

A Compliance Audit Report on the

# CONQUERING WORD CHRISTIAN ACADEMY

Issued April 11, 2012



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LOUISIANA LEGISLATIVE AUDITOR  
DARYL G. PURPERA, CPA, CFE

April 11, 2012

**KEVIN DAVIS, DIRECTOR**  
**GOVERNOR'S OFFICE OF HOMELAND**  
**SECURITY AND EMERGENCY PREPAREDNESS**  
Baton Rouge, Louisiana

Pursuant to your request and our agreement, we performed a compliance audit of certain transactions of Conquering Word Christian Academy (CWCA). Our audit was conducted to determine the propriety of certain financial transactions submitted to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) in support of reimbursement requests under the Federal Emergency Management Agency Public Assistance program.

Our audit consisted primarily of inquiries and the examination of selected financial transactions, records, and other documentation. The scope of our audit was significantly less than an examination conducted in accordance with *Government Auditing Standards*.

The accompanying report presents our findings and recommendations as well as management's response. This report is intended primarily for the information and use of GOHSEP management and the Louisiana Legislature. This is a public report and copies have been delivered to the appropriate public officials.

Respectfully submitted,

Daryl G. Purpera, CPA, CFE  
Legislative Auditor

KP:JS:JM:ch

CWCA 2012

# EXECUTIVE SUMMARY

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As a result of our work in the Public Assistance (PA) program for the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), we discovered anomalies in the documentation submitted by Conquering Word Christian Academy (CWCA) and brought them to GOHSEP management's attention. GOHSEP management asked us to conduct an in-depth analysis of CWCA's documentation. The documentation CWCA submitted was for repairs to three buildings located on Airline Drive and Metairie Road in Metairie, Louisiana and Avenue F in Marrero, Louisiana.

Through our analysis, we determined the following:

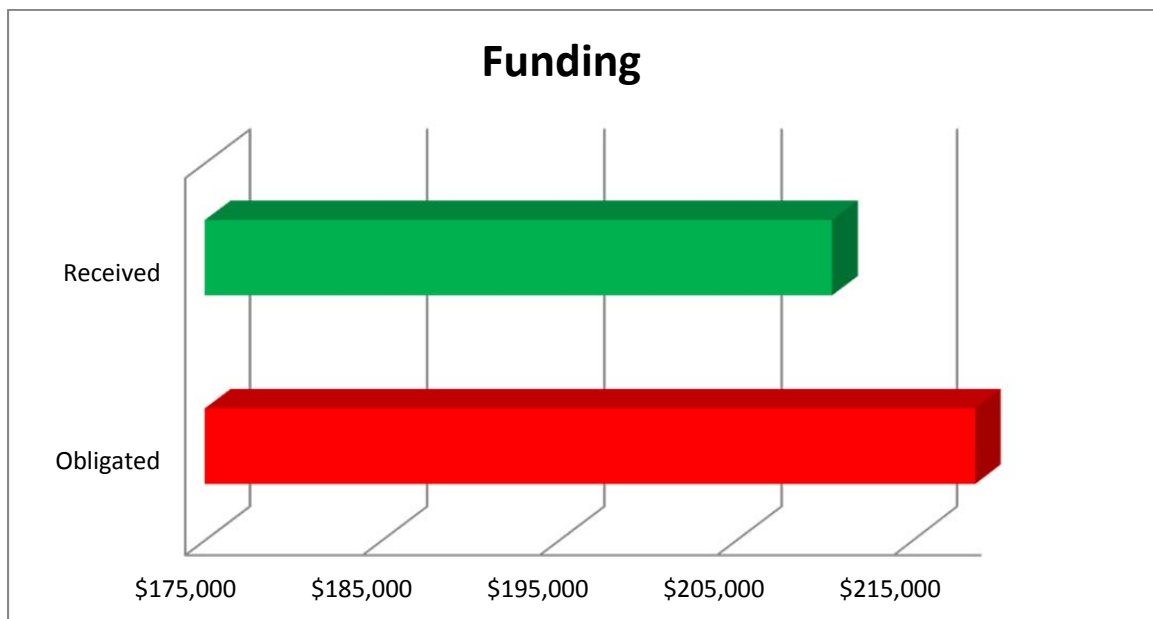
- CWCA received \$162,564 in reimbursements for repair work on buildings that are not eligible for FEMA funding under the PA program.
- CWCA submitted altered documentation to support its requests for PA funding.

We interviewed Dr. Carolyn Treauo, principal of CWCA, who informed us that the quotes, invoices, and cancelled checks that CWCA submitted to the Federal Emergency Management Agency (FEMA) and GOHSEP had been altered at her direction and that one of the CWCA buildings was not a school at the time of the disaster.

FEMA obligated \$218,614 through eight project worksheets for hurricanes Katrina and Gustav. CWCA received \$210,406 of obligated FEMA funds and \$3,312 for administrative allowance as follows:

- Hurricane Katrina funding
  - \$25,470 (\$24,728 from FEMA obligation and \$742 from administrative allowance) for project worksheet 6508 for emergency protective measures for a building located at 3439 Metairie Road in Metairie
  - \$1,044 (\$1,013 from FEMA obligation and \$31 from administrative allowance) for project worksheet 6511 for emergency protective measures for a building located at 812 Avenue F in Marrero
  - \$12,929 (\$12,552 from FEMA obligation and \$377 from administrative allowance) for project worksheet 11588 for content replacement at the 3439 Metairie Road building
  - \$29,325 (\$28,622 from FEMA obligation and \$703 from administrative allowance) for project worksheet 11591 for repairs to the 3439 Metairie Road building

- \$50,109 (\$48,650 from FEMA obligation and \$1,459 from Administrative allowance) for project worksheet 11902 for repairs to the 812 Avenue F building
- Hurricane Gustav funding
  - \$61,722 from FEMA obligation for project worksheet 3945 for repairs to a building located at 3721 Airline Drive in Metairie
  - \$25,761 from FEMA obligation for project worksheet 4115 for content replacement at the 3721 Airline Drive building
  - \$7,358 from FEMA obligation for project worksheet 4375 for playground equipment at the 3721 Airline Drive building



## FINDINGS AND RECOMMENDATIONS

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### Ineligible Funding

FEMA wrote and obligated small project<sup>1</sup> worksheets numbered 6508, 11588, and 11591 to repair damages caused by Hurricane Katrina at CWCA's building located at 3439 Metairie Road in Metairie, Louisiana. Through these project worksheets, FEMA obligated \$65,903 and awarded \$1,821 for administrative costs of which CWCA received \$67,724 in reimbursement.

