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

Agency/Program: Louisiana Serve Commission/Disability

Recipient: City Year Baton Rouge

Indicate:

- ○ **Cooperative Endeavor**
- ○ **Professional Services Contract**
- ○ **Personal Services Contract**
- ○ **Consulting Services Contract**
- ○ **Social Services Contract**
- ◉ **Grant: Indicate Specific Program** 11CDHLA001003
- ○ **Line Item Appropriation**
- ○ **Letter of Agreement**

Yes	No	
☑	☐	**Does the agreement include budget worksheet?**
☑	☐	**Does the agreement include anticipated uses?**
☑	☐	**Does the agreement include estimated duration of the project?**
☑	☐	**Does the agreement include goals, objectives, and measures of performance?**
☐	☑	**Does the agreement indicate requirement of written progress report every six (6) months?** This is a 2 month grant agreement No written report is required.
☑	☐	**Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)**
☑	☐	**Has the comprehensive budget been approved by the appointing authority?**
☑	☐	**Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?**

Signatures: Janet Pace — 3-16-12
Contract Monitor — **Date**

Denise Thomé — 3-20-2012
Appointing Authority — **Date**

Transmittal to Louisiana Legislative Auditor of Comprehensive Budget Information

Transferring Agency: Office of the Lt. Governor/Department of Culture, Recreation & Tourism

Agency #: 146 **Program #: 11CDHLA001**

Receiving Agency or Entity

Name	Type	$ Amount
City Year Baton Rouge	Grant	$3,045.41
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Please attach email submission/documentation.

Submitted by: _____ **Date Submitted:** 3/16/12

STATE OF LOUISIANA
OFFICE OF THE LT. GOVERNOR
LOUISIANA SERVE COMMISSION
GRANT AGREEMENT

BE IT KNOWN, the Louisiana Serve Commission, Office of the Lt. Governor of the State of Louisiana (hereafter sometimes referred to as the "State" or "LA Serve") and City Year Baton Rouge (hereafter sometimes referred to as "Grantee") do hereby enter into this agreement ("Agreement") under the following terms and conditions.

1. Services

Grantee hereby agrees to purchase materials and rent equipment to refurbish the interior hallways and stairwells of Bernard Terrace Elementary, as well as painting playground equipment and removing trash & debris from around the school grounds.

2. Purpose of the Grant

The goal of this Grant Agreement is to fund the Bernard Terrace Elementary, an historic building in the Mid City neighborhood. Built in 1927, the school was a neighborhood school for many years, but most students are currently bused in from the Valley Park neighborhood. The school is American's with Disability Act compliant with a wheelchair ramp into the school.

Due to the school's historical significance, the Mid City Redevelopment Alliance has targeted Bernard Terrace as a major project. This spring, Mid City Redevelopment Alliance painted the outside of the school. The projects assigned for National Make a Difference Day will continue this work by painting the interior and having it match the newly revitalized exterior. The walls on both the first and second floor are peeling and discolored in several places. By completing this project, City Year hopes to create a clean and beautified learning environment to contribute to the success of the students of Bernard Terrace.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Grantee a maximum sum of $3,045.41.

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. Terms. The term of the grant agreement is 4 (four) months, beginning October 1, 2011 and ending on January 31, 2012, unless ended earlier for cause, by mutual consent of both parties or due to lack of continuation of funding.

b. Reimbursement Requests. Reimbursement Requests are submitted under this Grant Agreement for payments. Payments will be made as a reimbursement for work completed and goods & services that have been received. Grantee may submit a Reimbursement Request based on work and Goods & Services that have been invoiced, but not received, with prior approval of the Grant Monitor. Grantee shall submit to the Grant Monitor with the final original invoice, a Final Report, and all supporting documentation required to verify that the qualifying marketing expenses were actually incurred by the grantee in compliance with the terms of the Grant Agreement, due no later than thirty (30) days of the end of the Grant Agreement.

c. Payment. The Grant Monitor shall review and verify the invoice(s), and all supporting documentation for compliance with the grant Agreement. Upon approval, Grant Monitor shall authorize the invoice(s) for payment. Reimbursement usually takes 2-4 weeks.

The State will reconcile the invoice 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 qualifying expenses, 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 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, Grantee will be required to repay the State. If the Grantee defaults on the agreement, breaches the terms of the agreement, or ceases to do business, it shall be required to repay the State in accordance with the State's terms or requirements.

