

ACADIANA PLANNING COMMISSION PROPOSAL FOR ADMINISTRATIVE SERVICES FOR THE UNIVERSITY GATEWAY ECONOMIC DEVELOPMENT DISTRICT

2021



EXECUTIVE SUMMARY

AGENCY OVERVIEW

Acadiana Planning Commission (APC) consists of seven parishes within Acadiana: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion Parishes. The governing board of the Commission is made up of the elected Parish and Police Jury Presidents from the seven-member parishes. In 2015, the participating members' council filed Articles of Incorporation to authorize the district's creation. Similarly, that year the Acadiana MPO re-organized its membership base to strengthen transportation coordination at the municipality level. Since then, the Commission and the MPO have worked closely together with the parishes and municipalities to develop a unified regional vision.

PROPOSED SCOPE OF WORK AND ASSOCIATED COST

EDD BOARD ADMINISTRATIVE SERVICES

APC intends to provide general Board Administrative Services in compliance with the proposed scope of work listed in the RFP Administrative Services for University Gateway Economic Development District (EDD). It is the intent of APC staff to fully comply and administer the following duties in accordance with the University Gateway EDD Board administrative functions:

1. Understanding the District Structure and EDD Act
2. General Board Administration
3. Core Professionals and Consultants
4. Financial Matters
5. EDD Tax Collection

APC also proposes to utilize its existing accounting staff and standardized practices for the University Gateway EDD Board administration. While the RFP Scope of Services allows for a CPA to be employed by the District, APC proposes to conduct all financial matters in-house as it relates to the EDD Board Administration. Compensation for EDD Board Administrative services shall be at a flat rate of \$77,600. The rate applies to APC fiscal calendar year of July 1 to June 30th and shall be renegotiated annually.

PROJECT DEVELOPMENT AND IMPLEMENTATION SERVICES

The EDD Board may decide to utilize other non-administrative APC services which would include, planning or the development of projects, evaluating proposed projects and facilitating the approval of individual projects. APC staff possess years of experience in planning and implementing economic, transportation and community development projects. These planning services are subject to the Billable Rate Structure proposed in **Appendix B**.

RELEVANT EXPERIENCE

Table 1 illustrates a summary of projects and funding acquired with APC assistance that directly impact the University Gateway EDD. The following investments demonstrate APC staff's experience in leveraging funds for the benefit of the community.

RECIPIENT ENTITY	FUNDING SECURED
Build Grant for University Improvements	\$13 Million
University Corridor Study_MPO Funded	\$500,000
Invest Acadiana_Opportunity Zone Initiative	\$250,000
Lafayette Regional Airport Upgrades	\$2 Million
Bottle Arts Loft _Four Corner Revitalization	\$32 Million



May 28, 2021

**ACADIANA PLANNING
COMMISSION
Louisiana Planning
District 4**

BOARD OF DIRECTORS

M. Larry Richard
Iberia Parish President
APC Chairman

Chester Cedars
St. Martin Parish President
APC Vice Chairman

Josh Guillory
Lafayette Mayor-President
APC Secretary/Treasurer

Chance Henry
Acadia Police Jury President

Ryan Williams
Evangeline Police Jury President

Jessie Bellard
St. Landry Parish President

Dane Hebert
Vermilion Police Jury President

Dr. E. Joseph Savoie
University of Louisiana President

Troy Wayman
One Acadiana President/CEO

Charles A. Landry
Fishman Haygood, L.L.P.
Suite 800
100 North Street
Baton Rouge, Louisiana 70802

Dear Mr. Landry,

Please receive this packet as our formal application in response to the Request for Proposal for the Administration of the University Gateway Districts. Over the past 5 years, the Acadiana Planning Commission has made significant strides for the region through major projects, including the University Corridor Study, Bottle Arts Lofts, I-49 Midway Corridor, and others.

Acadiana Planning Commission is seeking to be the Administrator for the University Gateway Economic Development District. Responsibilities, as cited in the RFP, include general board administration, working with core professionals and consultants, manage financial matters, and support of the EDD tax collection. The plan for development projects, evaluated proposed individual projects, and facilitate approved individual projects are considered as additional planning services which may require a greater level of effort.

APC is willing to perform the services indicated in the Scope of Services of the RFP and enter into a contract with the respective boards to do same. I have been given the ability to contract for this project via the attached Original Written Authorization.

We appreciate your consideration of the corresponding proposal.

Sincerely,

Monique B. Boulet, CEO
Acadiana Planning Commission, Inc.
mboulet@planacadiana.org

Monique B. Boulet
APC, CEO

101 Jefferson St.
Lafayette, LA 70501
PO Box 3705
Lafayette, LA 70502

337-806-9369
www.planacadiana.org

PROPOSAL CERTIFICATION

I, Monique Boulet, certify that I am the duly authorized representative of the Acadiana Planning Commission, Inc. and have the authority to submit proposals on behalf of the Acadiana Planning Commission, Inc. as indicated by the Original Written Authorization, see **Appendix A**. The contents of this proposal submitted on behalf of Acadiana Planning Commission, Inc. in response to the RFP are true and accurate and the Acadiana Planning Commission, Inc. has not made any knowingly false statements in its proposal.



Monique Boulet
Chief Executive Officer
Acadiana Planning Commission

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PROPOSER AGENCY

Acadiana Planning Commission, Inc.
101 Jefferson St. Lafayette, LA 70501
PO Box 3705 Lafayette, LA 70502
Taxpayer Identification Number: 47-3829997

PROPOSER AUTHORIZED REPRESENTATIVE

Monique Boulet, Chief Executive Officer
PH: (337) 806-9375 / FX: (337) 806-9379
mboulet@planacadiana.org

PRIMARY POINT OF CONTACT

Rachel Godeaux, Director of Community & Economic Development
PH: (337) 806-9373 / FX: (337) 806-9379
rgodeaux@planacadiana.org

ABOUT ACADIANA PLANNING COMMISSION, INC.

The Acadiana Planning Commission, Inc. (APC) was established in 2015 to serve as the U.S. Department of Commerce's Economic Development District, the State of Louisiana's Planning District Four, and the Metropolitan Planning Organization (MPO). APC also holds a non-profit corporation status and will hereinafter be referred to as the "Commission."

As enacted by the Legislature of Louisiana Section 1. Subpart F of Part IV of Chapter 1 of Title 33 of the LA R.S. of 1950, comprised of Section 140.61 and 140.62, the Planning Districts were legislatively enacted "to facilitate intergovernmental cooperation and insure the orderly and harmonious coordination of state, federal, and local comprehensive planning and development programs for the solution and resolution of economic, social, physical, and governmental problems of the state and its citizens."

The Commission consists of seven parishes within Acadiana: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion Parishes. The governing board of the Commission is made up of the elected Parish and Police Jury Presidents from the seven-member parishes. In 2015, the participating members' council filed Articles of Incorporation to authorize the district's creation. Similarly, that year the Acadiana MPO re-organized its membership base to strengthen transportation coordination at the municipality level. Since then, the Commission and the MPO have worked closely together with the parishes and municipalities to develop a unified regional vision.

In 2017, the U.S. Office of Economic Development Administration (EDA) designated the Commission to serve as the Economic Development Designee for Acadiana. The Commission's mission is to serve "the Public Sector in planning and implementation of Economic, Community and Transportation Development."

Monique Boulet joined the Commission as the Chief Executive Officer early in the Commission's formation. Since its establishment, Ms. Boulet has not only increased the capacity of the organization but has also created a sense of unity amongst the participating parishes.

For the purposes of the Economic Development Districts, APC proposes to utilize its staff members to provide the requisite Scope of Services found in the RFP. The staff maintains a breadth of experience and expertise which will exceed the needs of the EDD.

STAFF OF ACADIANA PLANNING COMMISSION, INC.

The staff of Acadiana Planning Commission comprises a wide-range of professional expertise, all of which will be appropriately leveraged for the management of the University Gateway EDD. As indicated below in Related Experience, APC is involved in several projects that impact the University Gateway EDD to include the MPO funded Corridor Study, Redevelopment of the Bottle Arts Loft, and the University Build Grant. Accordingly, APC will utilize staff from existing and ongoing projects to inform the coordination and future project development that will occur. See **Table 2** below.

PRINCIPAL ORGANIZATION		
TEAM MEMBER	TEAM MEMBER TITLE	EXPERTISE
Monique Boulet	Chief Executive Officer	Master of Business, CEcO certification in process
METROPOLITAN PLANNING ORGANIZATION/TRANSPORTATION		
Sara Fawcett-Gary	Director	Master of Public Administration
Julie Yin	Planner III, Engineer	Master of Engineering in Transportation Planning, Master of Engineering in Municipal Engineering
Keefe Carney	Planner I	B.S. Project Management
Ashley Moran	Regional Safety Specialist/Planner II	Master of Urban and Regional Planning, AICP
Alicia Wiltz	GIS Analyst	B.S. Urban Forestry
Ron Czajkowski	Transportation Safety Coordinator	Retired Law Enforcement
COMMUNITY & ECONOMIC DEVELOPMENT		
Rachel Godeaux	Director	Master of Public Administration
Chad LaComb	Economic Development Specialist	Juris Doctor
Katrena King	Community Development Specialist	Juris Doctor, La. Bar Roll #36626
Kelia Bingham	Region 5 Watershed Coordinator/Planner II	M.Ed. in Secondary Science Education
Kade Jones	Regional Planner I	Master of Landscape Architecture
Aevind Burgess	EDA - Americorps VISTA	B.S. Recreation Management
ACCOUNTING AND ADMINISTRATIVE DIVISION		
Nicole Clavier	Accountant	B.S. Accounting
Lizzy Phillips	Bookkeeper/Accounts Receivable	B.S. Business Administration Management
Rose Breaux	Administrative Assistant	B.S. Industrial Technology
Diane Kidder	Accounting Assistant	Degree in IBM Accounting,

CHIEF EXECUTIVE OFFICER

MONIQUE BOULET

Monique Boulet serves as the Chief Administrative Officer for APC, serving Louisiana Planning District 4. Ms. Boulet was instrumental in the creation of the APC in 2015, building a regional organization that facilitates intergovernmental cooperation on a regional basis to provide an effective means of pooling the resources of local governments as Acadiana approaches common problems. Working through numerous legal and political hurdles, Ms. Boulet led the effort to regionalize transportation planning in the Lafayette urbanized area with the formation of the Acadiana Metropolitan Planning Organization.

In 2016, Ms. Boulet was selected by the National Organizations of Development Organizations, NADO, to participate in the Emerging Leaders Program, sponsored by the US Economic Development Administration, EDA, for up-and-coming leaders in regional planning throughout the country. Ms. Boulet received her Master of Business Administration in the Executive program from the University of Louisiana at Lafayette in 2015.

METROPOLITAN PLANNING ORGANIZATION/TRANSPORTATION

SARA FAWCETT-GARY - DIRECTOR OF TRANSPORTATION

Sara is a recent hire of the Acadiana Planning Commission with an extensive background in planning and zoning. In 2008, Sara worked as a city planner for Lafayette reviewing development proposals and coordinating with the general public. In 2011, she became the development manager who was responsible for the Unified Development Code. In 2018, Sara transitioned to Planning Director for Iberia Parish Government where she provided administrative oversight for all development. Sara holds her Master's in Public Administration from Louisiana State University.

JULIE YIN - TRANSPORTATION MODELER

Julie Yin is currently a transportation planner with the Acadiana Planning Commission. She graduated with a master's degree in Transportation Planning from Pennsylvania State University in 2000, with an emphasis on Intelligent Transportation System. Over the past 20 plus years, she has worked as a civil engineer for different public transportation agencies and consultant firms, her work involved analysis and design of various types of transportation structures as well as buildings. She also has academic training in traffic management. Her plan is to utilize her skills to help improve the transportation system in the Acadiana Planning Commission served communities.

KEEFE CARNEY - TRANSPORTATION PLANNER

Keefe Carney is a transit planner with the Acadiana Planning Commission and USAF reservist. Prior to working with the Acadiana Planning Commission - while serving 6 years of active duty service, Keefe managed over 1,561 flying hours, 246 sorties, and 83 directed missions planned through the Aircrew Debrief section, and the Maintenance Operations Center. He is a NCO Leadership School graduate and earned an Associate's Degree in Aviation Maintenance Technology pursuing a Bachelor's Degree in Project Management. Keefe works focused on the Transit planning of the Acadiana region, better serving our residents and the Coordinated Human services needs of our communities.