FEMA also wrote and obligated a large project<sup>2</sup> worksheet numbered 3945 and small project worksheets numbered 4115 and 4375 to repair damages caused by Hurricane Gustav at CWCA's building located at 3721 Airline Drive in Metairie, Louisiana. Through these project worksheets, FEMA obligated \$103,048 of which CWCA received \$94,840 in reimbursement.

FEMA determined that CWCA was eligible to receive funding for both disasters because CWCA is a private nonprofit organization that operates schools. Schools are considered critical facilities and are eligible for funding under the PA program. CWCA indicated to FEMA representatives that it had schools at:

- (1) 812 Avenue F in Marrero, Louisiana;
- (2) 3439 Metairie Road in Metairie, Louisiana; and
- (3) 3721 Airline Drive in Metairie, Louisiana.

According to Department of Education records, CWCA operates schools at 812 Avenue F in Marrero and 8801 Chef Menteur Highway in New Orleans, Louisiana, but not at 3439 Metairie Road or 3721 Airline Drive. The buildings that were not being used as schools are ineligible for FEMA funding.

Dr. Carolyn Treaudo, principal of CWCA, stated that the 3439 Metairie Road location was never used as a school, but maintains that the 3721 Airline Drive location was used as a school. In addition to the Department of Education having no record of 3721 Airline Drive serving as a school, Dr. Treaudo could not provide the number of children enrolled at any given time. CWCA has also been cited seven times by Jefferson Parish Code Enforcement for zone violations (high grass, weeds, and trash) during July 2004 through October 2010. Because of those violations, we spoke with a neighboring business owner who stated that the building was used as a mental health facility not as a school and he has never seen any children there.

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<sup>1</sup> Projects caused by hurricanes Katrina and Rita that FEMA estimates will cost less than \$55,500 to complete or projects caused by hurricanes Gustav and Ike that FEMA estimates will cost less than \$60,300 to complete. These projects only require the sub-grantee to obtain quotes before awarding contracts.

<sup>2</sup> Projects caused by hurricanes Katrina and Rita that FEMA estimates will cost more than \$55,500 to complete or projects caused by hurricanes Gustav and Ike that FEMA estimates will cost more than \$60,300 to complete. These projects require more formal procurement process such as soliciting sealed bids or requests for proposals.

Therefore it appears that the Metairie Road and Airline Drive buildings were not used as schools and are not eligible for FEMA funding. CWCA should return the \$162,564 of PA grant funds it received for repairing those buildings.

### **Altered Documentation**

Since FEMA is the only agency that can determine eligibility, it may determine that the building located at 3721 Airline Drive is eligible even in light of this report. If FEMA does determine that building eligible, CWCA will have to overcome the documentation discrepancies we discovered as a result of our analysis.

*Bid Documentation:* CWCA provided bids purportedly from When It Rains It Pours, R and R Construction, and Uptown Construction for repairs to the Airline Drive building. CWCA awarded the contract to When It Rains It Pours in September 2008. During our analysis, we contacted the businesses that submitted the bids for clarification. We confirmed with the registered agent of Uptown Construction that the quote purportedly from that company was not actually from them. We could not locate R and R Construction in the Secretary of State's corporate database or through Internet research. When we contacted When It Rains It Pours, we were informed by a company representative that the bid provided to us by CWCA was not that company's bid. We also discovered that When It Rains It Pours received \$11,500 for replacing the roof on the Airline Drive building. However, the company did not perform any of the other work listed in the CWCA provided proposal, nor was it paid any additional monies.

*Invoices:* To support the repair work, CWCA provided invoices purportedly from the following companies:

Lamp Post Publishing - CWCA submitted four invoices to FEMA that were used to write the project worksheets. When we contacted Lamp Post Publishing, a representative stated that the company provided a quote to CWCA on January 15, 2008, totaling \$29,585, but CWCA had never ordered anything from the company. After we provided the representative copies of the four invoices that CWCA submitted to FEMA as support for its PA reimbursement, he stated that the invoices were not Lamp Post Publishing invoices. CWCA provided us copies of the invoices, but they had been altered. Three of the invoices that originally listed Lamp Post Publishing as the vendor listed Julane's Educational Resources as the vendor and the fourth invoice listed Believer's Life Academy as the vendor. Dr. Treaudo explained that she made a mistake and provided the wrong invoice and provided a third set. Ms. Tina Smith, CWCA administrative assistant, stated that she created the third set of invoices at the direction of Dr. Treaudo.

Pelican Computer - CWCA submitted an invoice to FEMA that was used to write the project worksheets. After we contacted and provided a representative of Pelican Computer a copy of the invoice, he stated that the invoice was not a Pelican Computer issued invoice. The representative also explained that Pelican Computer does not stock Dell products as indicated by the invoice. The representative further stated that although the invoice number corresponds to an invoice dated December 11, 2003, it was not issued to CWCA and none of the product codes on the invoice were Pelican Computer codes.



When It Rains It Pours - The actual invoice provided by When It Rains It Pours was for \$11,500 and was dated September 15, 2008. The When It Rains It Pours invoice provided to GOHSEP by CWCA was for \$76,200 and was dated September 25, 2008. The When It Rains It Pours invoice provided to us by CWCA contained additional work, although no contract amendment was provided and the company name had been changed to "When It Rains It Pours D.B.A. JBL Construction." This invoice totaled \$99,588.76 and was dated September 30, 2008. It is important to note that during a GOHSEP site inspection in October 2010, the inspector noted that the work represented by the "CWCA provided" invoices was in progress.

