

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

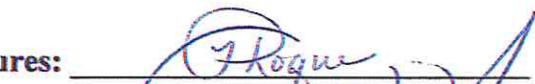
Agency/Program: Louisiana Serve Commission/PDAT

Recipient: City Year

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 11PTHLA001
 - Line Item Appropriation
 - Letter of Agreement

- | 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:

 _____ Contract Monitor	<u>10/18/2011</u> Date
 _____ Appointing Authority	<u>10/21/2011</u> Date

Budget Narrative: Program Development and Training for Louisiana Serve Commission

Section I. Support Expenses

A. Project Personnel Expenses

Position/Title -Qty-Annual Salary-% Time	CNCS Share	Grantee Share	Total Amount
Sr. Program Officer/PDAT-1 person(s) at \$61,000 ea x 50% usage:-1 person(s) at 61000 each x 50 % usage	30,500	0	30,500
CATEGORY Totals	30,500	0	30,500

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount
Sr. Program Officer/PDAT: 50% of total fringe benefits package of \$23,490	11,745	0	11,745
CATEGORY Totals	11,745	0	11,745

C. Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Amen/Outps TTTA site visits by Program Officer: Conduct site visits for 14 programs at a rate of .48 cents per mile not to exceed 2,083 miles or actual cost of fuel when using state vehicles.	1,000	0	1,000
Registration and Travel: Training opportunities including AMG grantee meeting, the Nat'l Conference on Vol & Service, LANO conference and add'l regional meetings for PDAT Staff, Program Staff, and members (including registration fees, airfare, lodging, & meals).	39,466	0	39,466
CATEGORY Totals	40,466	0	40,466

D. Equipment

Item/Purpose-Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Program Supplies: \$32.75 x 24 training/technical assistance reference books including printed materials, binders, CDs with forms and \$1,214.00 to provide other necessary training documents for 14 national service programs	2,000	0	2,000
Office Supplies: 12 mos x 100 per month	1,200	0	1,200
CATEGORY Totals	3,200	0	3,200

F. Contractual and Consultant Services

Purpose - Calculation	CNCS Share	Grantee Share	Total Amount
Evaluation Specialist: yrly not to exceed \$750 per day (to include airfare, lodging and meals, prep materials)	10,000	0	10,000
Training/PR Consultant: yrly not exceed \$750 per day (includes airfare, lodging and meals, prep materials)	10,000	0	10,000
CATEGORY Totals	20,000	0	20,000

I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
Yearly Information Systems Support:	800	0	800
Yearly Postage Estimate 12 x \$25/month:	300	0	300
Fed Ex Yearly Estimate 12 x \$25/month:	300	0	300
PDAT State Compact Contribution (1%). To support planning of region or national "train the trainer" trainings, grantee trainings & program/member develop tech assist for comm staff:	1,364	0	1,364
Southwest Cluster Commission Sponsorship Fee:	1,500	0	1,500
Yearly cell phone with e-mail and phone capability:	1,200	0	1,200
CATEGORY Totals	5,464	0	5,464

J. Indirect Costs

Description	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0
SECTION Totals	111,375	0	111,375
PERCENTAGE	100%	0%	
BUDGET Totals	111,375	0	111,375
PERCENTAGE	100%	0%	

Source of Funds

Section	Description
Section 1. Support Expenses	

DATES: September 15, 2011 through November 30, 2011
PROGRAM: City Year Louisiana

AMOUNT: \$500
GRANT: PDAT
GRANT # 11PTHLA001

**STATE OF LOUISIANA
OFFICE OF THE LIEUTENANT GOVERNOR
LOUISIANA SERVE COMMISSION**

**AmeriCorps*State
Program Development and Assistance Training (PDAT)
Supplemental Grant Agreement
EVENTS: 2011 AmeriCorps*State Program Staff Conference
September 19-20, 2011**

Be it known that on this day, September 15, 2011, the Louisiana Serve Commission in the Office of the Lieutenant Governor represented by its duly elected Lieutenant Governor, Jay Dardenne, whose legal address is 1051 North Third Street, Baton Rouge, LA 70802 and City Year Louisiana, represented by its authorized representative, Evelyn Barnes, whose address is 287 Columbus Avenue, Boston, MA 02116 (hereinafter referred to as Grantee), do hereby enter into agreement under the following terms and conditions.

1. Services

Grantee, as recipient of funding from the Louisiana Serve Commission, hereby agrees to implement services as per the AmeriCorps*State grant for the period of September 15, 2011 through November 30, 2011. In doing so, financial assistance may be needed for program development, assistance, and training. The program agrees to expend funds allotted through this grant for purposes outlined in subsequent letters of approval, which will be considered attachments to this agreement.

2. Grant Award

In consideration of the services described above, the State agrees to pay Grantee a maximum sum of Five Hundred Dollars and 00/xx (\$500.00), conditioned upon the availability of funds appropriated to the Office of the Lieutenant Governor, Louisiana Serve Commission or accruing it from other sources. This amount is not to be reported in other fiscal reporting to the Commission. This sum shall be paid in accordance with the following requirements:

A. Term

The term of the grant agreement is two and a half (2.5) months, from September 15, 2011 through November 30, 2011.