ASHLEY MORAN - PLANNER II

Ashley Moran is a transportation planner with the Acadiana Planning Commission. She graduated with a master's degree in Urban Planning from the University of New Orleans in 2005 and received her certification from the American Institute of Certified Planners in 2007. Ashley primarily works in public participation, data analysis, and project development for the Acadiana MPO in the Acadiana Planning Commission. Prior to working for the Acadiana Planning Commission, she worked for Lafayette Consolidated Government's MPO for ten years.

ALICIA WILTZ - GIS ANALYST

Alicia Wiltz is currently a GIS analyst with Acadiana Planning Commission. After receiving her B.S. in Urban Forestry from Southern University in Baton Rouge, Louisiana, she started her career as a GIS technician for various Forest Services. There she was introduced to the world of Geo Spatial data and how it relates to our real-world issues. For 3 years she developed her skills in GIS analysis, managing data, and mapping. She later continued her career as a GIS Analyst at Lafayette Consolidated Government for 12 years. In that time, her knowledge of ESRI platforms, building applications, and data structure expanded. Her experience includes expertise in the ArcGIS online environment where she explored the world of digital maps, data collection tools, and production of online applications. Here at APC, she plans to build on her experience of GIS and the development of applications for visual use and data collection while providing GIS services within our served communities.

RON CZAJKOWSKI - TRANSPORTATION SAFETY COORDINATOR

Ron Czajkowski is the Safety Coordinator with the Acadiana Regional Transportation Safety Coalition. Prior to serving in this capacity, Ron worked for the Lafayette Police Department where he started his career in law enforcement in 1985 and retired

honorably having reached the rank of Major. During his 33-year career, Ron served as a uniform patrol officer for the residents of upper Lafayette, spent 11 years as a criminal investigator working crimes against children, and served in every division of the department at various supervisory ranks, including Assistant to the Chief of Police for two years before being promoted to the rank of Major.

COMMUNITY & ECONOMIC DEVELOPMENT

RACHEL GODEAUX - DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

Rachel Godeaux leads a team of Economic and Community Development professionals with APC. Rachel possesses nearly 10 years of professional experience in project management, grant administration, community-wide planning, coalition building, and project start-ups. Rachel has administered grants through the Department of Health and Hospitals, LA Highway Safety Commission, US Environmental Protection Agency, US Economic Development Administration and more. Prior to the Acadiana Planning Commission, Rachel managed a community-wide substance use prevention program for the Lafayette Consolidated Government. Rachel obtained her Master's in Public Administration from the E.J. Ourso College of Business at Louisiana State University (LSU) with a concentration in Public Policy. At LSU she received the David B. Johnson Achievement Award.

CHAD LACOMB - DEVELOPMENT PLANNER II

Chad has worked for the Metropolitan Planning Organization and then the Acadiana Planning Commission since January of 2011 as a Planner and Economic Development Specialist, respectively. He obtained a Juris Doctor from Southern University Law Center in the Spring of 2014. In the Spring of 2018, he was responsible for preparing a nomination package for the Acadiana Region's Opportunity Zones to the Governor's office. Chad holds undergraduate degrees in Botany (BS, 1994) and Anthropology (BA, 2010), and a Juris Doctor (SULC, 2014) and has completed graduated coursework in education, biology, statistics, and the geosciences. Chad has completed the coursework to become a Certified Economic Developer (CEcD) with plans to take the certification exam in the Fall of 2021.

KATRENA KING - COMMUNITY DEVELOPMENT SPECIALIST/REGIONAL PLANNER II

Katrena King is a professional planner with a juris doctor by trade. Katrena began her career in the legal profession and has six years of experience practicing law. In 2016, she transitioned to a profession where she could utilize her legal background to perform city planning services and give back to her community. In June 2020, Katrena joined the Acadiana Planning Commission. Katrena has experience in comprehensive planning, neighborhood work, revitalization of blighted and abandoned properties, adjudicated property research, creation of history and cultural districts, and project management.

KELIA BINGHAM - REGION 5 WATERSHED COORDINATOR/PLANNER II

Kelia Bingham is a Planner II with the Acadiana Planning Commission. She is the Watershed Coordinator for Region 5 of the Louisiana Watershed Initiative. Kelia has previously worked with the Coastal Wetlands, Planning, and Protection Act, Lafayette Consolidated Government, Louisiana Department of Environmental Quality, and as a high school math and science teacher. Kelia has a professional history of working in the federal, state, and local government sectors for the past 20 years. Her professional background includes watershed management, environmental education, green infrastructure, stormwater regulations, and coastal Louisiana processes. Kelia received her B.S. in Biology from the University of Louisiana at Lafayette in 2000 and a M.Ed. from Louisiana State University in 2004.

KADE JONES - REGIONAL PLANNER I

Kade Jones is a Regional Planner at Acadiana Planning Commission. He is involved with economic development projects, grant management, and watershed planning with Region 5 of the Louisiana Watershed Initiative. As a 2019 graduate of the Robert Reich School of Landscape Architecture Master's Program at LSU, Kade brings a background of studio arts and design to the planning profession. While at LSU, Kade was the recipient of the LGFC Landscape Design Neil Christopher Scholarship, the Shady Oaks Garden Club Scholarship, and the LSU RRSLA scholarship. Kade is an associate member of the American Society of Landscape architecture and is actively pursuing licensure as a landscape architect.

AEVIND BURGESS - ECONOMIC DEVELOPMENT ASSISTANT - AMERICORPS VISTA

Aevind Burgess is an Americorps VISTA volunteer at the Acadiana Planning Commission. Aevind obtained an associate degree in wilderness education at Lake Tahoe Community College in 2015. He then obtained two Bachelor of Science degrees from the University of Montana in 2018: a B.S. in Parks, Tourism, and Recreation with a concentration in land management and non-profit administration, and a B.S. in Resource Conservation with a concentration in environmental policy and resources planning. Aevind is actively seeking to utilize his education, skills, and experiences to promote and facilitate stronger connections between communities and their local ecosystems/environment, especially among low-income/under-served communities.

ADMINISTRATIVE AND ACCOUNTING DIVISION

NICOLE CLAVIER – ACCOUNTING MANAGER

Nicole Clavier is a highly skilled professional accountant at Acadiana Planning Commission. Her experience ranges from human resources to account management and preparation of audited financial statements. Nicole obtained a Bachelor of Science with a concentration in accounting at the University of Louisiana at Lafayette in 2010. Nicole has twenty years of experience in accounting positions with eight of those years specializing in grant accounting.

LIZZETTE PHILLIPS – BOOKKEEPER/ACCOUNTS RECEIVABLE SPECIALIST

Lizzy Phillips is a bookkeeper and accounts receivable specialist at Acadiana Planning Commission with over ten years of experience in various accounting and financial management positions. Through the course of her career, Lizzy held positions in bookkeeping, banking, data processing, and payroll management. Lizzy studied accounting and finance at the University of Louisiana from 2007 to 2011 and obtained a Bachelor of Science with a concentration in business administration management from the Mississippi University for Women in 2013.

ROSE BREAU – ADMINISTRATIVE ASSISTANT

Rose Breau is an administrative assistant at the Acadiana Planning Commission. Her duties involve coordinating and facilitating meetings for the planning commission and the MPO, record keeping, and administrative tasks necessary to keep the flow of work ongoing throughout the office. Rose obtained a Bachelor of Science in Industrial Technology with minors in Industrial Safety and Environmental Management. Throughout Rose's career, she has held several positions in public relations and administration in various sectors of the workforce.

DIANE KIDDER – ACCOUNTING ASSISTANT

Diane Kidder is an accounting assistant at the Acadiana Planning Commission. She obtained a degree in IBM accounting from Delta School of Business in Lafayette in 1971 and used this knowledge in her career of more than fifty years in both accounts payable/receivables and payroll. Diane is proficient in QuickBooks and has used this software not only her current present position, but in several other job positions. Several of the grants that Diane has worked on in the past require monthly and/or quarterly reporting.

PROPOSER EDD TEAM MEMBERS

A description of the team member and their roles and responsibilities are listed below. The following team members will perform administrative duties on behalf of the University Gateway EDD. See **Table 3** below.

TEAM MEMBER	TEAM MEMBER TITLE	ROLE AND RESPONSIBILITY
Monique Boulet	Chief Executive Officer	Provide oversight and guidance
ECONOMIC & COMMUNITY DEVELOPMENT TEAM MEMBERS		
Rachel Godeaux	Director	Primary point of contact for activities associated with the district. Provide team administration, meeting facilitation, budget management, consultant oversight and general coordination.
Chad LaComb	Planner II / Economic Development Specialist	Provide technical guidance, as needed project development and coordination and meeting facilitation.
Katrena King	Planner II / Community Development Specialist	Provide legal guidance, as needed project development and coordination and meeting facilitation.
Kade Jones	Planner I	Program support and meeting coordination.
ADMINISTRATIVE TEAM MEMBERS		
Nicole Clavier	Accountant / Office Manager	Provide broad administrative and accounting oversight. Will be responsible for payables, cashflow management, and budget assistance.
Lizzy Ochoa-Phillips	Accounting Assistant	Preparation of invoices, payables, payroll, and general administrative assistance.

In addition to the aforementioned team members, MPO staff will be utilized in an advisory capacity to ensure that required coordination with MPO projects take place.

TRANSPORTATION TEAM MEMBERS		
Sara Fawcett-Gary	Director	Leverage the transportation study and future work to be conducted by the MPO for University Avenue.
Ashley Moran	Planner II / Safety Specialist	Provide transportation technical support and guidance.

Contact information for the team members listed above can be obtained through the following individuals:

Proposer Authorized Representative

Monique Boulet, Chief Executive Officer
 PH: (337) 806-9375 / FX: (337) 806-9379
 mboulet@planacadiana.org

Primary Point of Contact

Rachel Godeaux, Director of Community & Economic Development
 PH: (337) 806-9373 / FX: (337) 806-9379
 rgodeaux@planacadiana.org

CORE PROFESSIONALS

As cited in the request for proposal Core Professionals means the following core professions and consultants: a) Board Counsel b) Auditor c) Board CPA and d) Financial Advisor. APC is proposing to utilize its in house accounting team to perform related accounting services which includes budget preparation and adoption, budget revisions, account reconciliations, invoicing, payables, and other general duties. As needed, APC may request from the EDD Board permission to seek outside services, if the scope of work is beyond APC expertise or capacity. See **Table 4** below.

CORE PROFESSION	TEAM MEMBER	AGENCY REPRESENTED	ROLE AND RESPONSIBILITY
Board Counsel	Charles Landry	Fishman Haygood, L.L.P.	On March 5, 2021, Fishman Haygood, L.L.P. was retained by the University Gateway EDD board to serve as legal counsel. As legal matters arise, APC proposes to work with the already retained legal team.
Auditor	Christie Dunn, CPA	Wright, Moore, DeHart, Dupuis & Hutchinsons, LLC	This firm is retained by APC to perform an annual A-133 audit. APC proposes to continue utilizing said firm for auditing functions related to the University Gateway EDD. WMDDH is also the firm for Lafayette Airport Commission and the Lafayette Economic Development Authority. The firm has also managed accounting services for Iberia Parish Government and their corresponding Economic Development District.
Board CPA	APC Accountant	Acadiana Planning Commission	General accounting functions will be performed by APC staff members. APC manages an operating budget of nearly \$4 Million in federal, state, and local funding. Additionally, APC coordinates pass thru funds on behalf of the region which ranges annually from \$6 Million to \$10 Million.
Financial Advisor	TBD	TBD	Specific work to be performed by a financial advisor should be negotiated by and between APC and the EDD Board should the need arise.

EXPERIENCE WITH RELEVANT PROJECTS

RELEVANT PROJECTS HIGHLIGHTS

UNIVERSITY AVENUE CORRIDOR STUDY - \$500,000

The corridor study evaluated the transportation, economic and aesthetic needs and proposed redevelopment of the LA 182 (University Avenue) corridor from Renaud Drive north of I-10 southward to south of US 90 (Cameron Street). University Avenue is a major gateway into Lafayette connecting I-10 to the downtown area, the University of Louisiana and the Lafayette Regional Airport. Land use along the corridor is not organized and is not conducive to a vibrant commercial corridor, due to the many vacant and underutilized parcels throughout the Corridor.

