligations under this agreement, FIRM shall be acting in the capacity of independent contractor and not as employee of the PARISH, and not as partner of, or joint venturer of PARISH. The PARISH shall not be obliged to any person, firm or corporation for any obligations of FIRM arising from the performance of their services under this Agreement.
- a) The PARTIES hereto acknowledge and agree that PARISH shall not:
 - b) withhold federal or state income taxes;
 - c) withhold federal social security tax (FICA);
 - d) pay federal or state unemployment taxes for the account of FIRM; or
 - e) pay workman's compensation insurance premiums for coverage for FIRM.
 - f) FIRM agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes.
 - g) FIRM agrees to indemnify and hold PARISH harmless from any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from PARISH'S treatment of FIRM as an independent contractor. FIRM further agrees to reimburse PARISH for any and all costs it incurs, including, but

not limited to, accounting fees and legal fees, in defending itself against any such liability.

10) Insurance. FIRM shall secure and maintain at its expense such insurance that will protect it, and the PARISH, from claims under the Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this Agreement. All certificates of insurance shall be furnished to the PARISH and shall provide that insurance shall not be canceled without notice of cancellation given to the Parish of Jefferson, in writing, on all of the required coverage provided to Jefferson Parish. All notices will name FIRM, and identify the Council Resolution approving the terms of this Agreement. The PARISH may examine the policies at any time and without notice.

a) All policies and certificates of insurance of the firm shall contain the following clauses:

- i) FIRM insurers will have no right of recovery or subrogation against the PARISH, it being the intention of the PARTIES that the insurance policy so affected shall protect both PARTIES and be the primary coverage for any and all losses covered by the below described insurance.
- ii) The PARISH shall be named as additional insured as regards to general liability with respect to negligence by FIRM.
- iii) The insurance company(ies) issuing the policy or policies shall have no recourse against the PARISH for payment of any premiums or for assessments under any form of policy.
- iv) Any and all deductibles in the below described insurance policies shall be assumed by and be at the sole risk of FIRM.

b) Prior to the execution of this Agreement, FIRM shall provide at its own expense, proof of the following insurance coverage required by the contract to the PARISH by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best Rating of no less than A:VI.

- i) In the event FIRM hires workers within the State of Louisiana it shall obtain Worker's Compensation Insurance. As required by Louisiana State Statute exception; employer's liability shall be at least One Million Dollars (\$1,000,000.00) per occurrence when work is to be over water and involves maritime exposures, otherwise this limit shall be no less than Five Hundred Thousand Dollars (\$500,000.00) per occurrence.
- ii) Commercial General Liability Insurance with a Combined Single Limit of at least One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage.
- iii) Business Automobile Liability Insurance with a Combined Single Limit of One Million Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverage.
- iv) Professional Liability Insurance in the sum of at least One Million Dollars (\$1,000,000.00)

c) All policies of insurance shall meet the requirements of the PARISH prior to the commencing of any work. The PARISH has the right but not the duty to approve all insurance policies prior to commencing of any work. If at any time

any of the said policies shall be or becomes unsatisfactory to the PARISH as to form or substance; or if a company issuing any such policy shall be or become unsatisfactory to the PARISH, FIRM shall promptly obtain a new policy, submit the same to the PARISH for approval and submit a certificate thereof as provided above.

d) Upon failure of FIRM to furnish, to deliver and maintain such insurance as above provided, this contract, at the election of the PARISH, may be forthwith declared suspended, discontinued or terminated. Failure of FIRM to take out and/or to maintain insurance shall not relieve FIRM from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of FIRM concerning indemnification.

11) Indemnification.

a) FIRM shall agree to indemnify and hold the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by FIRM, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by FIRM under this Agreement.

b) Further, FIRM shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this Agreement. FIRM additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.