Julane's Educational Resources - CWCA never provided FEMA with copies of the Julane's invoices but as mentioned previously substituted them for the ones that were submitted to FEMA. We contacted Ms. Julane Shropshire, purportedly the owner of Julane's Educational Resources. Ms. Shropshire stated that she does not own a business that sells educational supplies but has worked for CWCA as a tutor.

Believer's Life Academy - Dr. Treauo provided an invoice from Believer's Life Academy for the purchase of 50 student desks totaling \$5,000. We went to 501 Lapalco Boulevard in Gretna, Louisiana, which is the invoice address of Believer's Life Academy, and found a church located at that address, but no

When It Rains It Pours Roofing		SEPTEMBER 15, 2008
Updown Roofing Specialists 3724 Laurel Street New Orleans, La 70115 (504) 813-1955 Fax (504) 899-4597		
TO Carolyn Trudeau 3127 Airline Highway Metairie La.		
DESCRIPTION	AMOUNT	
Replaced storm damaged flat roof with GAF white granulated torch down bitumen roofing and 200 linear feet of galvanized parapet wall capping and vents	\$11,500	
<i>Paid in Full</i> <i>9/15/08</i> <i>William E. Rice</i>		
TOTAL	\$11,500.00	

**Two examples of two different invoices submitted for the same thing:**

Above is the actual first invoice from When It Rains It Pours and is for \$11,500. Below is the one submitted by CWCA and is for \$99,588.76.

WHEN IT RAINS IT POURS JBL Construction Contractor	
<b>JOB INVOICE</b>	
Company: Conquering Word Christian Academy Administrator: Dr. Carolyn R. Treauo Phone #: 504-228-3328 Address: 3721 Airline Hwy. Metairie, LA 70001	September 30, 2008
Remove and replace 32 squares of flat torch down system roofing Replace decking Debris removal	
Full payment is due upon 75 % of completion of roofing, sheet rock, A/C work and stucco. The remaining 25% of work will be completed for rear rooms when special order materials arrive. Playground will be installed when funds become available for ground preparation and fencing by contractor funded by Conquering Word Christian Academy.	
<b>INTERIOR</b> Stucco Paint Siding Replace front Panels	<b>EXTERIOR</b> Remove debris from caved in ceiling Replace grids Sheet rock Mud, float, tape, paint
A/C Work Remove and replace unit inside, remove and replace all ducts in ceiling, vent covers.	
JOB TOTAL \$76,200.00	
Addendum: Playground ground preparation, fencing and installation of equipment. Ground Preparations ..... \$5,925.00 Fencing ..... \$6,592.78 Playground Equipment ..... \$8,575.98 Installation ..... \$2,295.00	
JOB TOTAL \$23,388.76	
<b>INVOICE TOTAL \$99,588.76</b>	



academy. The Believer's Life invoice is in the same format as the other altered invoices provided by CWCA.

Timber Form Playground Equipment - This invoice was presented to FEMA and duplicates costs that were added to the second When It Rains It Pours invoice provided by CWCA. The invoice does not contain the company's contact information and we were not able to locate a company with that name through Internet research or in the Secretary of State's corporate database. Ms. Smith stated that she created the invoice at the direction of Dr. Treaudo.

Timber Form Playground Equipment			Invoice		
Ship to: Conquering Word Christian Academy Accounts Payable 3721 Airline Hwy. Metairie, LA 70001			Invoice Number: 87965		
			Date: June 2, 2007		
			Page: 1		
Customer PO	Customer Contact	Customer Phone			
286750	Dr. Carolyn Treaudo	328-1898			
Sales Rep		Customer Fax	Payment Terms		
		328-2204	Net 30 Days		
Quantity	Line	Commodity	Description	Unit Price	Extension
1		783672	Timber form playground set Shipping and setup included		7,575.00
				Subtotal	7575.00
				Sales Tax	
				Shipping	
				<b>Total Amount</b>	<b>7575.00</b>

*Cancelled Checks* - We spoke with bank representatives about each check Dr. Treaudo submitted as support for CWCA's reimbursements. The bank representatives told us that the date, payee, and/or amount had been changed on each check.

During our conversation with Dr. Treaudo, she stated that the invoices and cancelled checks we presented to her, the ones she provided to FEMA and the state as support for reimbursement under the PA program, had been altered. Dr. Treaudo also stated that no one from the state or FEMA explained the program to her and that she was not aware she had to keep records.

### **Additional Information Avenue F**

FEMA wrote project worksheets numbered 6511 and 11902 for emergency protective measures and to replace the contents of CWCA's school on Avenue F for \$1,013 and \$48,650, respectively, based on estimates. CWCA received reimbursements totaling \$51,153 (\$49,663 from FEMA obligations and \$1,490 for administrative costs) for that school but has not provided support for the expenditures. We informed Dr. Treaudo that she would have to provide legitimate invoices and cancelled checks to support the reimbursement received. Dr. Treaudo stated that she primarily used cash and it was doubtful that she would be able to provide sufficient documentation.

### **Recommendations**

When GOHSEP became aware of the issues, it took action to minimize the state's risk. GOHSEP requested that we conduct a review of all CWCA's reimbursements and expenditures related to the PA program.

To minimize the state's risk in the future, GOHSEP management should:

- (1) provide PA program training to potential private nonprofit sub-grantees with a focus on program regulations and procurement;
- (2) provide PA program training on identifying questionable invoices to GOHSEP personnel; and
- (3) seek reimbursement of the questionable grant funds provided to CWCA.

## BACKGROUND

The federal government makes disaster relief funding available to state, local, and Indian tribal governments under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the PA program that is administered by FEMA. The rules and regulations that govern the PA program are codified in Title 44 of the Code of Federal Regulations.

