

**Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Volunteer Louisiana/Volunteer Generation

Recipient: Northwest Louisiana

Indicate:

- Cooperative Endeavor
- Professional Services Contract
- Personal Services Contract
- Consulting Services Contract
- Social Services Contract
- Grant: Indicate Specific Program
- Line Item Appropriation
- Letter of Agreement

12VG140950004

Yes No

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:

[Signature]

Contract Monitor

[Signature]

Appointing Authority

Jan 23, 2014

Date

1/27/2014

Date

FUNDING PERIOD: December 31, 2013 through February 15, 2014
SUB-GRANTEE: Northwest Louisiana

AWARD AMOUNT: \$1,100.00
GRANT AGREEMENT: 12VG140950004

**STATE OF LOUISIANA
OFFICE OF THE LIEUTENANT GOVERNOR
VOLUNTEER LOUISIANA COMMISSION
GRANT AGREEMENT**

BE IT KNOWN, the Volunteer Louisiana Commission, Office of the Lieutenant Governor of the State of Louisiana (hereafter sometimes referred to as the "State") and Northwest Louisiana Foodbank (Martha Marak, Director, 2307 Texas Avenue, Shreveport, LA 71103) (hereafter sometimes referred to as "Sub-grantee") do hereby enter into this grant Agreement under the following terms and conditions.

1. Performance Indicators

Sub-grantee hereby agrees to utilize the funding to support the Dr. Martin Luther King, Jr. National Day of Service in accordance with the goals and objectives contained in the Sub-grantee's proposal which includes the State-approved budget for this project (See Attachment A, which is by this reference incorporated herein.).

2. Purpose of the Grant

The Northwest Louisiana Food bank will distribute food to senior citizens on January 20, 2014 and discuss how this service impacts the tenants of Dr. Kings message as addressed in the application (see Attachment A).

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$1,100.00 (one thousand nine hundred fifty dollars and no cents).

This funding is contingent upon the availability of funds appropriated to the State by the Louisiana Legislature or accruing to the State from other sources. The grant amount shall be paid in accordance with the following requirements:

a. **Term.** The term of the Agreement shall be from December 31, 2013 and end on February 15, 2014, unless ended earlier for cause, by mutual consent of both parties, or due to lack of continuation of funding.

b. **Reimbursement Requests.** The Sub-grantee may submit Reimbursement Requests under this Agreement. Payments will be made as a reimbursement for allowable expenditures incurred in fulfilling the terms of the Agreement.

However, with prior approval by the Grant Monitor, the Sub-grantee may submit a Reimbursement Request based on work, goods, and services that have been invoiced, but not received.

Sub-grantee shall submit to the Grant Monitor with the Reimbursement Request form, original invoice(s), a Final Report, and all supporting documentation necessary to verify that the qualifying expenses were actually incurred by the Sub-grantee in compliance with the terms of the Agreement, due no later than thirty (30) days after the end of the Agreement. For this Agreement, the Grant Monitor is Nicholas Auck the Director of Volunteer Outreach. All forms shall be mailed with original signatures to their attention at Post Office Box 44243; Baton Rouge, LA 70804.

c. **Payment.** The Grant Monitor shall review and verify the Reimbursement Request form, — invoice(s) and all supporting documentation for compliance with the Agreement. Upon approval, Grant

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Monitor shall authorize the release of payment. Reimbursement usually takes 2-4 weeks from the Grant Monitor's approval to be issued.

The State will reconcile the invoice(s) to the supporting documentation. The State will adjust payments downward in the event the invoice(s) includes a request for payment of expenses that are not listed in the approved Budget, the State has not been acknowledged, the documentation to support the expense is missing or inadequate, or for noncompliance with the terms of this Agreement. The State will provide the Sub-grantee notice of the defect and a reasonable opportunity to cure.

If it is determined by the Grant Monitor or by an audit that State funds were expended on non-reimbursable expenses, Sub-grantee will be required to repay the State. If the Sub-grantee defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana, it shall be required to repay the State in accordance with the State's terms.

d. Appropriations Act for FY 2012-2013. No funds appropriated under the Appropriations Act for FY 2012-2013 shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the state unless the Sub-grantee executes an Agreement and submits to the Volunteer Louisiana Commission for approval, a comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Volunteer Louisiana Commission shall submit the Agreement, the Budget and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

e. Fiscal Funding The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

4. Amendments

Any change to this Agreement must be consistent with the provisions of the Volunteer Generation Fund. Any change to this Agreement requires a written amendment executed by both parties and approved by the Deputy Secretary of the Office of the Lieutenant Governor.