12) General.

a) FIRM acknowledges and agrees that the rights and obligations conferred and contained herein shall be non-exclusive in nature, and the PARISH makes no representations or warranties to the contrary.

b) FIRM warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the FIRM, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona-fide employees working solely for the FIRM, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the PARISH shall have the right to annul this Agreement without liability.

c) This Agreement shall be binding upon the successors and assigns for the PARTIES hereto. This Agreement being for the personal services of FIRM, shall not be assigned or subcontracted in whole or in part by FIRM as to the services to be performed hereunder without the written consent of the PARISH, in PARISH'S sole discretion.

d) This Agreement shall be deemed to be made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The FIRM hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The PARTIES hereto agree that the sole and exclusive jurisdiction and venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

e) It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with the PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

f) Parish and the FIRM shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42.11014, *et seq.*) in carrying out the provisions of the Agreement.

g) FIRM certifies that it had no employed and will not employ and person to engage in the performance of this Agreement who is, presently, or at the time of such employment, an employee of the PARISH.

h) This Agreement and the attached documents represent the entire agreement between the Parish of Jefferson and the FIRM and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Parish of Jefferson, through its Council Chairman, and the FIRM.

[Remainder of page intentionally left blank, signature page to follow]

IN TESTIMONY WHEREOF, this Agreement is executed in four (4) originals, the day and year first above written.

Witnesses:

Parish of Jefferson

Gail LeNormand

Printed Name: GAIL LENORMAND

By: Cynthia Lee-Sheng

Cynthia Lee-Sheng, Chairwoman
Jefferson Parish Council

Ann H. Guidry

Printed Name: Ann H. Guidry

Witnesses:

Compliance One Consulting, LLC

Gail LeNormand

Printed Name: GAIL LENORMAND

By: Georgia Collier-Bolling

Georgia Collier-Bolling
Executive Director

Ann H. Guidry

Printed Name: Ann H. Guidry

Statement of Qualifications

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Georgia Collier-Balling (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Principal of Compliance One Consulting, LLC (Entity), the party who submitted a Statement of Qualifications (SOQ) to HUD Section 3 Compliance Consulting Other Related Matters (Briefly describe the services the SOQ will cover), to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are NO campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by telephone or by personal contact, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are NO solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____

Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned SOQ.

Choice B X _____

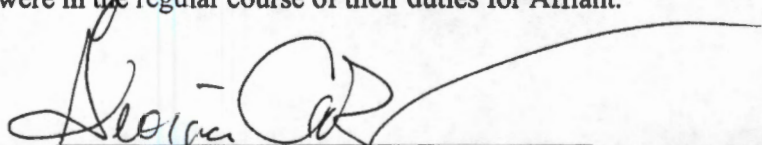
There are NO subcontractors which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

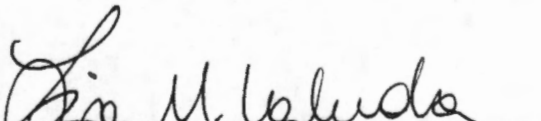


Signature of Affiant

GEORGIA Collier Bellamy

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 9TH DAY OF June, 2016


Notary Public

Liza M. Caluda
Notary Public
LA Bar No. 31647

Printed Name of Notary Parish of Jefferson, State of LA
My Commission is Issued for Life

Notary/Bar Roll Number

My commission expires _____.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/01/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|---|--|---------------|
| PRODUCER Signature Insurane Agency, LLC PO Box 12771 Jackson, MS 39236 | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): 769-524-6670 FAX (A/C, No): 769-524-6671 E-MAIL ADDRESS: | |
| INSURED Compliance One Consulting, LLC Georgia Collier-Bolling 753 Kostmayer Ave Slidell, LA 70458 | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A: Evanston Insurance Co | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--|--|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY | | | SP 1562280 | 01/10/2016 | 01/10/2017 | EACH OCCURRENCE \$ 1,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | <input checked="" type="checkbox"/> | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 | | | | |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | MED EXP (Any one person) \$ 5,000 | | | | |
| | | | PERSONAL & ADV INJURY \$ 1,000,000 | | | | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE \$ 1,000,000 |
| | | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | PRODUCTS - COM/OP AGG \$ 1,000,000 |
| | AUTOMOBILE LIABILITY | | | | | | Prof Liability \$ 1,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | <input type="checkbox"/> SCHEDULED AUTOS | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> HIRED AUTOS | <input type="checkbox"/> NON-OWNED AUTOS | | | | | BODILY INJURY (Per accident) \$ |
| | | <input type="checkbox"/> Cargo | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB | <input type="checkbox"/> OCCUR | | | | | Cargo \$ |
| | EXCESS LIAB | <input type="checkbox"/> CLAIMS-MADE | | | | | EACH OCCURRENCE \$ |
| | DED | RETENTION \$ | | | | | AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | <input type="checkbox"/> Y/N | | | | | WC STATUTORY LIMITS |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> N/A | | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CONSULTING
ADDITIONAL INSURED ENDORSEMENT NAMING CERTIFICATE HOLDER APPLICABLE TO
SPECIFIED GENERAL LIABILITY COVERAGE