If the Grantee wishes to propose any changes to this Agreement, the Grantee must submit any such proposed changes to the State in writing. Revision of the Scope of Work or Budget may be allowable, but must have prior written approval from the State. Any item not listed in the scope of Work or Budget that has not been approved by the Grant Monitor will not be considered an eligible expense and may not be approved for payment. Any change to this agreement requires a written amendment, executed by all parties, as set forth herein.

d. Appropriations Act for FY 2011-2012. No funds appropriated under the Appropriations Act for FY 2011-2012 shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the state unless the entity (e.g., a grantee) executes an agreement (e.g., a grant agreement) and submits to the transferring agency (e.g., LA Serve), 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 transferring agency shall submit the Agreement, the Budget and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

4. Amendments

The sub-grantee must obtain the prior written approval of the Commission before making changes in the approved grant, including changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes; and/or substantial changes in the Level of participation supervision. The request shall be valid only when in accordance with the Disability Grant Fund provisions.

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 sub-grantee organization in all printed and broadcast promotional material, publicity, advertising and printed programs supported by this grant: "Supported by a grant from the Louisiana Serve Commission in the Office of the Lieutenant Governor Jay Dardenne."

6. Termination

Either party may terminate this grant 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 mutual agreed upon date.

The Commission may terminate this contract for cause based upon the failure of the sub-grantee to comply with the terms and/or conditions of the grant agreement; provided that the Commission 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 corrected such failure and thereafter proceeded diligently to complete such

correction, then the Commission may, at its option, place the sub-grantee in default and the grant 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 Commission to comply with the terms and conditions of this grant agreement; provided that the sub-grantee shall give the Commission written notice specifying the commission's failure and a reasonable opportunity for the Commission to cure the defect.

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). If an audit is started prior to the expiration of the three (3) year period, the records must be retained until the audit findings involving the records have been resolved and final action taken.

8. Audits

A sub-grantee that expends $500,000 or more of total 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 will be submitted within thirty (30) days of the completed report.

It is hereby agreed that auditors from the Louisiana Division of Administration, the Louisiana Serve Commission and the Legislative Auditor of the State of Louisiana shall have the option of auditing all accounts of Grantee that are related to this grant.

9. Taxes

The 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 Grantee's obligation and identified under Federal Tax identification number 22-2882549 .

10. Assignment of Interest

The Grantee shall not assign any interest in this grant 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 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.

11. Anti-discrimination

The 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 Grantee agrees to abide by the Requirements of the Americans with Disabilities Act of 1990. 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 Grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

12. 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 — Date
Deputy Secretary
Office of the Lt. Governor

1-9-12

Chris Gorman — Date
Chair
Louisiana Serve Commission

1-6-12

Janet Pace — Date
Executive Director
Louisiana Serve Commission

THE GRANTEE

1/5/12

Laura Hamm — Date
Executive Director
City Year Baton Rouge

Include Me 2011
Request for Project Funding

Applicant Information	
Organization Name: City Year Baton Rouge	Address: 111 North. 3rd Street Baton Rouge, LA 70801
Phone: 225-663-4220	Fax: 225-663-4219
Email: mmanuselis@cityyear.org	AmeriCorps Program Director: Melissa Manuselis
Authorized applicant signature:	

Project Information	
Include Me Project Director: Quiana Holmes	Phone: 225.288.1733
Fax: 225-663-4219	Email: qholmes@cityyear.org
Project Date and Time: October, 22nd 2011 10am-4pm	Amount Requested:

Partner Information (replicate this box for additional partners)	
Organization Name: Mid City Redevelopment Alliance	Address: 419 North 19th Street Baton Rouge, LA 70802
Phone: 225-336-1477	Fax: 225-346-1000
Email: chaz@midcityredevelopment.org	Contact: Chaz Cooper Project Manager
Role: Service Partner	
I affirm that our organization is a partner with the applicant for *Include Me 2011*	

Partner Information (replicate this box for additional partners)	
Organization Name: Bernard Terrace Elementary School	Address: 241 Edison Street Baton Rouge, LA 70806
Phone: 225-343-5769	Fax: 225-338-0534
Email: ddunbar@ebrschools.org	Contact: Demetric Dunbar
Role: Service Partner and site of National Make a Difference Day project.	
I affirm that our organization is a partner with the applicant for *Include Me 2011*	