B. Funding

This award is based on projected spending of PDAT funds on AmeriCorps*State Formula and Competitive Programs for the following specific event:

- 2011 AmeriCorps State Program Staff Conference in Baton Rouge, Louisiana
- Approved expenses: staff travel and food

All requests must not exceed Five Hundred Dollars and 00/xx (\$500) and be approved in writing by the Executive Director and submitted on a reimbursement basis.

3. Equipment Purchases

No equipment may be purchased with funds awarded from this grant.

4. Amendments

Any alterations, modifications, or changes to this agreement must be made in writing and approved by the state before they are enacted. Revisions are to be submitted to the Louisiana Serve Commission. Notification of approval or denial will be sent to the Grantee. Requests for other changes are to be made in writing to the state.

5. Acknowledgment Statement

The following statement shall appear prominently positioned next to the official logo of AmeriCorps and shall appear in close proximity to the name of the Grantee organization in All printed and broadcast promotional material, publicity, advertising, and printed programs: **SUPPORTED BY A GRANT FROM THE LOUISIANA SERVE COMMISSION IN THE OFFICE OF THE LIEUTENANT GOVERNOR JAY DARDENNE**".

6. Anti-Discrimination

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, 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 1975, the Fair Housing Act of 1968, as amended, and Contractor agrees to abide by the requirements of the American's with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

7. Termination

Either party may terminate this grant at any time by giving thirty (30) days written notice and verbal consultation of both parties. This agreement, if terminated, shall terminate as of the last day of the month following the date of the original notice.

8. Documentation

Upon completion of this agreement, or if terminated earlier, all records, reports, worksheets, documents, or any other material related to this grant shall become property of the Louisiana Serve Commission and the State of Louisiana. The Grantee must keep all materials for a minimum of three (3) years.

9. Auditing

The Grantee shall have an annual audit in accordance with OMB Circular A-133, Audit for Institutions of Higher Education and Other Non-Profit Organizations. It is also hereby agreed that the Office of the Lieutenant Governor shall have the option of auditing all accounts of the Grantee, which relate to this contract.

10. Taxes

The Grantee hereby agrees that the responsibility of taxes from the funds thus received shall be the Grantee's obligation.

11. Assignment of Interest

The Grantee shall not assign any interest in this grant and shall not transfer any interest same (whether by assignment or novation), without prior written consent of the State/Louisiana Serve Commission, provided however, that claims for money due or to become due to the 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/Louisiana Serve Commission. The Grantee is hereby required to forward evidence of compliance with federal procurement procedures regarding professional services or subcontracts prior to reimbursement.

12. Admission

In order to provide members of the Louisiana Serve Commission and the State and its staff an opportunity to report and appraise the caliber of the program supported by State and Federal funds, the Grantee agrees to admit, without charge, agents of the Louisiana Serve Commission to programs and related presentations.

13. Dates of Agreement

This Grant Agreement shall begin on September 15, 2011 or thereafter on the date of signing and shall terminate upon the approval of the Final PDAT Invoice, but no later than November 30, 2011.

14. Release

The Grantee shall indemnify and save harmless the State against any and all claims, demands, suits, and judgments of sums of money to any party for the loss of life or injury or damage to person or property growing out of, resulting from, or by reason of any negligent act or omission, operation or work to the Grantee, his/her agents, servants, or employees while engaged upon or in connection with services required or performed by the Grantee hereunder.

15. Special Conditions

A.) The Grantee must submit a written request for approval to expend funds included in this grant agreement to the Executive Director of the Louisiana Serve Commission. No funds or encumbrances can be made until an approval is received from the Commission by the Grantee. Allowances and amounts will be determined at the Commission level.

B.) These funds will be dispersed in a reimbursement format. Programs using monies generated by this grant must invoice the Commission separately from, but concurrent with, AmeriCorps invoice dates.

C.) Programs are not expected to expend all of the resources made available by this grant agreement. The grant amount reflects an increased amount of support from the Commission.

16. AmeriCorps Provisions

The Grantee hereby certifies that they are familiar with and agrees to abide by the federal funding regulations as stated in the AmeriCorps Provisions and the applicable OMB circulars # A-37, A-102, A110, A-122, A-128, and A-133.

17. Certifications

A.) The Grantee certifies that it is a drug-free workplace in accordance with the Drug-Free workplace Act of 1988 and HUD's implementing regulations at 24 CFR Part 24, Subpart F.

B.) The Grantee certifies that it is a non-profit 501(c) 3 organization or institution of higher education or a public entity.

18. 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

Charles R. Davis
Charles R. Davis Date
Deputy Secretary
Office of the Lieutenant Governor

THE GRANTEE

Evelyn Barnes 10/14/11
Evelyn Barnes Date
Chief Financial &
Administrative Officer

Gann Morton 10/19/11
Gann Morton Date
Chair
Louisiana Serve Commission

Janet Pace 10-17-11
Janet Pace Date
Executive Director
Louisiana Serve Commission

CONTRACT DATES: September 15, 2011 to November 30, 2011
MAXIMUM AMOUNT: \$ 500,000
LEGAL APPLICANT: City Year Louisiana
PROGRAM: City Year Louisiana
GRANT # 11PTHLA001