The project evaluated the current traffic conditions, including an analysis of crash data, developed "Complete Streets" design alternatives for the corridor which addressed traffic operations, bike and pedestrian movements and transit operations. In addition, the study performed an economic analysis of the area to identify potential development needs, evaluate adjacent land uses and potential zoning guidelines consistent with the proposed corridor development. The study provided a preferred roadway design alternative, land use planning and zoning recommendations, identification of potential catalyst projects and site locations, recommendations for staged improvements and identification of potential funding sources.

The two priority areas for proposed improvements include:

University Avenue Corridor: Jeanne to Walker

The first segment of the project is for improvements along LA 182/University from Jeanne to Walker, including additional turn lanes and thru-lanes with channelized right turns to assist traffic operations at the intersection of US 90/Cameron. New sidewalks at all intersection quadrants will complete a sidewalk network that today is incomplete and disconnected. Additionally, splitter islands will provide pedestrian refuges for safer crossings at the intersection.

University Avenue Corridor: Walker to Alcide Dominique/Hollywood

The second segment of the project includes the construction of a multi-lane roundabouts at Willow Street and Alcide Dominique/Hollywood Drive intersections. Additional activities include the conversion of LA 182/University from Walker Road to Alcide Dominique from a five lane to four-lane street with a raised median, as well as a pedestrian zone with sidewalks.

BOTTLE ARTS LOFTS - \$32 MILLION

The Bottle Art Lofts Construction Phases I and II includes the Coke Bottling Plant, Lesspay Motel, and Boat works that were assessed above. APC worked with the developer to prepare their reuse plans for the site. Redevelopment/Reuse planning efforts for these sites included coordinating with Lafayette Consolidated government, The Louisiana Department of Environmental Quality (LaDEQ), the state office of Historic Preservation (SHPO), Louisiana Economic Development (LED), The Louisiana Governor's Office (GOHSEP).

The Bottle Art Lofts, a catalyst for the rejuvenation of the distressed Four Corners neighborhood, is an adaptive re-use development with a leasing preference for artists. Because of this investment by HRI Communities (Developer) the intersection of Cameron St. (US HWY 90) and University Ave. serves as a key gateway to downtown Lafayette and the University of Louisiana-Lafayette. With this investment, the "Four Corners" in Lafayette, LA is now poised to reestablish itself as a thriving asset for the region. Groundbreaking for Phase I along with a demolition ceremony for the long blighted LessPay Motel occurred in June of 2020. Phase I of the project includes 1- and 2-bedroom apartments in the site of the Coca-Cola Bottling plant that is listed on the National Register. Construction on Phase II of the Bottle Art Lofts began on February 1, 2021.

Private financing partners for both construction phases include: IBERIA Civic Impact Partners, a division of First Horizon Bank; JP Morgan Chase Bank; Berkadia Commercial Mortgage LLC; and the Federal Home Loan Mortgage Corporation. Public partners include the Acadiana Planning Commission, the City of Lafayette, the Louisiana Housing Corporation (LHC) and Office of Community Development. The total redevelopment cost for Phase I was \$16,200,000. Investments in Phase II total \$16.1 million with a combined \$32 million to be deployed between the two phases of the development.

Guided by LHC's PRIME program, the Bottle Art Lofts Phase II project creates quality housing opportunities for the City of Lafayette with a principal focus on maintaining the habitability of these residential units during and after natural disaster events. This urgent need for disaster resilient housing was made apparent in the aftermath of Louisiana's widespread flooding events in 2016 when damage to homes caused significant and lengthy displacement for many families.

The developer of the Bottles Art Lofts Project is HRI Communities. HRI Communities, a Division of HRI Properties, LLC, (HRIP) is dedicated to developing high quality, mixed-income and affordable housing that revitalizes neighborhoods. From artist lofts that infuse creativity while spurring economic development to sustainable housing developments that improve neighborhoods and address critical needs, HRI Communities excels in its mission of transforming underserved communities into places where people want to live, work, play and stay. HRI Properties, LLC ("HRIP") is an internally managed, fully integrated owner, operator and developer of premium branded hotels and upscale apartments in top urban U.S. markets.

To address the numerous environmental issues at the site of the Bottle Art Lofts development, APC and its Consultant worked with HRI Communities, to develop an analysis of brownfield cleanup alternatives in coordination with the Louisiana Department of environmental Quality through their voluntary remediation Program (VRAP). APC assisted with Public Notice and Publication of cleanup plan. The project was entered into the LaDEQ's Voluntary Remediation Program (VRP). As part of the VRP the developer has spent \$300,000 on environmental remediation costs.

I-49 MIDWAY CORRIDOR PROJECT – PHASE ONE \$108,000

The I-49 Midway Corridor Strategic Growth Initiative originally stemmed from the need for a unified version of the I-49 Corridor and the interactions with the municipalities therein. This includes the Town of Washington, the City of Opelousas, the Town of Sunset, the Town of Grand Coteau, and the Parish of St. Landry, along with future efforts to include the Town of Carencro and the Parish of Lafayette. A USDA Rural Business Development Grant and a Planning Services Contract between the Acadiana Planning Commission (APC) and St. Landry Economic Development were the impetus for getting this project off the ground.

The work of Phase I focused on APC building coordination and maintaining relationships between the area municipal leaders, obtaining feedback from corridor stakeholders both in government, the general public, and business arenas, and deciding to pursue the implementation of a performance-based land-use model within the project's boundaries. Upon the recent completion of the Phase I project, looking toward the future proposes the actual build-out of a performance-based land-use model stemming from Carencro's existing plan.

OTHER RELEVANT PROJECTS AND FUNDING LEVERAGED FOR COMMUNITY INVESTMENT

In the following projects APC contributed staff time, resources, and effort to leverage funds that directly or indirectly impact the University Gateway EDD. These projects are either located along University or indirectly benefit the Corridor through the proposed project purpose. See **Table 5** below.

RECIPIENT ENTITY	FUNDING SECURED	PROJECT PURPOSE
Lafayette Consolidated Government	\$13 Million	Build Grant for the Implementation of Roadway Improvements
APC_University Corridor	\$300,000	Brownfields Assessment Grant to Identify Brownfields sites for future redevelopment
Invest Acadiana	\$250,000	Develop Opportunity Zone Prospectuses for OZs in Acadiana
Lafayette Regional Airport	\$2 Million	Airport Upgrades- New Parking Facilities
Lafayette Consolidated Government- LUS Fiber	\$3.1 Million	Fiber Expansion to Underserved Acadiana
Acadiana Regional Gauge Network	\$3.8 Million	Deploy a near to real time river and tributary monitoring network
Acadiana Regional Broadband Assessment	\$175,000	USDA assessment on broadband infrastructure for future planning and deployment needs

RFP COMPLIANCE – ILLUSTRATION AND DESCRIPTION OF THE SCOPE OF WORK

COMPLIANCE WITH SCOPE OF SERVICES

ADMINISTRATIVE SERVICES

APC intends to provide general Board Administrative Services in compliance with the proposed scope of work listed in the RFP Administrative Services for University Gateway Economic Development District. It is the intent of APC staff to fully comply and administer the following duties in accordance with the University Gateway EDD Board administrative functions as listed herein:

1. Understanding the District Structure and EDD Act -

APC Staff members will fully familiarize themselves with the EDD Act, EDD tax levy, and all authorizing documents for the EDD. APC also intends to maintain records and copies of corresponding documents.

2. General Board Administration

APC as the administrator will facilitate the “day-to-day” operations of the District which include board meeting preparations; prepare agendas, notices, and minutes in compliance with open meetings law; facilitate board meetings, maintain record-keeping duties; and assist the board and retained Counsel in responding to public records requests.

3. Core Professional and Consultants

APC will assist and advise the Board in the selection process for the required Core Professional services that may be warranted.

4. Financial Matters

APC proposes to utilize its existing accounting practices for the University Gateway EDD Board administration. Funding and resources managed by APC undergo higher levels of scrutiny resulting from the required coordination and protocols implemented by its primary federal and state funding agencies. APC budgeting standards follow the Legislative Fiscal Office’s budgeting guidance and will be utilized for the University Gateway EDD budget management. Reasonable costs and expenses related to the collection and administration of the EDD tax will be identified and proposed to the University Gateway EDD Board.

Acadiana Planning Commission Fiscal Year: July 1 to June 30th

5. EDD Tax Collection

APC proposes to work with the tax collector and in-house accounting services to assure the accuracy of the University Gateway EDD tax collection. Funds will be deposited in a bank authorized by the University Gateway EDD Board and transfer occurrences shall be conducted as approved by the University Gateway EDD Board. APC understands that it will not assume control over the University Gateway EDD bank account and all transactions conducted on behalf of the University Gateway EDD Board shall require proper board approvals.

PROJECT DEVELOPMENT AND IMPLEMENTATION SERVICES

The EDD Board may decide to utilize other non-administrative APC services which could include, planning or the development of projects, evaluating proposed projects and facilitating the approval of individual projects. APC staff possess years of experience in planning and implementing economic, transportation and community development projects.

EDD Project Development should begin with a robust stakeholder engagement and would include input from both the EDD District Sponsor and other interested parties to ensure that identified projects meet the needs of the community. Work associated with project development and implementation should be initiated through task orders as agreed upon by the University Gateway EDD Board. Associated fees would be subject to the billable rates listed in **Appendix B**.

RELEVANT EXPERIENCE AND EXPERTISE WITH SCOPE OF SERVICES

RELEVANT BOARD ADMINISTRATION

APC serves as LA Planning District 4 for the State of Louisiana and was enacted by the State Legislature to identify and provide solutions to common problems emanating from the region. APC coordinates multiple committees, much like the proposed EDD board structure, with varying stakeholders to plan for the region and address these challenges. Committees include:

1. **Acadiana Planning Commission Board of Directors**

The Acadiana Planning Commission's primary function is to serve the public sector in the planning and implementation of Economic, Community and Transportation Development initiatives. The board consists of the highest elected official from the 7 parishes within Acadiana to include Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion. Board members set the vision for the agency and provide guidance as initiatives materialize.

2. **Metropolitan Planning Organization (Policy and Technical Committees)**

The Lafayette Metropolitan Planning Organization (MPO) is the transportation planning agency for the Lafayette Urbanized Area. The Lafayette MPO consists of representatives from local governments and transportation authorities. The main function of the MPO is the oversight of short and long-range transportation plans, the coordination of federal, state and local transportation programs and projects, and the allocation of federal, state and local funds for transportation projects and programs. The purpose of the MPO is to ensure that federal transportation funds are coordinated in the metropolitan region-wide plans developed through inter-governmental collaboration, rational analysis and consensus-based decision making.

3. **Louisiana Watershed Initiative Region 5 Committee**

To coincide with state-led efforts, APC established a provisional steering committee comprised of the 16 parishes within LWI Region 5. The committee is responsible for providing input in the development of a more long-term solution for continued watershed-planning efforts. Committee members provide guidance and expertise in the development of the coalition's governance structure, composition, potential activities, and funding scenarios. In addition to standing-up the coalition, the steering committee has initiated a regional project list or capital improvement program that will be readily available for future state and federal funding opportunities. The committee is developing a screening and prioritization process to appropriately match projects to funding opportunities.

4. **Acadiana Regional Safety Coalition**

In partnership with LA DOTD and through the guidance of the State's Highway Safety Plan, APC facilitates the Acadiana Regional Transportation Safety Coalition. The ARTS coalition coordinates entities within 8 parishes in Acadiana area. The goal of the state highway safety plan is to reduce fatal and serious injury crashes by 50% by 2030. In bringing together a diverse group of stakeholders from all walks of transportation safety, APC can pool resources and share information to achieve specific action items. APC works with local and state engineers, law enforcement from all levels, education groups, public information officers, public health advocates, and emergency responders to make these connections.

OTHER RELEVANT EXPERIENCE AND EXPERTISE – PUBLIC LAW AND REGULATORY REQUIREMENTS

Open Meetings Laws, Public Records Requests, and Procurement

As a quasi-governmental body, APC has significant experience with maintaining Open Meetings Law requirements, conducting meetings via Robert's Rules of Order, complying with Public Records Requests, and coordinating proper procurement protocols. APC currently abides by these standards for the administration of each board listed above and will similarly do so on behalf of the University Gateway EDD.

APC Facilities and Equipment

APC is locally operated in downtown Lafayette at the Rosa Parks Transportation Center. The Commission is fully equipped with a state-of-the-art facility, several meeting spaces, and a robust equipment inventory. The Commission serves the region through a variety of functions which requires specialized equipment. Specifically, the MPO houses a regional transportation model to predict traffic flow and the impacts of future development. Geographic Information Systems (GIS) is another service provided to the region. The Commission is equipped with a plotter and multiple printers for large-scale mapping. In general, the Commission maintains the required corporate resources to meet the University Gateway Gateway needs.