Briefly describe proposed project:
City Year Baton Rouge's Make a Difference Day service will consist of refurbishing the interior hallways and stairwells of Bernard Terrace Elementary with City Year Corps members and external volunteers. Other projects will include painting playground equipment and removing trash and debris from around the school grounds. Bernard Terrace Elementary is a historic building in the Mid City neighborhood. Built in 1927, the school was a neighborhood school for many years, but most students are currently bused in from the Valley Park neighborhood. The school is American Disability Association compliant with a wheelchair ramp into the school. Due to the school's historical significance, the Mid City Redevelopment Alliance has targeted Bernard Terrace as a major project. This spring, Mid City Redevelopment Alliance painted the outside of the school. The projects assigned for National Make a Difference Day will continue this work by painting the interior and having it match the newly revitalized exterior. The walls on both the first and second floor are peeling and discolored in several places. By completing this project, City Year hopes to create a clean and beautified learning environment to contribute to the success of the students of Bernard Terrace. In addition to painting the inside of the school, City Year, the Mid City Redevelopment Alliance, and volunteers will be painting the playground outside. The playground is wooden and worn in appearance. Corps Members will instruct volunteers in sanding and painting over the wooden structural parts of the playground. City Year will also lead volunteers in trash pick-up around the exterior of the school. Bernard Terrace has a large field that has been polluted with trash. Corps Members and volunteers will engage in trash pick-up to ensure that the school is beautified both internally and externally. This

is also a project that can accommodate volunteers who may not want or be able to work inside the school.

Describe how you will engage community volunteers, specifically volunteers with disabilities, and how you will share your AmeriCorps story:

For National Make a Difference Day, City Year will recruit 100 volunteers. City Year will draw from previous volunteers while also recruiting new volunteers from the Bernard Terrace community is located. This will be a family-friendly event, but emphasis will be on engaging a diverse group of volunteers. City Year's goal is to recruit different groups throughout the community; this includes other non-profits, local schools, and university students in Baton Rouge.

City Year will post the event on the National Make a Difference Website and www.volunteerlousiana.gov. Posting the event on to both website will allow individuals to see the projects scheduled for the day. This will also allow City Year to recruit new volunteers who are not familiar with the organization.

To recruit individuals from the community, City Year will be posting flyers at locations in the vicinity of the school. This will include placing flyers in local stores along Government Street. The goal is to invest individuals in their local community.

City Year will reach out to Arc Baton Rouge, an organization that helps to empower individuals with disabilities by giving them support in their lives and the lives of their loved ones. City Year has taken into consideration the needs of many of the possible volunteers for National Make a Difference Day. There is a variety of projects for the event is to ensure that every individual is able to serve. Bernard Terrace's first floor and field are both wheelchair accessible. The majority of volunteers will be working on these two projects. City Year Corps Members' role is not only to engage volunteers in service, but to assist volunteers. Volunteers with disabilities who require help will be given assistance in painting or trash pick-up.

The beginning of the service day will start with an opening ceremony presented by City Year. The ceremony will welcome and appreciate volunteers for committing their time. The ceremony will include a guest speaker and a "physical training" demonstration by Corps Members. The ceremony will allow volunteers to participate in City Year's culture.

With City Year Corps Members engaging volunteers in service throughout the day, it will allow Corps Members to share their personal AmeriCorps stories. Corps Members will lead volunteers through an orientation. The orientation will not only allow volunteers to become familiar with the project that they have been assigned to, but will allow Corps Members to explain to volunteers their journey to AmeriCorps and express how AmeriCorps values, such as giving back in order to strengthen the community, has kept the Corps Member committed to the organization. Corps Members will also train volunteers on the skills needed to complete the project.

Volunteer recruitment goal	100
Volunteers with disabilities recruitment goal	10

Provide a detailed narrative of the project timeline (include project development and volunteer training):

City Year began planning for National Make a Difference Day in late August. The planning committee is five second year Senior Corps Members as well as Quiana Holmes, Evaluations Manager at City Year Baton Rouge. City Year began contacting various non-profit organizations to find a suitable project for National Make a Difference Day and connected with Mid City Redevelopment Alliance, who was planning to paint the hallways of Bernard Terrace Elementary School with minimal external support.

City Year met with Mid City Redevelopment Alliance in order to plan additional projects to expand National Make a Difference Day in order to open the event to the community. The next step was to meet with Bernard Terrace Elementary school's principal, Ms. Dunbar. The first City Year and Mid City Redevelopment Alliance meeting with the site partner occurred on September 13, 2011. During the meeting, Ms. Dunbar agreed to host the service at the school on October 22.Ms. Dunbar informed both organizations that paint would be provided by Aramark.