5. Acknowledgment Statement

The official logo of the Corporation for National and Community Service shall appear on all printed and broadcast promotional material, publicity, advertising and printed programs supported by this grant. The following statement shall appear prominently positioned with the official logo of Corporation for National and Community Service and in close proximity to the name of the Sub-grantee organization in all printed and broadcast promotional material, publicity, advertising and printed programs supported by this grant: "Supported by a grant from Volunteer Louisiana in the Office of the Lieutenant Governor Jay Dardenne."

6. Termination

Either party may initiate a termination of this Agreement by mutual agreement, executed in writing. The State may terminate this Agreement at any time by giving thirty (30) days' written notice. This Agreement, if terminated, shall terminate as of the last day of the month following the date of the original notice or on a mutually agreed upon date.

The State may terminate this Agreement for cause based upon the failure of the Sub-grantee to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Sub-grantee written

notice specifying the Sub-grantee's failure. If within thirty (30) days after receipt of such notice, the Sub-grantee shall not have both corrected such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Sub-grantee in default and the Agreement shall terminate on the date specified in such notice.

The Sub-grantee may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Agreement; provided that the Sub-grantee shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Sub-grantee shall be entitled to payment for expenses incurred prior to Sub-grantee's receipt of the notice of termination to the extent that the incurred expenses are allowable, otherwise consistent with the terms of this Agreement and the provisions of the Volunteer Generation Fund, and are properly requested as set forth herein.

7. Retention of Records

The Sub-grantee must retain and make available all financial records, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records for three (3) years from the date of the submission of the final Financial Status Report (SF 269A) by the Volunteer Louisiana Commission. If an audit is started prior to the expiration of the three (3) year period, the Sub-grantee must retain all records until the audit findings involving the records have been resolved and final action taken. The State will notify Sub-grantees in writing when they may no longer maintain these files for auditing purposes.

8. Ownership

All records, reports, documents and other material delivered or transmitted to the Sub-grantee by State shall remain the property of State, and shall be returned by Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this Agreement and/or obtained or prepared by the Sub-grantee in connection with the performance of the activities agreed to herein shall become the property of State, and shall, upon request, be returned by the Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement.

9. Audits

A Sub-grantee that expends a total of \$500,000 or more of federal awards in a fiscal year is required to obtain a single audit for that year conducted by an independent auditor in accordance with the Single Audit Act, as amended, 31 U.S.C. 7501, et seq., and OMB Circular A-133 (If the Sub-grantee expends federal awards under only one federal program, it may elect to have a program specific audit, if it is otherwise eligible.) A Sub-grantee that does not expend \$500,000 in federal awards is exempt from the single audit requirement of OMB Circular A-133 for that year. However, it must continue to conduct financial management reviews of its programs, and records must be available for review and audit. Audit reports generated by the Corporation for National and Community Service will be submitted within thirty (30) days of the completed audit report.

It is hereby agreed that auditors from the Louisiana Division of Administration, the Lieutenant Governor's Office and the Legislative Auditor of the State of Louisiana shall have the option of auditing all accounts of Sub-grantee that are related to this grant.

10. Taxes

The Sub-grantee hereby agrees that the responsibility for payment of taxes, if any, from the funds thus received under this Agreement and/or legislative appropriation shall be Sub-grantee's obligation, and identified under Federal Tax Identification number 72-1328890

11. Assignment of Interest

The Sub-grantee shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or notation), without prior written consent of the State, provided however, that claims for money due or to become due to the Sub-grantee from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of such assignment or transfer shall be furnished promptly to the State.

12. Anti-discrimination

The Sub-grantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Federal Rehabilitation Act of 1973 as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1972, the Fair Housing Act of 1968 as amended, and Sub-grantee agrees to abide by the Requirements of the Americans with Disabilities Act of 1990. Sub-grantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation or disabilities. Any act of discrimination committed by the Sub-grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

13. Signatories

I hereby certify that I fully understand all terms of this Agreement and that I am the authorized official designated to sign this Agreement.

THE STATE OF LOUISIANA

THE SUB-GRANTEE



Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

1/16/14

Date



Martha Marak
Director
Northwest Louisiana Food Bank

1/10/14

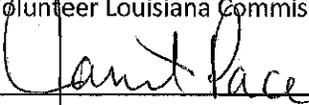
Date



Julie Cherry
Chair
Volunteer Louisiana Commission

1-14-14

Date



Janet Race
Executive Director
Volunteer Louisiana Commission

1-14-14

Date

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 SUB-GRANTEE: Northwest Louisiana

AWARD AMOUNT: \$1,100.00
 GRANT AGREEMENT: 12VG140950004

Attachment A
 (Attach here the Sub-grantee's approved proposal, with its approved budget)

Dr. Martin Luther King, Jr. Day 2014
Request for Proposals
Request for Project Funding