APC Staff

A team of fifteen staff members from APC and the MPO may be leveraged for EDD Board Administration. Core team members dedicated to the project. **Table 1** illustrates the specific team members and areas of expertise.

UNIQUE QUALIFICATIONS OF PROJECT TEAM

ABILITY TO COORDINATE EFFECTIVELY

The Commission has extensive experience in coordinating complex projects over multiple political jurisdictions throughout our region the Commission is the only governmental entity within the project region that has this capacity. APC has previous experience with implementing regional public engagement processes, has built regional consensus, and developed a process for the expenditure of over 25 million dollars in regionally significant projects. Additionally, the Commission has extensive regional experience in coordinating economic development, environmental, and transportation projects.

FLEXIBILITY AND CAPACITY TO PROVIDE A FULL RANGE OF SERVICES

Currently, APC manages a wide array of projects and grants from such agencies as the EPA, FHWA, FTA, EDA, DRA, LaDOTD and others. Our ability to work on multiple projects simultaneously is one of our most valued features. APC prides itself on its ability to meet each deadline established by our granting agencies and prioritizes workloads based on their grant timelines. Project workloads are organized to meet the needs of all projects. Additionally, the Commission's project management team has a wide variety of experience and educational backgrounds that it will bring to the administration of the University Gateway EDD.

EXPERIENCE IN ECONOMIC DEVELOPMENT

The Acadiana Planning District, Inc., received a formal designation from the U.S. Office of Economic Development Administration (EDA) to become the official federal Economic Development Designee for Acadiana. It is working strategically to bring our governments together for stronger, smarter and more effective planning and implementation. The APC's mission is to serve "the Public Sector in planning and implementation of Economic, Community and Transportation Development throughout the region known as Acadiana."

In late 2016 early 2017, Acadiana Planning Commission facilitated a series of stakeholder meetings to prioritize regional economic goals and objectives. The product of this prioritization process was a regional Comprehensive Economic Development Strategy which is required by the Economic Development Administration. With participation from a strategic committee, a regional Strengths Weakness Opportunities and Threats (SWOT) analysis and round-table discussions were conducted to exchange and solidify regional priorities.

FINANCIAL INFORMATION

Attached as **Appendix C** to this document are the 2018, 2019, 2020 balance sheet, income statement, and statement of cash flow.

PROPOSED STRUCTURE FOR PERFORMING THE SCOPE OF SERVICES

ADMINISTRATIVE SERVICES

GENERAL EDD BOARD ADMINISTRATION

The Commission will be responsible for the day-to-day operations of the Districts, and manage board meeting preparation, relevant notices and publications, management of the board meeting itself, as well as maintenance of all books, compliance with public records requests, and any other actions assigned by the Board.

DOCUMENT AND RECORD KEEPING

The Commission will be responsible for providing administrative assistance to manage the filing systems, meeting minutes, and the project records as required by the Scope of Services. Records, may include, but not be limited to invoices, quarterly reports, budgets, RFP/RFQ records, and contractual agreements.

CORE PROFESSIONALS

The Commission will work collaboratively with the Board to obtain any Core Professionals as required by the Scope of Services.

FINANCIAL MATTERS

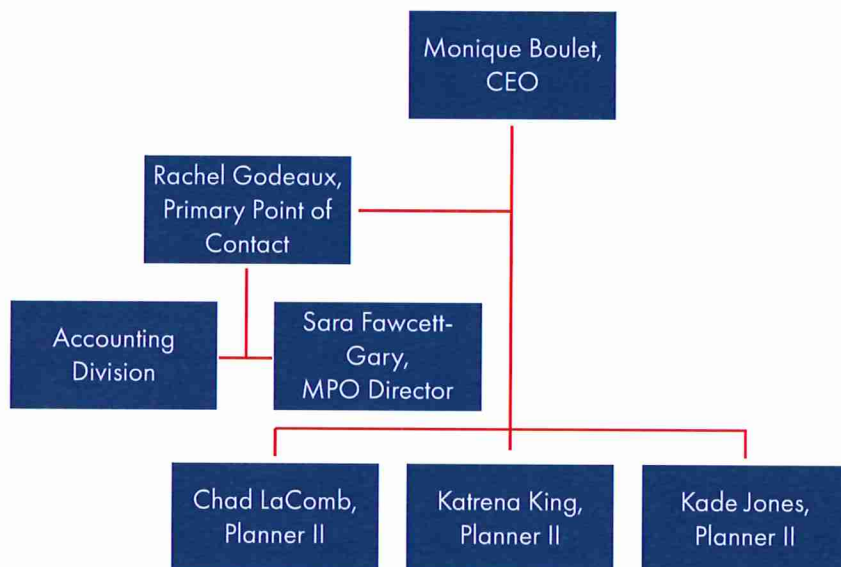
The commission will be able to, pursuant to the Scope of Services, establish the accounting and financial processes and procedures for the district, develop an annual budget for the District, and determine the reasonable and necessary costs and expenses of collection and administering the EDD Tax.

PROPOSED STAFFING PLAN AND ORGANIZATION

The Economic and Community Development division of the Acadiana Planning Commission, in coordination with the Chief Executive Officer, Metropolitan Planning Organization Manager, and the Accounting Division will oversee the primary work tasks associated with Board Administration for the University Gateway EDD.

PROPOSED STAFFING PLAN AND ORGANIZATION

The Economic and Community Development division of the Acadiana Planning Commission, in coordination with the Chief Executive Officer, Metropolitan Planning Organization Manager, and the Accounting Division will oversee the primary work tasks associated with Board Administration for the University Gateway EDD. See **Figure 1** below.



Below in **Table 6** outlines the proposed annual staffing allocation required to perform the scope of work associated with EDD Board Administrative Services.

TEAM MEMBER	TEAM MEMBER TITLE	STAFFING ALLOCATION
Monique Boulet	Chief Executive Officer	2%
Rachel Godeaux	Director	8%
Chad LaComb	Planner II / Economic Development Specialist	10%
Katrena King	Planner II / Community Development Specialist	10%
Kade Jones	Planner I	12%
Nicole Clavier	Accountant	8%
Lizzy Ochoa-Phillips	Accounting Assistant	5%

PROPOSED BUDGET

Below in **Table 7** illustrates the funding proposal for EDD Board Administrative Services. The budget depicts cost categories associated with operating the agency. Additional services rendered on behalf of the University Gateway EDD Board, should be negotiated through a separate work task order considering the billable rate structure listed in **Appendix B**.

Table 7: Budget for Administrative Services

COST CATEGORY	DESCRIPTION OF COST	TOTAL COST
Personnel	Personnel expenses include the percentage of annual work performed by the Proposed Team Members.	\$40,500
Fringe	Fringe benefits are calculated at a rate of 64% of the annual salary for Team Members.	\$25,970
Supplies	Supplies include incidental materials to support the EDD Board Administration.	\$2,000
Travel	APC offers mileage reimbursement for costs associated with personal vehicle use to and from meetings. Mileage is calculated at the DOTD State Rate.	\$200
Other	Other expenses are costs associated with operating the organization to include rent, utilities, phone and internet, and other annual operating expenses.	\$8,930
Total Proposed Budget		\$77,600

PLANNING SERVICES - PROJECT DEVELOPMENT AND IMPLEMENTATION

APC has the capacity and ability to perform the requirements of the Scope of Services under sections (f) Plan for Development Projects, (g) Evaluation of Proposed Individual Projects, and (h) Facilitation of Approved Individual Projects. Planning services should be negotiated separately through a work task order and would be subject to the billable rates listed in Appendix B. Professional planning services typically involve a broad-based citizenry, including public and private sector leaders, community

interest groups and multi-disciplinary professionals. APC believes that these same practices should be applied to the University Gateway EDD. Our community planning process ensures buy-in and consensus among the groups that are most impacted by the future investment and considers the long-term sustainability of the community, environment, and economy.

ACCEPTANCE OF MANDATORY CONTRACT COMPONENTS

The proposer has reviewed and accepts the Mandatory Contract Components as set forth in the RFP document, excepting certain insurance requirements. APC maintains the following insurance requirements as set out in **Appendix D**.

APPENDIX A - ORIGINAL WRITTEN AUTHORIZATION

ACADIANA PLANNING COMMISSION

Board of Directors

RESOLUTION for CEO SIGNATURE AUTHORIZATION

BE IT RESOLVED, by the Acadiana Planning Commission Board of Commissioners, that:

WHEREAS, seven Acadiana Parishes including Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion have each passed ordinances authorizing the creation of the Acadiana Planning Commission; and

WHEREAS, Articles of Incorporation were filed and recorded for the Acadiana Planning Commission on February 23, 2015, to serve these parishes, municipalities, the business community, and the public; and

WHEREAS, representing the initial Board of Directors, the Parish Presidents/Police Jury Presidents did meet on March 2, 2015, to handle organizational activities for the new organization electing William Fontenot as Chairman and Guy Cormier as Vice Chairman of the Acadiana Planning Commission; and

WHEREAS, the Board of Directors, at its January 26, 2016, meeting, did approve a motion by Vermilion Police Jury President Ronald Darby, seconded by St. Martin Parish President Guy Cormier to name Monique Boulet as the CEO/Executive Director and authorize her to conduct business on behalf of the Acadiana Planning Commission. The transfer is effective as of January 27, 2016; and

WHEREAS, Monique Boulet, as CEO/Executive Director of the Acadiana Planning Commission continues to need the authority to serve in that role, requiring signature authority and contract authority; and

NOW, THEREFORE BE IT FURTHER RESOLVED THAT the Acadiana Planning Commission Board of Commissioners does hereby reauthorize Monique Boulet:

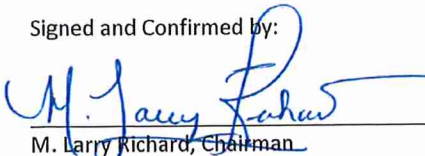
To act and serve as CEO/Executive Director; and

To handle all business matters including signing checks, grants, and contracts in a manner that may obligate the Acadiana Planning Commission; and

To procure and manage related contracts and services being provided to or by the Acadiana Planning Commission.

This resolution being voted on and adopted on the 25th day of February in the year 2021.

Signed and Confirmed by:


M. Larry Richard, Chairman
Acadiana Planning Commission

2/25/2021
Date

APPENDIX B- BILLABLE RATE SCHEDULE

Planning services and other services not included in the proposed scope of work for the EDD Board Administration shall be subject to the established APC Billable Rate Schedule.

Table 8: APC Billable Rates

POSITION DESCRIPTION	HOURLY RATE NOT TO EXCEED
Chief Executive Officer	175
Director/Accounting Office Manager	120
Planner III	90
Planner II	75
Planner I	60
Engineer II	95
Engineer I	70
GIS Analyst II	85
GIS Analyst I	75
GIS Technician	65
Accounting Assistant	65
Administrative Assistant	40

APPENDIX C- FINANCIAL INFORMATION

2020 Audited Financials
2019 Balance Sheet and Income Statement
2018 Balance Sheet and Income Statement

**ACADIANA PLANNING COMMISSION, INC.
ANNUAL FINANCIAL REPORT
AND SUPPLEMENTARY INFORMATION

YEAR ENDED JUNE 30, 2018**

FUND FINANCIAL STATEMENTS (FFS)

ACADIANA PLANNING COMMISSION, INC.