City Year and Mid City Redevelopment Alliance concluded that National Make a Difference Day would consist of painting the hallways of the first and second floors, with as well as the stairwells. To improve the school's exterior, the wooden playground would be painted and trash on the school's field and in the surrounding areas would be picked up.

After City Year and Mid City Redevelopment Alliance finalized the details of the project, City Year created a list of supplies for each project. City Year and Mid City Redevelopment each inventoried the supplies of the organization and created a list of outstanding supplies that would be donated. City Year began requesting donations for National Make a Difference Day on October 5, 2011. City Year is responsible for providing refreshments for volunteers during the day of service.

City Year created a flyer for National Make a Difference at the end of September. The flyer details the event and directs volunteers to a website in order to preregister for the event. City Year is beginning to recruit volunteers from the Baton Rouge community, as well as reaching out to several organizations such as Southern University Greek Life and Arc Baton Rouge.

For National Make a Difference Day, the two hallways need preparation. City Year Corps Members will be involved in a project preparation day on October 17th. On this day, Corps Members will also receive training to prepare them for the service day and their roles. Each Corps Member will be given a Project Coordinator Packet which details the project that they have been assigned to and how best to train the volunteers they will be leading.

Mid City Redevelopment Alliance will be delivering the materials and supplies needed for National Make a Difference Day to Bernard Terrace on October 20th, 2011. The materials and supplies will then be separated by City Year and Mid City Redevelopment by project. This will be the last aspect of preparation before National Make a Difference Day on Saturday, October 22, 2011.

Budget for National Make a Difference Day 2011 Service Project			
Item:	**Unit Price (USD)**	**Quantity**	**Total Costs For Event**
Painter's Tape Roll	3.93 (Lowes)	10	39.3
Scrapers	3.47 (Home Depot)	30	104.1
3" Paint Brushes	3.99 (Lowes)	125	498.75
Roller Extensions	6.97 (Home Depot)	20	139.4
Roller Cages	2.97 (Home Depot)	20	59.4
Stirring Sticks	0.12 (Jamestown Distributors)	5	0.6
Painter's Tarp	5.48 (3-Pack 9' x 12') (Lowes)	2000 sq. ft	33.82
Roller Trays	5.97 (3-Pack) (Home Depot)	15	29.85
Buckets for Paint	1.00 (Dollar Store)	40	40
Ladders	39 (Home Depot and Lowes)	14	546
Water Buckets	2.78 5-Gallon Pales (Lowes)	14	38.92
Trash Cans	15.88 32-Gallon (Lowes)	6	95.28
Trash Bags	14.48 (54-Count) (Home Depot)	30	8.05
Brooms	6.03 (Lowes)	3	18.09
Rubber Gloves	3.99 for 50-pairs (Amazon.com)	50-pairs	3.99
Tables	38.88 (Walmart)	10	388.8
Chairs	59 (4-pack) (Walmart)	5	73.75
Cleaning Rags	6.97 (1 lb box) (Walmart)	5 lbs	34.85
Clip Boards	5.29	5	26.45
Name Tags	3.99 (100-pack)	150	5.99
Pens	8.99 (per dozen)	10	7.5
Wood Paint	2.94 (8 oz.) (Home Depot)	15	44.1
Pizza	10.00 (Dominos)	10	100
Roller Covers	7.97 (6-Pack) (H.D./Lowes)	120	159.4
Painters Tape Roll	3.93 (Lowes)	10	39.3
Stirring Sticks	0.12 (Jamestown Distributors)	20	2.4
Water	6.88 (48-Pack) (Sam's Club)	200	28.67
Powerade	12.48 (24-Pack) (Sam's Club)	100	52
Sandwich Platter	49.99 (serves 28) (Albertsons)	100	178.54
Chicken Finger Platter	90.00 (100 fing.) (Rais. Canes)	1	90
Snacks/Chips	11.98 (50 ct) (Sam's Club)	150	35.94
Napkins	9.98 (1280 pk) (Sam's Club)	200	1.56
Plates	16.66 (600 ct) (Sam's Club)	200	5.56
Gas for Transportation	3.26 (1 Gal.) (Chevron)	20	65.2
Paint Thinner	9.97 (1 Gal.) (Home Depot)	5	49.85
TOTAL			3045.41
Inkind			
Acryllic Paint	29.97 (1 Gal.) (Home Depot)	40	1198.8