Under the PA program, GOHSEP is the grantee for the State of Louisiana. All program funding flows through GOHSEP to eligible sub-grantees. PA guidelines define eligible sub-grantees as state agencies, local governmental entities, qualifying nonprofit entities, and Indian tribes. These entities submit requests for reimbursement for disaster-related expenses to GOHSEP. GOHSEP personnel review the supporting documentation submitted by sub-grantees and release payments.

CWCA is a nonprofit organization primarily located in Marrero, Louisiana. CWCA has two other facilities located in Metairie, Louisiana on Airline Drive and Metairie Road. The principal and primary contact is Dr. Carolyn Treaud.

FEMA determined CWCA was eligible for disaster relief funding for damages caused by hurricanes Katrina and Gustav. FEMA provided funding through eight project worksheets (see following table). Seven of the project worksheets are small projects which are paid upon obligation per federal law. Project worksheet 3945 is CWCA's only large project; it was written as 100% work complete on September 19, 2008.

PW Number	Scope of Work	Location	Obligated Amount		Amount Received	Date Received
3945	Repair interior and exterior damage	3721 Airline	\$69,930	*	\$61,722	02/10/10
4115	Replace contents	3721 Airline	25,761	*	25,761	01/19/10
4375	Replace playground equipment	3721 Airline	7,358	*	7,358	01/19/10
6508	Emergency protective measures	3439 Metairie	24,728		24,728	06/09/06
6511	Emergency protective measures	812 Avenue F	1,013		1,013	08/07/06
11588	Replace contents	3439 Metairie	12,552		12,552	10/09/06 10/30/07
11591	Building repairs	3439 Metairie	28,622		28,622	01/03/07 10/30/07
11902	Replace contents	812 Avenue F	48,650		43,785 4,865	10/09/06 10/30/07
Total			\$218,614		\$210,406	

The figures above only represent the federal share of the eligible costs and do not include the administrative allowance.

\* For Hurricane Gustav, FEMA only obligates 90% of the eligible project costs through the PA program and the sub-grantee is responsible for the remaining 10% of the eligible project costs.

## Appendix A

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### Management's Response



BOBBY JINDAL  
GOVERNOR

State of Louisiana  
Governor's Office of Homeland Security  
and  
Emergency Preparedness

KEVIN DAVIS  
DIRECTOR

February 16, 2012

Mr. Daryl G. Pupera, CPA, CFE  
Legislative Auditor  
Office of Legislative Auditor  
1600 North Third Street  
Post Office Box 94937  
Baton Rouge, LA 70804-9397

Dear Mr. Pupera:

At the request of The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) your office recently completed a compliance audit of certain financial transactions for one of our Federal Emergency Management Agency (FEMA) Public Assistance (PA) program sub-grantees, Conquering Word Christian Academy (CWCA). It is our intent to take the recommendations provided in this report and use them to better assist us in our processes to monitor the recipients of FEMA PA funding.

The engagement was focused on all payments awarded by GOHSEP to CWCA from eight project worksheets obligated for emergency protective measures, repair work, and content replacement items related to hurricanes Katrina and Gustav recovery. The work was performed at three different buildings operated by CWCA. Because seven of the eight eligible project worksheets for CWCA were small projects, \$148,164 in reimbursements were received immediately after obligation. In accordance with FEMA guidance, small projects are paid upon obligation without any backup documentation submitted to GOHSEP, and therefore GOHSEP has not reviewed any of the documentation reviewed by the LLA on small projects. Large projects require the submission of a reimbursement request form with supporting documentation that goes through a detailed review process. It was during the detailed review process involving the documentation for large project worksheet 3945 that concerns were escalated to GOHSEP management. FEMA is responsible for determination of eligibility, and, therefore, the eligibility of individual buildings never came into question until this report.

The following recommendations were made to minimize the state's risk in the future:

- GOHSEP management should provide PA program training to potential private nonprofit (PNP) sub-grantees with a focus on program regulations and procurement.

**Response:** GOHSEP agrees that education outreach to sub-grantees is one of our vital responsibilities. GOHSEP has responded to this need by creating a procurement guide to better educate all sub-grantees on the Federal procurement requirements when purchasing goods and services with funds awarded by FEMA's PA program. GOHSEP internal staff attended procurement training to assist in providing education to applicants



February 16, 2012

on the requirements of the PA program. Furthermore, GOHSEP applicants have access to State Applicant Liaisons (SAL) and contract staff which provide technical support and programmatic guidance. After each federally declared event, members from GOHSEP conduct applicant briefings that detail program regulations and procurement. This information – in addition to procurement information – is made available on our resources page in the louisianapa.com database. Any individual with access to the internet can view the resources page. GOHSEP has not previously focused specifically on targeting private nonprofit sub-grantees for education and training, but we agree with your recommendation that training developed for a target audience of PNPs would be beneficial and worthwhile. However, education and outreach would not help in those cases in which applicants provide inaccurate information and altered documentation to FEMA and GOHSEP.

- GOHSEP management should provide PA program training on identifying questionable invoices to GOHSEP personnel.

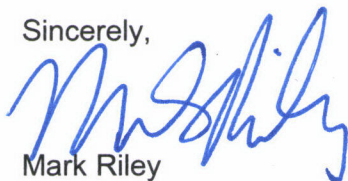
**Response:** GOHSEP is developing a fraud awareness program. As a result, we expect to increase the awareness of questionable items during our review process. GOHSEP will seek fraud awareness training through the Louisiana Legislative Auditor to enhance our capability to identify fraud. Additionally, we use case studies – such as this one – as part of our ongoing education process. After reviewing this report, GOHSEP has identified additional key indicators that will assist in reducing the risk to the state. These will be communicated to PA staff.

- GOHSEP should seek reimbursement of the questionable grant funds provided to the CWCA.

**Response:** GOHSEP is taking immediate steps to recoup all questionable grant funds disbursed to this applicant. GOHSEP will engage FEMA to reassess all project worksheets where facility eligibility is questioned and may not meet the PA program requirements. Additionally, GOHSEP will recommend deobligation of the project worksheets created from applicant-altered documentation.