BALANCE SHEET - GOVERNMENTAL FUNDS

JUNE 30, 2018

	<u>General Fund</u>
ASSETS	
Cash	\$ 282,393
Receivables:	
Intergovernmental	440,492
Other	13,767
Unbilled Revenue	335,600
Prepaid Expenses	<u>9,861</u>
Total Assets	<u>\$ 1,082,113</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts Payable	\$ 416,625
Accrued Payroll and Related Liabilities	62,184
Unavailable Revenue	<u>329,537</u>
Total Liabilities	<u>808,346</u>
Fund Balances:	
Non-spendable	9,861
Unassigned	<u>263,906</u>
Total Fund Balances	<u>273,767</u>
Total Liabilities and Fund Balances	<u>\$ 1,082,113</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2018

Total Governmental Fund Balance	\$	273,767
<i>Amounts reported for governmental activities in the Statement of Net Position are different because:</i>		
The deferred outflows of contributions for the retirement system are not available resources, and therefore, are not reported in the funds.		937,108
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		
Capital Assets	\$	33,709
Less: Accumulated Depreciation		<u>(13,313)</u>
		20,396
The deferred inflows of contributions for the retirement system are not payable from current expendable resources and, therefore, are not reported in the funds.		(43,095)
Non-current liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.		
Net Pension Liability		(1,414,992)
Compensated Absences Payable		<u>(21,221)</u>
<i>Net Position of Governmental Activities</i>	\$	<u>(248,037)</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2018**

	<u>General Fund</u>
Revenues:	
Intergovernmental	\$ 2,251,721
Charges for Services	123,480
Interest Earnings	1,142
Miscellaneous Income	3,000
Total Revenues	<u>2,379,343</u>
Expenditures:	
Current -	
Economic Development and Assistance:	
Personnel Services	1,147,664
Supplies and Materials	12,897
Other Services and Charges	969,723
Operating Services	128,954
Capital Outlay	14,564
Total Expenditures	<u>2,273,802</u>
Excess of Revenues Over Expenditures	105,541
Fund Balances, Beginning	<u>168,226</u>
Fund Balances, Ending	<u>\$ 273,767</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018

Net Change in Fund Balances - Total Governmental Funds	\$	105,541
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*Amounts reported for governmental activities in the
Statement of Activities are different because:*

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.

Depreciation Expense	\$(7,402)	
Capital Outlay	<u>14,564</u>	7,162

Non-employer contributions to cost-sharing pension plan.		20,819
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Pension expense not requiring use of current economic resources and, therefore, not recorded as a fund expenditure.		(396,845)
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Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		<u>(2,225)</u>
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<i>Change in Net Position of Governmental Activities</i>	<u>\$</u>	<u>(265,548)</u>
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The accompanying notes are an integral part of the basic financial statements.

**ACADIANA PLANNING COMMISSION, INC.
ANNUAL FINANCIAL REPORT
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2019

FUND FINANCIAL STATEMENTS (FFS)

ACADIANA PLANNING COMMISSION, INC.

**BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2018**

	<u>General Fund</u>
ASSETS	
Cash	\$ 245,520
Receivables:	
Intergovernmental	461,419
Other	255,218
Unbilled Revenue	<u>32,087</u>
Total Assets	<u>\$ 994,244</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts Payable	\$ 188,244
Accrued Payroll and Related Liabilities	51,821
Unavailable Revenue	<u>341,394</u>
Total Liabilities	<u>581,459</u>
Fund Balances:	
Unassigned	<u>412,785</u>
Total Fund Balances	<u>412,785</u>
Total Liabilities and Fund Balances	<u>\$ 994,244</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2019

Total Governmental Fund Balance	\$	412,785
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*Amounts reported for governmental activities in the
Statement of Net Position are different because:*

The deferred outflows of contributions for the retirement system are not available resources, and therefore, are not reported in the funds.		794,491
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Capital assets used in governmental activities are not financial resources
and therefore are not reported in the funds.

Capital Assets	\$	33,709	
Less: Accumulated Depreciation		<u>(20,621)</u>	13,088

The deferred inflows of contributions for the retirement system are not payable from current expendable resources and, therefore, are not reported in the funds.		(61,887)
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Non-current liabilities are not due and payable in the current period and
therefore are not reported in the governmental funds.

Net Pension Liability		(1,740,621)
Compensated Absences Payable		<u>(21,410)</u>

<i>Net Position of Governmental Activities</i>	\$	<u>(603,554)</u>
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The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2019**

	<u>General Fund</u>
Revenues:	
Intergovernmental	\$ 2,140,708
Charges for Services	137,212
Interest Earnings	<u>1,061</u>
Total Revenues	<u>2,278,981</u>
Expenditures:	
Current -	
Economic Development and Assistance:	
Personnel Services	1,091,829
Supplies and Materials	23,399
Other Services and Charges	887,149
Operating Services	<u>137,586</u>
Total Expenditures	<u>2,139,963</u>
Excess of Revenues Over Expenditures	139,018
Fund Balances, Beginning	<u>273,767</u>
Fund Balances, Ending	<u>\$ 412,785</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

Net Change in Fund Balances - Total Governmental Funds \$ 139,018

*Amounts reported for governmental activities in the
Statement of Activities are different because:*

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.

Depreciation Expense	\$ (7,308)	
Capital Outlay	<u>-</u>	(7,308)

Non-employer contributions to cost-sharing pension plan. 26,222

Pension expense not requiring use of current economic resources and, therefore, not recorded as a fund expenditure. (513,260)

Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. (189)

Change in Net Position of Governmental Activities \$ (355,517)

The accompanying notes are an integral part of the basic financial statements.

**ACADIANA PLANNING COMMISSION, INC.
ANNUAL FINANCIAL REPORT
AND SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2020**

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INDEPENDENT AUDITORS' REPORT

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DAMIAN H. SPIESS, CPA, CFP **

JOAN MARTIN, CPA, CVA, CFF, FABFA**

ANDRE' D. BROUSSARD, CPA**

* A PROFESSIONAL CORPORATION
** A LIMITED LIABILITY COMPANY



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To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Acadiana Planning Commission, Inc., as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Acadiana Planning Commission, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Acadiana Planning Commission, Inc., as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 32-33 and other required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Acadiana Planning Commission, Inc.'s basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements. The remaining supplementary information as listed in the table of contents is presented for purposes of additional analysis and is also not a required part of the financial statements.

The supplemental information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information and the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 3, 2020, on our consideration of the Acadiana Planning Commission, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Acadiana Planning Commission's internal control over financial reporting and compliance.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, LLC
Certified Public Accountants

December 3, 2020
Lafayette, Louisiana

BASIC FINANCIAL STATEMENTS

**GOVERNMENT-WIDE
FINANCIAL STATEMENTS (GWFS)**

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF NET POSITION
JUNE 30, 2020**

	<u>Governmental Activities</u>
ASSETS	
Current Assets:	
Cash	\$ 3,009,854
Receivables:	
Loans Receivable, Net	417,489
Intergovernmental	320,990
Other	50,564
Unbilled Revenue	19,604
Prepaid Expenses	<u>8,936</u>
Total Current Assets	<u>3,827,437</u>
Non-Current Assets:	
Capital Assets, Net of Accumulated Depreciation	<u>505,849</u>
Total Non-Current Assets	<u>505,849</u>
TOTAL ASSETS	<u>\$ 4,333,286</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension Related	<u>\$ 507,401</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF NET POSITION
JUNE 30, 2020**

	<u>Governmental Activities</u>
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	
LIABILITIES	
Current Liabilities:	
Accounts Payable	\$ 48,565
Accrued Payroll and Related Liabilities	<u>64,933</u>
Total Current Liabilities	<u>113,498</u>
Non-current Liabilities:	
Net Pension Liability	1,661,741
Accrued Compensated Absences	<u>27,179</u>
Total Non-current Liabilities	<u>1,688,920</u>
Total Liabilities	<u>\$ 1,802,418</u>
DEFERRED INFLOWS OF RESOURCES	
Revenue Not Yet Earned	\$ 373,073
Pension Related	<u>93,942</u>
Total Deferred Inflows of Resources	<u>\$ 467,015</u>
NET POSITION	
Net Investment in Capital Assets	\$ 505,849
Restricted for Loan Program	2,497,476
Unrestricted	<u>(432,071)</u>
TOTAL NET POSITION	<u>\$ 2,571,254</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

	Program Revenues		Net
	Expenses	Charges for Services	(Expenses) Revenues and Changes in Net Position
Governmental Activities			
Economic Development and Assistance:			
Governmental Activities	\$2,036,749	\$ 148,281	\$ (362,537)
Total Governmental Activities	\$2,036,749	\$ 148,281	(362,537)
General Revenues:			
Investment Earnings			22,221
Non-Employer Pension Contribution			25,519
Other Financing Source			3,489,605
Total General Revenues			3,537,345
Change in Net Position			3,174,808
Net Position - Beginning			(603,554)
Net Position - Ending			\$ 2,571,254

The accompanying notes are an integral part of the basic financial statements.

FUND FINANCIAL STATEMENTS (FFS)

FUND DESCRIPTIONS

GENERAL FUND

The General Fund is the Commission's primary operating fund and it accounts for all financial resources of the Commission except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transferred in accordance with state and federal laws and according to the Commission's policy. This fund is considered to be a major fund.

SPECIAL REVENUE FUND

Economic Development Fund

The Economic Development Fund accounts for and reports receipts and uses of the Louisiana Business Recovery Grant and Loan Program.

ACADIANA PLANNING COMMISSION, INC.

**BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2020**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Totals</u>
ASSETS			
Cash	\$ 499,185	\$ 2,510,669	\$ 3,009,854
Receivables:			
Loans Receivable, Net	-	417,489	417,489
Intergovernmental	320,990	-	320,990
Other	50,564	-	50,564
Unbilled Revenue	19,604	-	19,604
Prepaid Expenses	8,936	-	8,936
Due From Other Funds	<u>12,691</u>	<u>(12,691)</u>	<u>-</u>
Total Assets	<u>911,970</u>	<u>2,915,467</u>	<u>3,827,437</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts Payable	\$ 48,565	\$ -	\$ 48,565
Accrued Payroll and Related Liabilities	64,431	502	64,933
Unavailable Revenue	<u>373,073</u>	<u>-</u>	<u>373,073</u>
Total Liabilities	<u>486,069</u>	<u>502</u>	<u>486,571</u>
Fund Balances:			
Non-spendable	8,936	417,489	426,425
Restricted	-	2,497,476	2,497,476
Unassigned	<u>416,965</u>	<u>-</u>	<u>416,965</u>
Total Fund Balances	<u>425,901</u>	<u>2,914,965</u>	<u>3,340,866</u>
Total Liabilities and Fund Balances	<u>\$ 911,970</u>	<u>\$ 2,915,467</u>	<u>\$ 3,827,437</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
JUNE 30, 2020

Total Governmental Fund Balance	\$	3,340,866
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*Amounts reported for governmental activities in the
Statement of Net Position are different because:*

The deferred outflows of contributions for the retirement system are not available resources, and therefore, are not reported in the funds.		507,401
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Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Capital Assets	\$	533,709	
Less: Accumulated Depreciation		<u>(27,860)</u>	505,849

The deferred inflows of contributions for the retirement system are not payable from current expendable resources and, therefore, are not reported in the funds.		(93,942)
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Non-current liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.

Net Pension Liability		(1,661,741)
Compensated Absences Payable		<u>(27,179)</u>

<i>Net Position of Governmental Activities</i>	\$	<u>2,571,254</u>
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The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2020**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total</u>
Revenues:			
Intergovernmental	\$ 1,525,931	\$ -	\$ 1,525,931
Charges for Services	148,281	-	148,281
Interest Earnings	5,999	16,222	22,221
Total Revenues	<u>1,680,211</u>	<u>16,222</u>	<u>1,696,433</u>
Expenditures:			
Current -			
Economic Development and Assistance:			
Personnel Services	1,181,793	-	1,181,793
Supplies and Materials	23,927	-	23,927
Other Services and Charges	364,754	51,451	416,205
Operating Services	136,032	-	136,032
Capital Outlay	500,000	-	500,000
Total Expenditures	<u>2,206,506</u>	<u>51,451</u>	<u>2,257,957</u>
(Deficiency) of Revenues Over Expenditures	<u>(526,295)</u>	<u>(35,229)</u>	<u>(561,524)</u>
Other Financing Sources (Uses):			
Receipt of Funds - RLF	-	3,489,605	3,489,605
Transfers In	539,411	-	539,411
Transfers Out	<u>-</u>	<u>(539,411)</u>	<u>(539,411)</u>
Total Other Financing Sources (Uses)	<u>539,411</u>	<u>2,950,194</u>	<u>3,489,605</u>
Excess of Revenues and Other Sources Over Expenditures and Other Uses	13,116	2,914,965	2,928,081
Fund Balances, Beginning	<u>412,785</u>	<u>-</u>	<u>412,785</u>
Fund Balances, Ending	<u>\$ 425,901</u>	<u>\$ 2,914,965</u>	<u>\$ 3,340,866</u>

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020

Net Change in Fund Balances - Total Governmental Funds \$ 2,928,081

*Amounts reported for governmental activities in the
Statement of Activities are different because:*

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.

Depreciation Expense	\$ (7,239)	
Capital Outlay	<u>500,000</u>	492,761

Non-employer contributions to cost-sharing pension plan. 25,519

Pension expense not requiring use of current economic resources and, therefore, not recorded as a fund expenditure. (265,784)

Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. (5,769)

Change in Net Position of Governmental Activities \$ 3,174,808

The accompanying notes are an integral part of the basic financial statements.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Commission conform to accounting principles generally accepted in the United States as applicable to governments. The following is a summary of the significant policies.