Applicant Information	
Organization Name: Food Bank of Northwest Louisiana	Address: 2307 Texas Avenue
Phone: 318-675-2400	Fax: 318-675-2440
Email: mmarak@foodbanknla.org	Program Director: Martha Marak
Authorized applicant signature: <i>Martha Marak</i>	

Project Information	
Project Director: Martha Marak	Phone: 318-675-2400 (ext.103)
Twitter and Facebook Address: https://www.facebook.com/pages/Food-Bank-of-Northwest-Louisiana/103692218325 http://twitter.com/#!/FoodBankofNLA	Site Location Address: 2307 Texas Avenue Shreveport, Louisiana 71103
Fax: 318-675-2440	Email: mmarak@foodbanknla.org
Project Date and Time: MLK Day 2014 9am to 12 pm	Amount Requested: \$1,000.00

Partner Information (Partner: Child Care for Additional Partners)	
Organization Name: Centenary College of Louisiana	Address: 2911 Centenary Blvd. Shreveport, Louisiana 71104
Phone: 318-869-5702	Fax: 318-841-7266
Email: lhemphill@centenary.edu	Contact: LeToya Hemphill
Role: Assistant Director for Community Engagement	
I affirm that our organization is a partner with the applicant for MLK Day 2014 <i>LeToya Hemphill</i>	

Attachment A
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Dr. Martin Luther King, Jr. Day 2014
Request for Proposals

Notes:

During the Dr. Martin Luther King, Jr. Day of Service, thousands of people across Louisiana join together to celebrate the legacy of Dr. Martin Luther King, Jr. by taking part in community service projects. Every year, millions of volunteers of all abilities volunteer and serve in their communities in service and service-learning projects. MLK Day takes place January 21, 2014.

Volunteer organizations, non-profits, and schools in community organizations will partner with other groups for a day of service events. The goal of the event is to organize communities to reach out to a large section of the population which is often overlooked in volunteer outreach and create partnerships which will last for various project events to come.

Applications for this project will be accepted until January 1, 2014. Volunteer locations will change and projects requiring materials to help promote the project and to encourage the community to participate as needed.

Projects that are youth and senior projects, and projects which recruit volunteers from the disability community are highly encouraged. Educational and environmental related projects are also strongly encouraged.

Objectives:

- * To introduce a new generation of volunteers to values of service and dedication to our fellow men that was Dr. Martin Luther King, Jr.'s message.
- * To introduce students with disabilities to volunteer based organizations, community involvement, and appreciation for community service.
- * Promotion of MLK Day as a day on rather than a day off and Dr. King's message to work with everyone in our communities.

Requirements:

- 1) Projects should be in partnership with local government schools.
- 2) Project must include a welcome reception at the beginning of the event and a reflection treatment for volunteers at the end of the service day.
- 3) Grantee must submit a Final Report and Performance Report to receive funds.

Funds:

The grant is available to organizations or individuals operating in the state of Louisiana. Volunteer locations will provide grant monies up to \$1,000 per project to pay for project supplies, volunteer outreach materials (included in the Project Budget), and other administrative costs. All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted following the service event to Volunteer's website for payment and include an original receipt with a copy attached. **REIMBURSEMENT WILL NOT BE AVAILABLE**

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Dr. Martin Luther King, Jr. Day 2014
Request for Proposals
Request for Project Funding

Applicant Information	
Organization Name Ford Bank of Northwest Louisiana	Address 2001 Canal Avenue
Phone 337-675-2477	Fax 337-675-2477
Email fordbank@fordbank.com	Project Contact Marilyn Moore
Approved Applicant Signature: Signed as FBO agent	

Project Information	
Project Title Dr. Martin Luther King, Jr. Day 2014	Phone 337-675-2477 ext 211
Project Description The bank will be sponsoring a parade on Dr. Martin Luther King, Jr. Day in the town of Lake Charles, Louisiana. The parade will be held on Monday, January 13, 2014 at 10:00 AM.	Web/Contact Address 2001 Canal Avenue Marringer, Louisiana 71458
Project Start Date 1/13/2014	Project End Date 1/13/2014
Project Code and Title 2014-01-13-10:00 AM	Account Information 12VG140950004

Partner Information (Optional)	
Organization Name Community Outreach of Louisiana	Address 2001 Canal Avenue Marringer, Louisiana 71458
Phone 337-675-2477	Fax 337-675-2477
Email CommunityOutreach@fordbank.com	Project Contact Marilyn Moore
Note: Approved Contact for Community Engagement	
I affirm that the information in this form is true and correct to the best of my knowledge and belief.	