GOHSEP anticipated some of the concerns raised by the report, specifically those concerns related to the large project. As noted above, GOHSEP engaged your office to conduct a detailed review of CWCA's financial transactions once we became aware of possible procurement issues with Project Worksheet 3945. We will continue to use the recommendations in your report to enhance our ongoing efforts to minimize the risk to the state.

Sincerely,



Mark Riley  
Deputy Director  
Disaster Recovery

MD:sw:pw



**Locations:**

812 Avenue F Marrero, LA 70072  
8801 Chef Menteur Hwy. NO, LA 70126  
3439 Metairie Rd. Metairie, LA 70001  
3721 Airline Dr. Metairie, LA 70001  
40804 Chinchas Creek Slidell, LA 70461



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**CHRISTIAN ACADEMY &  
LEARNING CENTER**

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February 20, 2012

To Whom It May Concern:

Conquering Word Ministries is an educational ministry that consists of several buildings located in different communities. In order to fulfill the vision of the ministry, Conquering Word Ministries changing our community one life at a time through spiritual enrichment and education, Conquering Word Christian Academy started at 3439 Metairie Rd. in 2003. That building housed our teachers from Mexico, local teachers and students. The downstairs was used for classrooms, tutoring, teacher workshops and parent and program meetings. Through our research and analysis the West Bank community became a focus of great need for a Christian school. In the 2003/2004 school year 2 major Christian schools closed down leaving parents without a Christian school to attend which the demand caused a need to open up another school on the west bank, Conquering Word Christian Academy Westbank. Each start up school consists of grades K – 12<sup>th</sup> in the model of "The Old School House" one large room with several teachers.

In 2005 3439 Metairie Rd. location's roof was blown off due to wind damage from Hurricane Katrina rain fall damaged all interiors of the buildings and its contents. Teachers and students were relocated to our west bank location after Katrina. In 2008 Conquering Word Christian Academy Eastbank campus was re-established in May, 2008. All students will be housed at 3721 Airline Dr. until enrollment increases. In September 2008 Hurricane Gustav an emergency declaration and a major disaster declared on 7<sup>th</sup> of September 2008. On September 2, 2008 Conquering Word Christian Academy Eastbank students were to attend their first day however a tornado hit the building once again delaying our Conquering Word Christian Academy Eastbank school from opening. Please see the attached statements from a parent and a teacher as evidence of the existence of our 3721 Airline Dr. and 3439 Metairie Rd. campuses. FEMA visited both locations and saw evidence of a school in all locations and deemed it eligible. See letters dated April 15, 2009 and April 22, 2009 from FEMA and state.

The letter from Mr. Mark Riley, State Coordinating Officer Louisiana Public Assistance, dated April 15, 2009 stating that Conquering Word Christian Academy's pre-application was approved. On April 22, 2009 I received a letter from Mr. Riley stating that this letter is to inform Conquering Word Christian Academy that FEMA has determined Conquering Word Christian Academy eligible. The declaration for Hurricane Gustav was made in September, 2008 almost 7

(504) 228-3328 or 328-2273/(504) 328-2204 (Fax)



months later. Conquering Word Christian Academy's eligibility had not yet been determined until 7 months later. As a small start up school we the administrators had to make a decision to start construction in order to save the students that were previously enrolled and to fulfill the vision of the school.

In the kick off meeting by FEMA and state representatives for both hurricanes I was greeted and we visited the sites 3721 Airline Dr., 3439 Metairie Rd. and 812 Avenue F. They commended me on the work that had started and the effort to reopen the school to the community. FEMA representatives stated that they would be the writers of the PW's for me and would get back with me. FEMA contacted my office and asked for a list of contents that was in the building or an estimate of the contents. Upon our next meeting the FEMA rep. and state rep. presented me with these sheets called PW's and asked me to sign a sheet stating that the meeting was held and who attended that meeting. The PA program was never discussed. The only thing that I understood was that small projects were written up and did not need an approval. Since the work was for the most part completed I would be receiving payment for the PW's that were written up. I did not get any briefing that describes the application process nor a general overview of the PA program. In the Kick Off meeting no documentation requirements were discussed. To my understanding these PW's were my reimbursement for money that had been spent before FEMA contacted me. The close out requirement and documentation and retention of any receipts were never mentioned. The State and FEMA stated so long as the work is done on a small project no documentation were needed. When FEMA rep visited both schools the work was pretty much completed and FEMA wrote the grant without telling me that I could have hired a project manager to handle the entire matter.

On the 6, of September, 2008 Conquering Word Christian Academy contacted "When It Rains It Pours" William Riely who was referred to me by

Up-Town Construction who's founder is deceased. William's was paid \$13,500.00 (see cancelled checks) for replacement of entire roof and decking.

Jose E. Bautista was hired and his crew primarily consisting of day workers for interior and exterior painting, sheetrock, stucco and carpentry work.

Jose E. Bautista and his crew stated that if I hired him and his crew, the work would be completed in 3 or 4 weeks for \$19,800.00 labor only an average payout in cash of \$3,750.00 per week. At the end of the job Jose E. Bautista was advanced \$7,000.00 for additional work (flooring, carpentry and kitchen) and never showed up again. The name of his company Hosea Batist Construction phone number 504-975-0970. If you are able to locate him please let me know. Joe Phillis was then hired to complete the job.

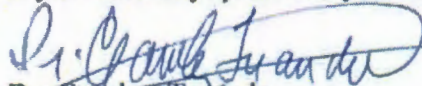
Joe Phillis installed wood flooring in 2 rooms and flooring in the kitchen and the carpet \$2,800.00 estimated cost of material \$3,500.00 for wood flooring and carpet all paid in cash. Danyne Jones D.B.A. Tropical Electrical Co. 504-439-6377 for outdoor lighting and interior lights re-wiring paid in cash \$5,000.00 and installed A/C and heating \$10,500.00 paid in cash.