The Reporting Entity – The Acadiana Planning Commission, Inc. was formed in February 2015 as a non-profit corporation organized as to engage in charitable, educational and analytical research purposes along with any lawful activities for which a non-profit corporation can be formed as provided in the Louisiana Revised Statutes 12:201 et. seq.; provided, however, that such activities shall be consistent with the powers, duties, rights and liabilities as may be deemed necessary or proper to accomplish the purposes of regional planning and development district and commission. The Commission qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is exempt from tax filings as a public charity.

The Commission was established for the purpose of being designated by the U.S. Department of Commerce as an Economic Development District and as the implementing Commission for Louisiana District #4 in accordance with Louisiana Revised Statute 33:140.62.

The Commission, although governed by a Board of Commissioners who are directly appointed by the governing bodies of the municipalities and parishes of which it serves, is considered a separate governmental entity because it is substantially autonomous.

The financial information contained in these statements is only that of the Acadiana Planning Commission and includes all funds over which the Commission exercises oversight responsibility. This responsibility includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

Basis of Presentation - The Acadiana Planning Commission prepares its financial statements in accordance with the standards established by the Governmental Accounting Standards Board (GASB), the accepted standard-setting body for establishing governmental accounting and financial reporting principles. FASB ASC Section 2100 – Defining the Financial Reporting Entity established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity.

Government-Wide Financial Statements (GWFS) - The Statement of Net Position and the Statement of Activities display information about the Commission as a whole. These statements include all the financial activities of the Commission. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB's *Codification*, Section N50. The statement of activities presents a comparison between direct expenses and program revenues for each of the functions of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.

Program revenues include (a) fees and charges paid by the recipients of services offered by the Commission, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes and interest earnings, are presented as general revenues.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Fund Financial Statements (FFS) – The financial transactions of the Acadiana Planning Commission are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenses or expenditures. The various funds are reported by generic classification within the financial statements.

The following fund type is used by the Acadiana Planning Commission:

Governmental Funds –

General Fund – The General Fund is the general operating fund of the Commission. It is used to account for and report all of the financial resources of the Commission except those that are required to be accounted for and reported in another fund. The General Fund is a major fund of the Commission.

Special Revenue Fund – The Special Revenue Fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes. The special revenue fund reported as major in the fund financial statements is as follows:

Economic Development Fund - was formed to account for and report receipts and uses of the revolving loan funds that originated from the participation in the Louisiana Business Recovery Grant and Loan Program, a Hurricane Katrina recovery program administered by the Louisiana Office of Community Development and Louisiana Economic Development. These funds are restricted to use as specified in the transfer agreement with the Office of Community Development Disaster Recovery Unit.

The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Commission or its total assets, liabilities, revenues, or expenditures of the individual fund type is at least ten percent of the corresponding total for all of that fund type. Non-major funds by category are summarized into a single column. The non-major funds are combined in a column in the fund financial statements. The General Fund and the Economic Development Fund are both major funds.

Measurement Focus/Basis of Accounting – Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred, regardless of the timing of related cash flows.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Fund Financial Statements

The governmental funds are accounted for using a current financial resources measurement focus. These funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Intergovernmental revenues and fees, charges and commissions for services are recorded when the Commission is entitled to the funds. Interest on interest-bearing deposits is recorded or accrued as revenues when earned. Substantially all other revenues are recorded when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred, if measurable.

Budgets and Budgetary Accounting – The Acadiana Planning Commission, under the terms of its charter, is required to adopt annual budgets for each fund. Each budget is presented on the modified accrual basis of accounting, which is consistent with generally accepted accounting principles ("GAAP").

Budgets for carryover grants and projects, which are to be performed over more than one accounting period, are reflected only to the extent they affect the current period being reported on. Budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

Cash and Interest-Bearing Deposits – Cash and interest-bearing deposits are stated at cost, which approximates market.

Accounts Receivable – The financial statements of the Commission contain no allowance for doubtful accounts receivable at June 30, 2020. Uncollectible amounts due for member assessments, contract revenues and other receivables are recognized as bad debts at the time information becomes available which would indicate that a problem with collection of the particular receivable.

Loans Receivable – Economic loans are shown net of an allowance for loan losses. Additions to the allowance for loan losses are recognized as expenditures of the governmental fund financial statements at the time information becomes available which would indicate the loan is less than fully collectible. As of June 30, 2020, the loan loss reserve amounted to \$ 895,958, of which \$51,451 represents current year loan write-offs.

Capital Assets – Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated cost if historical cost is not available. Contributed assets are recorded as capital assets at their estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Land purchases are not depreciated. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment and Furniture	3 -10 years
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Prepaid Items – Payments made to vendors for services that will benefit periods beyond year-end are recorded as prepaid items.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Deferred Outflows of Resources and Deferred Inflows of Resources - In some instances, the GASB requires a government to delay recognition of decreases in net position as expenditures until a future period. In other instances, governments are required to delay recognition of increases in net position as revenues in a future period. In these circumstances, deferred outflows of resources and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively. Non-pension related deferred inflows of resources at June 30, 2020 represents member dues paid for the subsequent year in the amount of \$103,373 and amounts billed and/or received from participating entities relating to grant match funds that have not been utilized during the current year in the amount of \$269,700.

Custodial Credit Risk - Deposits and Investments – The Commission is exposed to custodial credit risk as it relates to their deposits and investments with financial institutions. The Commission's policy to ensure there is no exposure to this risk is to require each financial institution to pledge their own securities to cover any amount in excess of Federal Depository Insurance Coverage. These securities must be held in the Commission's name. Accordingly, the Commission had no custodial credit risk related to its deposits at June 30, 2020.

Compensated Absences – Annual leave is a paid leave of absence from regularly scheduled work hours granted to regular employees. All full-time, permanent employees working at Acadiana Planning Commission will receive 80 hours of annual leave which accrues at a rate of 3.08 hours per pay period beginning with the first day of full-time, permanent employment. After five (5) years of service employees will receive 120 hours of annual leave at a rate of 4.62 per pay period and will receive an additional 8 hours of annual leave per year of service after ten (10) years of continuous employment.

All accumulated hours are based on a normal 80 hour pay period. Full-time permanent employees with a set schedule other than the normal 80 hour pay period will earn a pro-rated value of leave based on their normal schedule work week.

Any full-time, permanent employee may carry over a maximum of eighty (80) hours of annual leave from one fiscal year to another. The fiscal year ends on June 30th of each year. Annual leave is reimbursed when an employee terminates service with the Commission.

Sick leave will be earned by all full-time, permanent employees at the rate of 96 hours per year which accrued at a rate of 3.69 hours per pay period. No limits on this accrual privilege have been established.

In accordance with GASB's *Codification*, Section C60, an accrual is made for accrued annual leave that is determined to be payable at separation based on the above criteria.

On June 30, 2020, accrued compensated absences was \$27,179.

Interfund Transactions – In the financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to), as appropriate. Transfers represent permanent reallocation of resources between funds. In other words, they are not expected to be repaid. For reporting purposes, all interfund transactions between individual governmental funds have been eliminated in the government-wide financial statements.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Equity Classifications – In the government-wide statement of net position, equity is classified as net position and displayed in three components:

- a. Net investments in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those net assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt”.

When both restricted and unrestricted resources are available for use, it is the Commission’s policy to use restricted resources first, then unrestricted resources as they are needed.

In the fund financial statements, governmental equity is classified as fund balance. Fund balance is further classified as follows:

- a. Non-spendable - Includes amounts that cannot be spent because they are either not spendable in form or legally or contractually required to be maintained intact.
- b. Restricted - Includes amounts restricted by external sources (creditors, laws of other governments, etc.) or by constitutional provisions or enabling legislation.
- c. Committed - Includes amounts that can only be used for specific purposes. Committed fund balance is reported pursuant to directives of the Board of Commissioners who has the highest level of decision making authority. Commitments may be modified or rescinded only through actions of the Commission.
- d. Assigned - Includes amounts that the Commission intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. The Commission may assign amounts to this classification.
- e. Unassigned - Includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Commission considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Commission considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Commission has provided otherwise in their commitment or assignment actions. The Commission has no policy for stabilization amounts.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(A) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

Estimates – The preparation of financial statements in conformity with generally accepted accounting principles of the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Indirect Cost Plan – The Commission maintains an indirect cost plan for the allocation of costs that are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited through June 30, 2020. These indirect costs are allocated based on direct salaries incurred by each program benefiting from the indirect costs.

(B) CASH AND INVESTMENTS

Louisiana state laws allow all political subdivisions to invest excess funds in obligations of the United States or other federally insured investments, certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana, guaranteed investment contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

All bank balances of deposits as of the Statement of Net Position date are entirely insured or collateralized by securities held by the government's agent in the government's name.

Interest Rate Risk – As a means of limiting its exposure to fair-value losses arising from rising interest rates, the Commission's investment policy limits the investment portfolio to maturities of less than one year.

Credit Risk/Concentration of Credit Risk – Because the Commission currently has no investments, there is no credit risk or concentration of credit risk.

(C) FIXED ASSETS

The following is a summary of changes in fixed assets:

	Beginning Balance 7/1/2019	Additions	Deletions	Ending Balance 6/30/2020
Equipment	\$ 33,709	\$ -	\$ -	\$ 33,709
Land	-	500,000	-	500,000
Less: Accumulated Depreciation	(20,621)	(7,239)	-	(27,860)
Net Property and Equipment	<u>\$ 13,088</u>	<u>\$ 492,761</u>	<u>\$ -</u>	<u>\$ 505,849</u>

Depreciation expense for the year ended June 30, 2020 was \$7,239.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(D) NON-CURRENT LIABILITIES

The following is a summary of changes in the non-current liabilities of the Commission for the year ended June 30, 2020:

	Beginning Balance 7/1/2019	Additions	Retirements	Ending Balance 6/30/2020
Compensated Absences	\$ 21,410	\$ 5,769	\$ -	\$ 27,179
Pension Liability	1,740,621	-	(78,880)	1,661,741
	<u>\$ 1,762,031</u>	<u>\$ 5,769</u>	<u>\$ (78,880)</u>	<u>\$ 1,688,920</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2020:

	Current Portion	Long-term Portion	Total
Compensated Absences	\$ -	\$ 27,179	\$ 27,179
Pension Liability	-	1,661,741	1,661,741
	<u>\$ -</u>	<u>\$ 1,688,920</u>	<u>\$ 1,688,920</u>

(E) UNAVAILABLE REVENUES

Unavailable revenues are reported for deferred member dues and advances on governmental grants at June 30, 2020. For fiscal year ended June 30, 2020 the governmental fund type unavailable revenue activity consisted of the following:

Member Dues Paid in Advance	\$ 103,373
Advances on Governmental Grants	<u>269,700</u>
Balance at June 30, 2020	<u>\$ 373,073</u>

(F) RISK MANAGEMENT

The Commission is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Commission carries commercial insurance. No settlements were made during the year that exceeded the Commission's insurance coverage.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(G) INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables consist of the following at June 30, 2020:

	Interfund Receivables	Intefund Payable
General Fund	\$ 12,691	\$ -
Special Revenue Fund: Economic Development	-	12,691
	<u>\$ 12,691</u>	<u>\$ 12,691</u>

(H) BUSINESS RECOVERY GRANT AND LOAN PROGRAM TRANSFER

In September 2019, the Commission received approval from the State of Louisiana Office of Community Development of their plan to transfer from South Central Planning and Development District (SCPDC), the Region 4 Revolving Loan Fund which they had been administering since 2013. SCPDC transferred this fund, in its entirety, to the Commission as of September 30, 2019. This fund is now reflected as a Special Revenue Fund. As part of this transfer, the Commission received the cash, and loans receivable balances as of this date and recorded an Other Financing Source of \$3,489,605, for the net amount transferred. The agreement with the Office of Community Development approves the transfer of the loans, the creation of a Regional Opportunity Zone Loan Fund to relend the revolving loan money to projects in the 20 designated opportunity zones in Acadiana and to establish a long-term recovery and resilience plan to encourage best practices in sustainable redevelopment and encourage infill redevelopment.