Attachment A
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Dr. Martin Luther King, Jr. Day 2014
Request for Proposals

Briefly describe proposed project:

As a hunger relief organization, the Food Bank of Northwest Louisiana is the largest distributor of donated foods in the area. We are the only organization in northwest Louisiana that provides this basic need. We collect, store and distribute food and other essential items to low-income children, families and senior citizens. We distribute food through various programs. The largest is our food distribution program that provides food through our partnership with over 100 community and faith-based non-profit organizations. We are requesting funding for a Hunger Free Program for the throughout area.

The Hunger Free Program provides a 12-oz pound box of non-perishable food items to over 1,200 seniors who are hospitalized and/or chronically ill each month for one year. The box will be filled with non-perishable, pantry staple foods such as cereal, canned vegetables and fruit cans, beans, pasta, soups and canned proteins. The food will allow seniors to prepare healthy meals when there is no money for them to purchase food. Without this support, many seniors will go without meals or eat unhealthy foods leading to health issues such as diabetes or obesity.

There are 1,200 seniors in our service area that live below the poverty level that are receiving services from our organization each month. Most of them must choose between paying for medications, food, utilities and/or transportation.

In 2012, we participated in the largest "Hunger Study in America" conducted by Mathematica. The study surveyed seniors that received food from Food banks. The study stated that in our service area of northwest Louisiana:

- 7% of households served have a monthly income less than \$1,000
- On average, food stamps (SNAP) will last a client for 2.7 weeks out of the month
- 27% of clients served by the Food Bank of Northwest Louisiana report having to choose between paying for food and paying for utilities and heating bills
- 47% has to choose between paying for food and paying their rent or mortgage
- 53% had to choose between paying for food and paying for medication or medical care
- 40% has to choose between paying for food and paying for transportation

We are requesting funding to purchase 200 boxes along with the food stamps to fill them. With our leveraging and warehouse capabilities, we are able to purchase in pounds of food items for just \$1.

Describe how you will engage community, volunteers, especially youth, networks and institutions with distribution:

Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

Dr. Martin Luther King, Jr. Day 2014
Request for Proposal

Our youth volunteers and my volunteers will assist in the parking lot for the project as it is an early volunteer activity with a MLK focus. Our youth volunteers from our partner, Calcasieu College will also lead teams and pack boxes for our current program. Through this project, our young volunteers will be actively engaged in the fight to end hunger in southwest Louisiana. They will also learn about the food bank, our programs, the issue of food insecurity, and how to become more involved in the community.

Youth volunteer commitment goal	50
Volunteer with Louisiana commitment goal	10
Total volunteer commitment goal (youth + adults)	60

Timeline of the project activities (include project development and volunteer training)

Timeline for MLK Day

8:30 AM: Community volunteers arrive and check in at the Food Bank

9:00 AM: Service Day Orientation
 Students will view the Food Bank's video, then Kristin Houchens, our Community Director, will speak about food insecurity, the Food Bank and our programs. She will also go over the importance of that day's service activity and what to expect for the day's activities.

9:15 AM: Quick Volunteer Training (15 min)

9:30 AM: Service Day Activity Begins
 Students begin serving food boxes and packing snack bags.

12:00 PM: Service Day Activity Ends
 Students will gather once again with Kristin Houchens to discuss how the service day has impacted them. Her final activity changed the way you think about hunger in our community. How did you volunteer? How did you volunteer more often?

Please see the attached budget. Up to 10 percent of the grant budget may be allocated to project overhead. Though no amount is requested, please include a line in your budget form about any indirect costs.

Attachment A
 (Attach here the Sub-grantee's approved proposal, with its approved budget)

**Dr. Martin Luther King, Jr. Day 2014
 Request for Proposals**

While no funding match is required, any funding that is identified to enhance your project(s) should be included. The following template is provided to assist in the formation of the budget, but additional items may be added.

PROJECT SUMMARY

Project Objectives/Justification

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Tandem (51) remotes for parents of deaf students	5,250 lbs	\$1 per lb	\$5,250.00	0	\$5,250.00
Books	150 books	.75	\$112.50	0	\$112.50
Total					\$5,362.50

Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Books and materials refreshment items					
Total					

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Dr. Martin Luther King, Jr. Day 2014
 Request for Proposal

Contract and Consultant Services:

Program	Contractor	Daily Rate	Contract Amount	Months	Total Amount
NA					

Administrative Costs (not to exceed 10% of grant requests)

Program	Contract Amount	Months	Total Amount
NA			

TOTALS (grant amount not to exceed \$1,100)		Contract Amount	Months	Total Amount
		1,100.00	0	1,100.00

Program	Contract Amount	Contract Amount	Months	Total Amount
Direct Expense		1,100.00	0	1,100.00
Indirect		0.00	0	0.00