## Cost of Large Project

\$13,500.00	Roof
\$15,000.00	Electrical and A/C
\$19,000.00	Exterior Stucco and painting, Interior painting carpentry
\$7000.00	Jose Bautista paid for work and did not return
\$2,800.00	Flooring labor
\$3,500.00	Flooring materials
\$18,000.00	Estimate Sheetrock, paint mud, stucco and misc. materials
<u>\$76,000.00</u>	Total Cost

Small PW's were all completed no documentation need as understood per conversation with FEMA and state representative at Kick Off meeting for under \$50,000.00. See attached pictures.

If you have any questions you may contact me at 504-228-3328.

  
Dr. Carolyn Treau

(504) 228-3328 or 328-2273/(504) 328-2204 (Fax)



Robin T. LaBranch  
2651 Poydras Street, Apt. 2227  
New Orleans, LA 70119  
(504) 914-6322

January 27, 2012

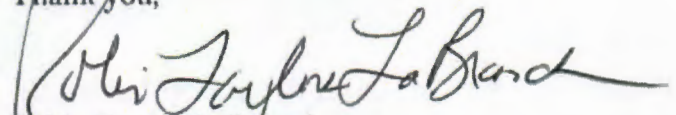
To Whom It May Concern:

My son, Juan Taylor, Jr. has been a student of Conquering Word Christian Academy since 2008. I was referred to the school when I tried to register my son at Immaculate Conception School in Marrero. I initially enrolled Juan as a student at Conquering Word at the Marrero location. However, he needed a smaller one-on-one environment so he was transferred to the 3439 Metairie Road, then the 3721 Airline Hwy. (Annex School) for the 2008-2009, 2009-2010 school years.

My son is currently a student enrolled in Conquering Word and attending the East Bank location at 8801 Chef Menteur Hwy. in New Orleans.

If you need additional information, please feel free to contact me.

Thank you,

  
Robin Taylor LaBranch

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 30<sup>th</sup> DAY OF

Jan, 2012.

  
NOTARY PUBLIC

JOHN KARL ETTER  
Notary Public Bar #: 25042  
State of Louisiana  
\* Commission Is Issued for Life

January 27, 2012

To Whom It May Concern:

I have been employed as a teacher of Conquering Word Christian Academy from 2009-Present. When I began teaching at Conquering Word in 2009 I taught at the 3721 Airline Hwy. location. During that 2009-2010 school year, we taught the students at the Airline Hwy. location and we used the 3439 Metairie Road location for School Programs, as our Chapel for services, and as an Auditorium.

I have been teaching at the 8801 Chef Menteur, New Orleans East location since 2010 to the present.

If you need additional information, please feel free to contact me at (504) 432-8142.

Thank you,

  
Lisa M. Renard

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 30th DAY OF

January, 2012.

  
NOTARY PUBLIC

**JOHN KARL ETTER**  
Notary Public Bar #: 25042  
State of Louisiana  
Commission is Issued for Life

RECEIVED  
4/17/09 JFO

U.S. Department of Homeland Security  
FEMA Louisiana Transitional Recovery Office  
DR-1786/1792  
1250 Poydras Street, Box #43  
New Orleans, Louisiana 70113  
(504) 762-2018 office  
(504) 762-2899 fax



FEMA

April 15, 2009

Mr. Mark Riley  
State Coordinating Officer  
Louisiana Public Assistance  
415 North 15<sup>th</sup> Street  
Baton Rouge, LA 70802

Re: Conquering Word Christian Academy  
FEMA-1792-DR-LA; FIPS: 051-UMVRP-00

Dear Mr. Riley:

The above referenced organization's Pre-Application has been reviewed and approved under FEMA-1792-DR-LA.

This organization meets the requirements contained in 44 CFR 206.221(f) and has been determined to provide a critical function, as specified in the Disaster Mitigation Act of 2000.

Because of this determination this organization is eligible to apply directly to FEMA, through the State, for all emergency and permanent work categories.

The Applicant's facilities must still be reviewed per RR Policy #9521.3, Private Non-Profit Facility Eligibility, to determine eligibility of its individual facilities.

Please inform the Applicant of my determination. Do not hesitate to contact me with any questions or concerns.

Sincerely,

Tony Russell  
Acting Director  
Louisiana Transitional Recovery Office





BOBBY JINDAL  
GOVERNOR

**State of Louisiana**  
**Governor's Office of Homeland Security**  
**and**  
**Emergency Preparedness**

MARK A. COOPER  
DIRECTOR

April 22, 2009

Ms. Treauo  
Conquering Word Christian Academy  
Conqueringword1@msn.com  
812 Ave. F  
Marrero, LA 70072

Re: Conquering Word Christian Academy  
FEMA-1792-DR-LA; FIPS Number 051-UMVRP-00

Dear Ms. Treauo:

This letter is to inform you that the Federal Emergency Management Agency (FEMA) has determined that Conquering Word Christian Academy is eligible for assistance under the FEMA Public Assistance (PA) Program.

This organization meets the requirements contained in 44 CFR 206.221(f) and has been determined to provide a critical function, as specified in the Disaster Mitigation Act of 2000.

Approval of any PA grant is dependent on the outcome of a through review of the applicant's individual facilities per FEMA RR Policy #9521.3, Private Non-Profit Facility Eligibility, including the legal responsibility for disaster related repairs, to determine eligibility.

If you need to discuss this further, please feel free to contact John Gonzales, State Public Assistance Officer, at 225-379-4028 or e-mail at [jgonzales@ohsep.louisiana.gov](mailto:jgonzales@ohsep.louisiana.gov).