(I) PENSION PLAN

Plan Description – The Commission began contributing on July 1, 2015 to the Municipal Employees' Retirement System of Louisiana – Plan A, a cost-sharing multiple-employer defined benefit public employee retirement system. The System was originally established by Act 356 of the 1954 regular session of the Legislature of the State of Louisiana. The plan is controlled and administered by a separate board of trustees.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the Louisiana Municipal Employees' Retirement System and additions to/deductions from the system's fiduciary net position have been determined on the same basis as they are reported by the systems.

For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Substantially all employees of the Acadiana Planning Commission are members of the following statewide retirement systems: Municipal Employees Retirement System of Louisiana. This system is a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. Pertinent information relative to the plan follows:

The Municipal Employees' Retirement System of Louisiana issues a stand-alone report on their financial statements. Access to the report can be found on the Louisiana Legislative Auditor's website, www.lila.la.gov.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(I) PENSION PLAN - continued

The following is a description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

Eligibility Requirements: Membership is mandatory as a condition of employment beginning on the date employed if employee is on a permanent basis working at least 35 hours per week. Those individuals paid jointly by a participating employer and the parish are not eligible for membership in the System with exceptions as outlined in the statutes.

Any person eligible for membership but whose first employment making him/her eligible for membership in the System occurred on or after January 1, 2013 shall become a member of the MERS Plan A Tier 2 of the System as a condition of employment.

Retirement Benefits – Any member of Plan A hired before January 1, 2013 can retire providing the member meets one of the following criteria:

1. Any age with twenty-five (25) or more years of creditable service.
2. Age 60 with a minimum of ten (10) years of creditable service.
3. Any age with 20 years of creditable service, exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

Eligibility for Retirement for Plan A members hired on or after January 1, 2013 (Tier 2) is as follows:

1. Age 67 with seven (7) or more years of creditable service.
2. Age 62 with ten (10) or more years of creditable service.
3. Age 55 with thirty (30) or more years of creditable service.
4. Any age with twenty-five (25) years of creditable service exclusive of military service and unused annual and sick leave, with an actuarially reduced early benefit.

Generally, the monthly amount of the retirement allowance for any member of Plan A shall consist of an amount equal to three percent of the member's monthly average final compensation multiplied by his/her years of creditable service. Final average compensation is the average monthly earnings during the highest sixty consecutive months, or joined months if service was interrupted. However, under certain conditions as outlined in the statutes, the benefits are limited to specified amounts.

Survivor Benefits - Upon the death of any member of Plan A with five (5) or more years of creditable service who is not eligible for normal retirement, the plan provides for benefits for the surviving spouse and/or minor children, as outlined in the statutes.

Any member of Plan A, who is eligible for normal retirement at the time of death and who leaves a surviving spouse will be deemed to have retired and selected Option 2 benefits on behalf of the surviving spouse on the date of death. Such benefits will begin only upon proper application and are paid in lieu of any other survivor benefits.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(I) PENSION PLAN - continued

Deferred Retirement Option Plan (DROP) Benefit - In lieu of terminating employment and accepting a service retirement allowance, any member of Plan A who is eligible to retire may elect to participate in the Deferred Retirement Option Plan (DROP) for up to three years and defer the receipt of benefits. During participation in the plan, employer contributions are payable but employee contributions cease. The monthly retirement benefits that would be payable, had the person elected to cease employment and receive a service retirement allowance, are paid into the DROP Fund. Interest is earned when the member has completed DROP participation. Interest earnings are based upon the actual rate of return on the investments identified as DROP funds for the period. In addition, no cost-of-living increases are payable to participants until employment which made them eligible to become members of the System has been terminated for at least one full year.

Upon termination of employment prior to or at the end of the specified period of participation, a participant in the DROP may receive, at his option, a lump sum from the account equal to the payments into the account, a true annuity based upon his account balance in that fund, or any other method of payment if approved by the board of trustees. If a participant dies during participation in the DROP, a lump sum equal to the balance in his account shall be paid to his named beneficiary or, if none, to his estate. If employment is not terminated at the end of the three years, payments into the DROP fund cease and the person resumes active contributing to the System.

Disability Benefits – For Plan A, a member shall be eligible to retire and receive a disability benefit if he has at least five years of creditable service, is not eligible for normal retirement and has been officially certified as disabled by the State Medical Disability Board. Upon retirement caused by disability, a member of Plan A shall be paid a disability benefit equal to the lesser of (1) an amount equal to three percent of his final compensation multiplied by his years of creditable service, but not less than forty-five percent of his final compensation, or (2) an amount equal to the member's normal retirement benefit would be based on the member's current final compensation, but assuming the member remained in continuous service until his earliest normal retirement age and using those retirement benefit computation factors which would be applicable to the member's normal retirement.

Cost of Living Increases – The System is authorized under state law to grant a cost of living increase to members who have been retired at least one year. The adjustment cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement and may only be granted if sufficient funds are available from investment income in excess of normal requirements. State law allows the System to grant an additional cost of living increase to all retirees and beneficiaries who are age sixty-five and above equal to 2% of the benefit being received on October 1, 1977, or the original benefit, if retirement commenced after that date.

Deferred Benefits – Plan A provides for deferred benefits for members who terminate before being eligible for retirement. Once the member reaches the appropriate age for retirement, benefits become payable. Benefits are based on statutes in effect at time of withdrawal.

Employer Contributions – Contributions for all members are established by statute. Member contributions are at 9.50% of earnable compensation and are deducted from the member's salary and remitted by the Commission.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(I) PENSION PLAN - continued

According to state statute, contributions for all employers are actuarially determined each year. For the year ending June 30, 2019, the actual employer contribution rate was 26.00% of the member's earnings for Plan A.

According to state statute, the System also receives one-fourth (1/4) of 1% of ad valorem taxes collected within the respective parishes except for Orleans. These monies are apportioned between Plan A and Plan B in proportion to salaries of plan participants. The System also receives revenue sharing funds each year as appropriated by the Legislature. These additional sources of income are used as employer contributions and are considered support from non-employer contributing entities.

Administrative costs of the System are financed through employer contributions.

The allocation method used in determining each employer's proportion was based on the employer's contribution effort to the plan for the fiscal year ended June 30, 2019 as compared to the total of all employers' contribution effort to the plan during the fiscal year ended June 30, 2019. The employers' contribution effort was based on actual contributions made to the Retirement System for the fiscal year ended June 30, 2019.

Schedule of Pension Amounts by Employer – The schedule of pension amounts by employer displays each employer's allocation of the net pension liability, the various categories of deferred outflows of resources, the various categories of deferred inflows of resources, and the various categories of pension expense. The schedule of pension amounts by employer was prepared using the allocations included in the schedule of employer allocations.

Actuarial Methods and Assumptions – The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

The components of the net pension liability of the System's employers as of the plan year ended June 30, 2019 are as follows:

	PLAN A
Total Pension Liability	\$1,182,925,835
Plan Fiduciary Net Position	<u>765,059,686</u>
Total Net Pension Liability	<u>\$ 417,866,149</u>

The Commission's allocation is .397673% of the Total Net Pension Liability.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(I) PENSION PLAN - continued

A summary of the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2019 are as follows (based on the results of an experience study, for the period July 2013 through June 30, 2018):

Valuation Date	June 30, 2019
Actuarial Cost Method	Entry Age Normal Cost
Actuarial Assumptions:	
Investment Rate of Return	7.0%, net of pension plan investment expense, including inflation
Projected Salary Increases, including Inflation and merit increases:	
- 1 to 4 years of service	6.4% (2.5% Inflation, 3.9% Merit)
- More than 4 years of service	4.5% (2.5% Inflation, 2.0% Merit)
Mortality Rates:	<i>Annuitant and Beneficiary Mortality</i> – PubG-2010(B) Healthy Retiree Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales. <i>Employee Mortality</i> - PubG-2010(B) Employee Table set equal to 120% for males and females, each adjusted using their respective male and female MP2018 scales. <i>Disabled Lives Mortality</i> - PubNS-2010(B) Disabled Retiree Table set equal to 120% for males and females with the full generational MP2018 scales.
Expected Remaining Service Lives	3 years for Plan A

Discount Rate – The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation and an adjustment for the effect of rebalancing/diversification.

The discount rate used to measure the total pension liability was 7.00% for the year ended June 30, 2019. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers will be made at the actuarially determined rates approved by PRSAC taking into consideration the recommendation of the System's actuary. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(I) PENSION PLAN - continued

Sensitivity to Changes in Discount Rate – The following presents the net pension liability of the participating employer calculated using the discount rate of 7.275%, as well as what the employers net pension liability would be if it were calculated using a discount rate that is one percentage point lower, or one percentage point higher than the current rate as of June 30, 2018:

	Plan A		
	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability	\$2,166,613	\$1,661,741	\$1,234,887

Change in Net Pension Liability – The changes in the net pension liability for the year ended June 30, 2019 were recognized in the current reporting period except as follows:

Differences between Expected and Actual Experience - Differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The difference between expected and actual experience resulted in a deferred inflow of resources to the Commission in the amount of \$40,545 for Plan A, for the plan year ended June 30, 2019.

Differences between Projected and Actual Investment Earnings - Differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period. The difference between projected and actual investment earnings resulted in a deferred outflow of resources in the amount of \$164,810 for the plan year ended June 30, 2019.

Change of Assumptions - The changes in assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan. The changes of assumptions or other inputs resulted in deferred outflows of resources in the amount of \$41,995 for Plan A, for the plan year ended June 30, 2019.

Change in Proportion - Changes in the employer's proportionate share of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan. The changes in proportion resulted in deferred outflows of resources in the amount of \$93,010 for Plan A, for the plan year ended June 30, 2019 and a deferred inflow of resources in the amount of \$53,397 for Plan A, for the plan year ended June 30, 2019.

ACADIANA PLANNING COMMISSION, INC.

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

(I) PENSION PLAN - continued

Contributions – Proportionate Share – Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provide with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by participating employers.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2020, the Commission reported a liability of \$1,661,741 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on a projection of the Commission's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the Commission's proportion was .397673%, which was a decrease of .022698% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the Commission recognized pension expense of \$478,227 less employer's amortization of change in proportionate share and differences between employer contributions and proportionate share of contributions of \$(1,981).

At June 30, 2020, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	\$ -	\$ 40,545
Net Difference between Projected and Actual Investment		
Earnings on Pension Plan Investments	64,810	-
Change in Assumptions	41,995	-
Change in Proportion and Differences between the		
Employers' Contributions and the Employers'		
Proportionate Share of the Contributions	90,134	53,397
Employer Contributions Subsequent to Measurement Date	<u>210,462</u>	<u>-</u>
Total	<u>\$ 407,401</u>	<u>\$ 93,942</u>

Deferred outflows of resources of \$210,462 related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the year ended June 30, 2021.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(I) PENSION PLAN - continued

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Fiscal Year Ended	
6/30/2020	\$158,141
6/30/2021	\$ 10,749
6/30/2022	\$ 20,272
6/30/2023	\$ 13,835

At June 30, 2020, the Commission recorded a payable to the Plan of \$21,840 which represents the legally required contribution for June 2020.

(J) INTERFUND TRANSFERS

Interfund transfers consist of the following at June 30, 2020:

	Transfers In	Transfers Out
General Fund	\$ 539,411	\$ -
Special Revenue Fund: Economic Development	-	539,411
	<u>\$ 539,411</u>	<u>\$ 539,411</u>

(K) OPERATING LEASES

On July 1, 2015, the Commission entered into a three-year lease for administrative office space with Lafayette Consolidated Government. The lease provides for two two-year renewal options. The second renewal option was exercised to extend the lease through June 30, 2022.

Minimum future rental payments under this operating lease is as follows:

2021	\$ 79,860
2022	79,860
Total	<u>\$ 159,720</u>

Rent expense related to this lease for the year ended June 30, 2020 was \$72,600.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

(L) COMMITMENTS

The Commission receives funding under grants from various federal and state governmental agencies. These agency grants specify the purpose for which the grant monies are to be used; the grants are subject to audit by the granting agency or its representative.

(M) COMPENSATION OF COMMISSION MEMBERS

The Commission is comprised of an eight (8) member board who serve without compensation.

(N) COMPENSATION, BENEFITS AND OTHER PAYMENTS TO THE CEO

A detail of compensation, benefits, and other payments paid to the Chief Executive Officer, Monique Boulet, for the year ended June 30, 2020:

<u>Purpose</u>	<u>Amount</u>
Salary	\$125,000
Benefits – Insurance	\$ 21,856
Benefits – Retirement	\$ 34,603
Auto and Phone Allowance	\$ 7,200
Other Reimbursements	\$ 705

(O) OTHER DISCLOSURES

On March 11, 2020, the World Health Organization declared the novel strain of coronavirus (COVID-19) a global pandemic and recommended containment and mitigation measures worldwide. The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses and shelter in place orders for all but those deemed essential services. While the business disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings and shelter in place orders. As a result, the outbreak has caused uncertainty in the financial markets. Although many of the Commission's services are considered essential, their office was closed to the public and certain other services transitioned to online-only. The ultimate financial impact and duration cannot be estimated at this time.