CERTIFICATE HOLDER

THE PARISH OF JEFFERSON, IT'S DISTRICTS,
DEPARTMENTS, & UNDER THE DIRECTION OF
THE PARISH PRESIDENTS & THE PARISH
1221 ELMWOOD PARK BLVD., SUITE 605
JEFFERSON, LA 70123

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|---------------|
| PRODUCER Amstate Insurance Agency 1175 Old Spanish Trail Slidell, LA 70458 | CONTACT NAME: PHONE (A/C, No, Ext): 985-646-0211 FAX (A/C, No): 985-646-4842 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: LWCC INSURER F: | NAIC # |
|--|--|---------------|

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADOL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|---------------|-------------------------|-------------------------|--|
| | GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| E | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N Y | N/A | 408569-A | 01/10/16 01/10/17 | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ \$100,000 E.L. DISEASE - EA EMPLOYEE \$ \$100,000 E.L. DISEASE - POLICY LIMIT \$ \$500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CONSULTING

| | |
|---|--|
| CERTIFICATE HOLDER THE PARISH OF JEFFERSON, IT'S DISTRICTS, DEPARTMENTS, & AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT & THE PARISH 1221 ELMWOOD PARK BLVD., SUITE 605 JEFFERSON, LA 70123 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE AMSTATE INSURANCE AGENCY: |
|---|--|

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Insurance Declaration Affidavit
Automotive

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF St. Tammy

BEFORE ME, the undersigned authority, personally came and appeared,
Georgia Collier-Bell, (Affiant) who after being duly sworn, deposed and said that
he/she is the fully authorized Representative of Compliance One Consulting, LLC

(Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. U.S. Dept of Housing Urban Dev
Act of 1968, Section 3 Compliance
Consulting Services

to Jefferson Parish.

Affiant further said:

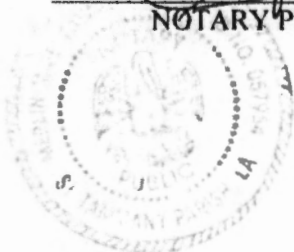
- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.

Georgia Collier-Bell
Signature of Affiant

Ms. 801010997

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS 12
DAY OF Jan, 2015.

[Signature]
NOTARY PUBLIC





JEFFERSON PARISH LOUISIANA

OFFICE OF THE COUNCIL



PARISH COUNCIL

CYNTHIA LEE - SHENG

Chairwoman, At-Large, Div. B

CHRISTOPHER L. ROBERTS

At-Large, Div. A

RICKY J. TEMPLET

Council District 1

PAUL D. JOHNSTON

Council District 2

MARK D. SPEARS

Council District 3

E. "BEN" ZAHN III

Council District 4

JENNIFER VAN VRANCKEN

Council District 5

WESTBANK

POST OFFICE BOX 9

GRETN, LA 70054

(504) 384-2600

EASTBANK

POST OFFICE BOX 10242

JEFFERSON, LA 70181-0242

(504) 736-6600

SONNY BURMASTER

Chief of Staff

EULA A. LOPEZ

Parish Clerk

OFFICE OF THE CLERK

GRETN, LA 70054

(504) 364-2626

July 12, 2016

Ms. Tamithia Shaw, Director
Dept of Community Development
Yenni Bldg., Suite 605
Jefferson, LA

Dear Ms. Shaw:

Enclosed for your records is an Agreement with **Compliance One Consulting, LLC.**, dated July 12, 2016 for Section 3 Compliance Consulting Services, for the Department of Community Development, as authorized by Resolution No. 127338 adopted by the Council on Wednesday, June 22, 2016.

Yours truly,

A handwritten signature in blue ink that reads "Eula A. Lopez".
Eula A. Lopez, Parish Clerk
Jefferson Parish Council

EAL/gl

Enclosure