Sincerely,

Mark S. Riley  
State Coordinating Officer/Acting Deputy Director,  
Disaster Recovery

Enclosure: 1. FEMA letter of Eligibility

WAPL  
7892071  
3-14-12

**CONQUERING WORD MINISTRIES** 07-06  
812 AVE. F 504-328-2273  
MARRERO, LA 70172

888

DATE 9-6-08 14-1/650

PAY TO THE ORDER OF William 5750.00  
Five Thousand Seven Hundred + five DOLLARS

**Capital One**  
Capital One, N.A.

FOR 372/ online dr. Doreen A. Ponce

SEP 08 2008

FRS BRID #0001

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CheckAmt: 5,750.00  
SerialNum: 888  
ProcDate: 2008/09/08  
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William E. Ponce

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14-1/650

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CheckAmt: 5,750.00  
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BC # 0004  
FEB BRID #0001  
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**CONQUERING WORD MINISTRIES**  
812 AVE. F 504-328-2273  
MARRERO, LA 70072

07-05  
fa *Li# 07892071*  
*Dr. 7/17/08 3/14/09*  
DATE *9-12-08*

PAY TO THE ORDER OF *William E. Rieley* \$ *5,000.00*  
*Five thousand* no/for DOLLARS

**Capital One**  
Capital One, N.A.

FOR *3721 airline (book)* *Carol A. Rieley*  
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CAPITAL ONE, N.A.


*William E. Rieley*

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ProcDate: 2008/09/15  
MfilmSeqNum: 600687165

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 CONQUERING WORD MINISTRIES 07-05  
 812 AVE. F 504-328-2273  
 MARRERO, LA 70072  
 DATE 9-17-08 14-8558  
 PAY TO THE ORDER OF William F. Backlund  
 Two Thousand and 8700/100 \$ 2,750.00 DOLLARS  
 Capital One  
 Capital One, N.A.  
 FOR 3721 Caroline Dr.  
 Carolyn H. Funder

William E. Peadar





**CALL FOR EXPERT SERVICE**

Danys Jones  
501 W. MARION ST. 70156

573365

[illegible] **Schneider** T5080





























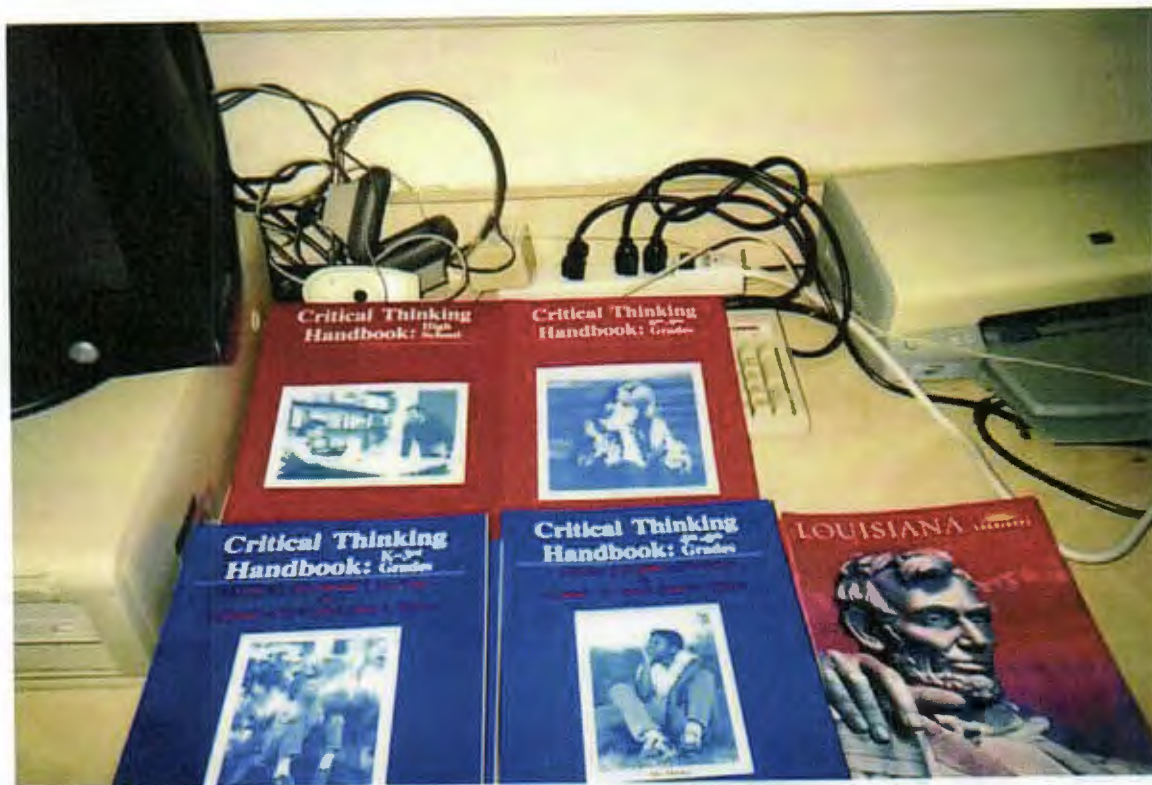














# 2008 - 2009 SCHOOL CALENDAR

(PLEASE TYPE ALL INFORMATION)

1. NAME OF SCHOOL: <u>Conquering Word Christian Academy Eastbank</u>		2. SITE CODE: <u>522002</u>	3. SCHOOL DISTRICT: <u>Jefferson</u>
4. FIRST DAY OF SCHOOL: <u>Sept 2, 2008</u>		5. LAST DAY OF SCHOOL: <u>June 16, 2009</u>	6. DATE OF HIGH SCHOOL GRADUATION: <u>May 15, 2009</u>
7a. NUMBER OF DAYS OF FACULTY IN-SERVICE: <u>6</u>		7b. NUMBER OF INSTRUCTIONAL DAYS: (175 MINIMUM) <u>175</u>	7c. TOTAL NUMBER OF DAYS IN SCHOOL SESSION: (7a + 7b) <u>181</u>
8. NAMES AND DATES OF ALL HOLIDAYS: <u>Thanksgiving Nov 24-26, 08; Winter Vacation Dec 22-Jan 6, 09; Mardi Gras Feb 23-25, 09; Spring Break April 10-17, 09; Martin Luther King Jan 19, 09.</u>			