(P) SUBSEQUENT EVENTS

The Commission has evaluated subsequent events through December 3, 2020, the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY
INFORMATION**

ACADIANA PLANNING COMMISSION, INC.

**GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
BUDGET AND ACTUAL (GAAP BASIS)
YEAR ENDED JUNE 30, 2020**

	<u>Budget</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Intergovernmental	\$ 3,534,452	\$ 1,559,593	\$ 1,525,931	\$ (33,662)
Charges for Services	-	52,000	148,281	96,281
Interest	-	-	5,999	5,999
	<u>3,534,452</u>	<u>1,611,593</u>	<u>1,680,211</u>	<u>68,618</u>
Total Revenues				
Expenditures:				
Current -				
Economic Development and Assistance				
Personnel Services	1,571,000	1,160,026	1,181,793	(21,767)
Supplies and Materials	103,000	24,003	23,927	76
Other Services and Charges	1,641,000	337,876	364,754	(26,878)
Operating Services	188,000	135,078	136,032	(954)
Capital Outlay	-	500,000	500,000	-
	<u>3,503,000</u>	<u>2,156,983</u>	<u>2,206,506</u>	<u>(49,523)</u>
Total Expenditures				
Excess (Deficiency) of Revenues Over Expenditures	<u>31,452</u>	<u>(545,390)</u>	<u>(526,295)</u>	<u>19,095</u>
Other Financing Sources (Uses):				
Operating Transfers In	-	546,000	539,411	(6,589)
Total Other Financing Sources (Uses)	<u>-</u>	<u>546,000</u>	<u>539,411</u>	<u>(6,589)</u>
Excess of Revenues and Other Sources Over Expenditures and Other Uses	31,452	610	13,116	12,506
Fund Balance, Beginning	<u>412,785</u>	<u>412,785</u>	<u>412,785</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 444,237</u>	<u>\$ 413,395</u>	<u>\$ 425,901</u>	<u>\$ 12,506</u>

ACADIANA PLANNING COMMISSION, INC.

**SPECIAL REVENUE FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE-
BUDGET AND ACTUAL (GAAP BASIS)
YEAR ENDED JUNE 30, 2020**

	<u>Budget</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues:				
Interest	\$ 17,590	\$ 17,590	\$ 16,222	\$ (1,368)
Total Revenues	<u>17,590</u>	<u>17,590</u>	<u>16,222</u>	<u>(1,368)</u>
Expenditures:				
Current -				
Economic Development and Assistance				
Other Services and Charges	<u>55,000</u>	<u>55,000</u>	<u>51,451</u>	<u>3,549</u>
Total Expenditures	<u>55,000</u>	<u>55,000</u>	<u>51,451</u>	<u>3,549</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(37,410)</u>	<u>(37,410)</u>	<u>(35,229)</u>	<u>2,181</u>
Other Financing Sources (Uses):				
Operating Transfers Out	(546,000)	(546,000)	(539,411)	6,589
Receipt of Funds - RLF	<u>3,491,428</u>	<u>3,491,428</u>	<u>3,489,605</u>	<u>(1,823)</u>
Total Other Financing Sources (Uses)	<u>2,945,428</u>	<u>2,945,428</u>	<u>2,950,194</u>	<u>4,766</u>
Excess of Revenues and Other Sources Over Expenditures and Other Uses	2,908,018	2,908,018	2,914,965	6,947
Fund Balance, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 2,908,018</u>	<u>\$ 2,908,018</u>	<u>\$ 2,914,965</u>	<u>\$ 6,947</u>

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EMPLOYER'S SHARE OF NET PENSION LIABILITY
FOR THE YEAR ENDED JUNE 30, 2020***

<u>Year ended June 30,</u>	<u>Employer Proportion of the Net Pension Liability (Asset)</u>	<u>Employer Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Employee Payroll</u>	<u>Plan Fiduciary Net Position as a Percentage of the Total Pension Liability</u>
2017	0.243745%	\$ 999,040	\$ 435,413	229.4%	62.11%
2018	0.338238%	\$ 1,414,992	\$ 614,264	230.4%	62.49%
2019	0.420371%	\$ 1,740,621	\$ 769,440	226.2%	63.94%
2020	0.397673%	\$ 1,661,741	\$ 737,588	225.3%	64.68%

* - The amounts presented have a measurement date of June 30, 2018

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED JUNE 30, 2020**

<u>Year ended June 30,</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to Contractual Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Employee Payroll</u>	<u>Contributions as a % of Covered Employee Payroll</u>
2017	\$ 85,994	\$ 85,994	\$ -	\$ 435,413	19.75%
2018	\$ 139,745	\$ 139,745	\$ -	\$ 614,264	22.75%
2019	\$ 190,436	\$ 189,971	\$ 465	\$ 769,440	24.69%
2020	\$ 191,773	\$ 191,773	\$ -	\$ 737,588	26.00%

This schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

COMPLIANCE
AND
INTERNAL CONTROL

WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

Certified Public Accountants
100 Petroleum Drive, 70508
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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

JOHN W. WRIGHT, CPA *

JAMES H. DUPUIS, CPA *

JAN H. COWEN, CPA *

LANCE E. CRAPPELL, CPA, CGMA *

MICAH R. VIDRINE, CPA *

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** A LIMITED LIABILITY COMPANY



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To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Acadiana Planning Commission, Inc. as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Acadiana Planning Commission, Inc.'s basic financial statements, and have issued our report thereon dated December 3, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Acadiana Planning Commission, Inc. internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Acadiana Planning Commission, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Acadiana Planning Commission, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

December 3, 2020
Lafayette, Louisiana

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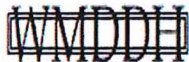
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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Commissioners
Acadiana Planning Commission, Inc.
Lafayette, Louisiana

Report on Compliance for Each Major Federal Program

We have audited Acadiana Planning Commission, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the Commission's major federal program for the year ended June 30, 2020. Acadiana Planning Commission, Inc.'s major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Acadiana Planning Commission, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Acadiana Planning Commission, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Acadiana Planning Commission, Inc.'s compliance.

Opinion on Each Major Federal Program

In opinion, Acadiana Planning Commission, Inc. complied, in all material respects, with the type of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of Acadiana Planning Commission, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Acadiana Planning Commission, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Acadiana Planning Commission, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

December 3, 2020
Lafayette, Louisiana

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2020**

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Federal Award/ Pass-Through Entity Identifying Number	Federal Expenditures
U.S. Department of Transportation			
Federal Highway Administration:			
Pass-Through Payments:			
Louisiana Department of Transportation and Development:			
Highway Planning and Construction	20.205	H.972314	\$ 445,018
Highway Planning and Construction	20.205	H.013023	21,283
Highway Planning and Construction	20.205	H.013592	115,620
Highway Planning and Construction	20.205	H.004490	22,766
Highway Planning and Construction	20.205	H.004489	22,441
Highway Planning and Construction	20.205	H.009500	8,199
			<u>635,327</u>
Federal Transit Administration:			
Pass-Through Payments:			
Louisiana Department of Transportation and Development:			
Federal Transit Metropolitan Planning Grants - Transit Planning	20.505	LA-2019-018	37,585
Federal Transit Metropolitan Planning Grants - Formula Grants for Rural Areas	20.509	* LA-2017-013	69,931
Federal Transit Metropolitan Planning Grants - Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	LA-2018-006	3,877
U.S. Department of Commerce			
Economic Development - Support for Planning Organizations	11.302	ED19AUS3020008	86,108
Economic Adjustment Assistance - LDMR Project	11.307	08-79-05166	22,480
Economic Adjustment Assistance - GIS Project	11.307	08-79-05146	51,373
U.S. Environmental Protection Agency			
Delta Local Development District Assistance	90.202	LA-50741	15,827
Delta Local Development District Assistance	90.202	LA-54068	116,457
Delta Local Development District Assistance	90.202	LA-50743	20,295
Pass-Through Payments:			
Louisiana Department of Environmental Quality-			
Brownfields Assessment and Cleanup Cooperative Agreements	66.818	* 01F37401	242,163
U.S. Department of Agriculture			
Rural Business Development Grant	10.351	N/A	33,456
U.S. Department of Housing and Urban Development			
Community Development Block Grant:			
Pass-Through Payments:			
Louisiana Office of Community Development:			
Louisiana Watershed Initiative	14.228	B-16-DL-22-001	36,181
			<u>\$ 1,371,060</u>

* - denotes a major program.

ACADIANA PLANNING COMMISSION, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2020**

(A) BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Acadiana Planning Commission, Inc. under programs of the federal government for the year ended June 30, 2020. The information in this schedule is presented in accordance with requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as reimbursements.
- Pass-through entity identifying numbers are presented where available.

(C) INDIRECT COST RATE

Acadiana Planning Commission, Inc. has elected not to use the 10% de minimis indirect cost rate for the year ended June 30, 2020.

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2020**

We have audited the financial statements of the Acadiana Planning Commission, Inc. as of and for the year ended June 30, 2020, and have issued our report thereon dated December 3, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by Comptroller General of the United States. Our audit of the financial statements as of June 30, 2020 resulted in an unmodified opinion.

Section I - Summary of Auditors' Results

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Control Deficiencies

☐ Yes ☒ No

Material Weakness

☐ Yes ☒ No

Compliance

Compliance Material to Financial Statements

☐ Yes ☒ No

B. Management Letter

Was a management letter issued?

☐ Yes ☒ No

C. FEDERAL AWARDS

Major Program Identification

The Acadiana Planning Commission, Inc. at June 30, 2020, had two major programs:

- Department of Transportation Federal Highway Administration: Highway Planning and Construction: CFDA Number 20.205.
- Department of Environmental Quality: Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements: CFDA Number 66.818.

Low-Risk Auditee

The Acadiana Planning Commission, Inc. is considered a low-risk auditee for the year ended June 30, 2020.

Major Program - Threshold

The dollar threshold to distinguish Type A and Type B programs is \$750,000 for the year ended June 30, 2020.

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
FOR THE YEAR ENDED JUNE 30, 2020**

Auditors' Report - Major Program

An unmodified opinion has been issued on the Acadiana Planning Commission, Inc.'s compliance for its major programs as of and for the year ended June 30, 2020.

Control Deficiencies - Major Program

There were no control deficiencies noted during the audit of the major federal programs.

Compliance Finding Related to Major Program

The audit did not disclose any material noncompliance or questioned costs relative to its federal programs.

Section II - Financial Statement Findings

There were none noted.

Section III – Federal Award Findings and Questioned Costs

The audit did not disclose any material noncompliance findings or questioned costs relative to its federal programs.

ACADIANA PLANNING COMMISSION, INC.

**SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2020**

The following were noted as prior year findings:

Finding No. 2019-001

Statement of Condition:

The Commission did not properly amend the operating budget, as required by Louisiana Revised Statutes.

Status:

Resolved.

APPENDIX D- APC INSURANCE LIMITS

The following insurance requirements are maintained by Acadiana Planning Commission and a copy of insurance documentation can be attained upon written request.

1. **Workers' Compensation**

(a) Workers Compensation insurance shall be in compliance with the Workers Compensation law of Louisiana. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per person/per disease.

2. **Commercial General Liability.**

(a) Commercial General Liability insurance shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. Insurance Services Office Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana) is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability.**

(a) Automobile Liability insurance is covered under the Hired and Non Owned Liability Coverage policy. Limits are applied on a case-by-case basis.

4. **Professional Liability.**

(a) Professional Liability insurance shall have minimum limit of \$1,000,000 for each claim and \$2,000,000 for aggregate claims. Claims-made coverage is acceptable.

5. **Employee Dishonesty Bond.**

(b) The bond amount is \$10,000 total per loss limit, per employee limit, or per position limit.

(c) "Covered Property" means money, securities, and property other than money and securities.

6. **Director's and Officers Liability**

(a) Aggregate limit is \$1,000,000

(b) Retention for each claim (loss and expense) is \$5,000 each.

7. **Employment Practices Liability**

(a) Aggregate limit is \$1,000,000

(b) Retention for each claim (loss and expense) is \$5,000 each.