**Place an (X) on days when students will not attend school.**

**Place a triangle (Δ) on Faculty In-service Days.**

**Circle (O) partial days.**

<b>AUGUST 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td></td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td></td></tr> <tr><td></td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td></td></tr> <tr><td></td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td></td></tr> <tr><td></td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table>							S	M	T	W	T	F	S						1			4	5	6	7	8			11	12	13	14	15			18	19	20	21	22			25	26	27	28	29		<b>SEPTEMBER 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>X</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td></td></tr> <tr><td></td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td></td></tr> <tr><td></td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td></td></tr> <tr><td></td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	T	F	S		X	2	3	4	5			8	9	10	11	12			15	16	17	18	19			22	23	24	25	26			29	30					<b>OCTOBER 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td></td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td></td><td>20</td><td>21</td><td>22</td><td>23</td><td>Δ</td><td></td></tr> <tr><td></td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>							S	M	T	W	T	F	S				1	2	3			6	7	8	9	10			13	14	15	16	17			20	21	22	23	Δ			27	28	29	30	31	
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## 2008 - 2009 SCHOOL CALENDAR

(PLEASE TYPE ALL INFORMATION)

1. NAME OF SCHOOL: Conquest Word Christian Academy Eastbank 592002		2. SITE CODE: Jefferson	3. SCHOOL DISTRICT: Jefferson
4. FIRST DAY OF SCHOOL: Sept 8, 2008		5. LAST DAY OF SCHOOL: June 9, 2009	
6. DATE OF HIGH SCHOOL GRADUATION: May 15, 2009			
7a. NUMBER OF DAYS OF FACULTY IN-SERVICE: 5	7b. NUMBER OF INSTRUCTIONAL DAYS: (175 MINIMUM) 175	7c. TOTAL NUMBER OF DAYS IN SCHOOL SESSION: (7a + 7b) 180	
8. NAMES AND DATES OF ALL HOLIDAYS: Thanksgiving Nov 27-28, 2008, Winter Vacation Dec 31-Jan 6, 2009 Martin Luther King Jan 19, 09 Mardi Gras Feb 23-25, 2009 Spring			

Place an (X) on days when students will not attend school.

Place a triangle (Δ) on Faculty In-service Days.

Circle (O) partial days.

<b>AUGUST 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td></td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td></td></tr> <tr><td></td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td></td></tr> <tr><td></td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td></td></tr> <tr><td></td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td></tr> </table>							S	M	T	W	T	F	S						1			4	5	6	7	8			11	12	13	14	15			18	19	20	21	22			25	26	27	28	29		<b>SEPTEMBER 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td></td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td></td></tr> <tr><td></td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td></td></tr> <tr><td></td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td></td></tr> <tr><td></td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>							S	M	T	W	T	F	S		1	2	3	4	5			8	9	10	11	12			15	16	17	18	19			22	23	24	25	26			29	30					<b>OCTOBER 2008</b> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr> <tr><td></td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr> <tr><td></td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr> <tr><td></td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>							S	M	T	W	T	F	S				1	2	3			6	7	8	9	10			13	14	15	16	17			20	21	22	23	24			27	28	29	30	31	
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# Invoice

Service Provider: Bruce Blue Roofing

Customer: Dr. Carolyn Rowe-Treaudo

Service Date: September 13, 2005

=====

## DETAILS:

Provide installation of tarps to prevent further damage of property located at 812 Avenue F, Marrero, Louisiana 70072.

Cost of Material and Labor: \$3500.00

## TERMS:

Payable upon completion of work.

Customer Signature:

*Dr. Carolyn Rowe-Treaudo*

Date:

*9.13.05*

Bruce Blue Roof:

*[Signature]*

Date:

\_\_\_\_\_



**H. R. A.  
CONTRACTORS**  
New Orleans, LA  
(504)433-4357

**PROPOSAL**

PROPOSAL NO.	10119
SHEET NO.	
DATE	12-6-05

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME	Conquering Word	ADDRESS	
ADDRESS	3439 Metairie Rd.	CITY, STATE	→ SAME
CITY, STATE	Metairie, LA	DATE OF PLANS	
PHONE NO.	#228-3328 Cardyn	ARCHITECT	John T.

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Remove 54 ☒

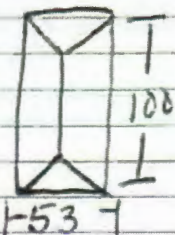
Replace w/ TAN or Brown 20yr 20yr warranty

replace Rotten wood as necessary

Install new roof hardware

Install 4" x 2" Drip edge

Guarantee to Clean up Fee



Total 20yr	Total 30yr
\$8,440	\$10,530
140 <input checked="" type="checkbox"/>	195 <input checked="" type="checkbox"/>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

Dollars (\$)

with payments to be as follows

Any alteration or deviation from above specifications involving extra work will be executed only upon written order and will become an extra charge over and above the estimate. All payments contingent upon cash, accidents or delays beyond our control.

Respectfully submitted

John T.

Per

Note - This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days

**ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE

SIGNATURE

\*061000146\*  
10/01/2008  
6618352746

This is a LEGAL COPY of  
your check. You can use it  
the same way you would  
use the original check.

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25505910000146

CONQUERING WORD MINISTRIES		996
812 AVE. P 804-328-2273 BAYFORD, LA 70572		
DATE <u>9-30-08</u>		
PAY TO THE ORDER OF <u>Mercy Cell</u>		\$ <u>99,588.76</u>
<u>Ninety nine Thousand five hundred + eight + eight</u>		DOLLARS
Capital One		
FOR <u>Mark A. Rame</u>		
#000996# #065000090#		

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⑈0009958876⑈

AccountNum: .  
CheckAmt: 99,588.76  
SerialNum: 996  
ProcDate: 2008/10/01  
MfilmSeqNum: 200960315

	>065404560< 09/30/2008 1410000165012	#065000090# 0002-0315 10012998 323	For Mark A. Rame

1110000036 10/01/2008  
621615432  
061000146\* 10/01/2008  
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Do not endorse or write below this line.

AccountNum: .  
CheckAmt: 99,588.76  
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