

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

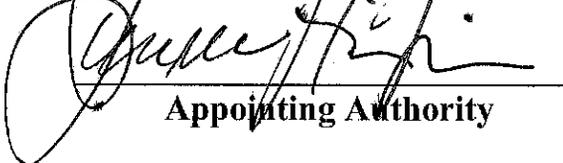
**Agency/Program:** Volunteer Louisiana

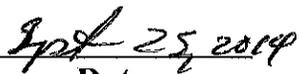
**Recipient:** The Fuller Center NWLA

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 12VG140950011
  - 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

  
Appointing Authority

  
Date

  
Date

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
SUB-GRANTEE: The Fuller Center NWLA

AWARD AMOUNT: \$5,000.00  
GRANT AGREEMENT: 12VG140950011

**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 The Fuller Center Northwest Louisiana (Adriana Thomas, Program Director, Post Office Box 3173; Shreveport, LA 71133) (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 National Day of Service and Remembrance 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.).

In the event of any inconsistent or incompatible provisions, this signed Agreement (excluding the Sub-grantee's proposal) shall take precedence, followed by the provisions of the Sub-grantee's proposal. (Note – if there are federal guidelines that also govern – and presumably trump the content of the agreement and the proposal, we should reference the guidelines and state their authority)

**2. Purpose of the Grant**

To provide funding for a community revitalization project for low-income community of Allendale as a memorial to September 11, 2001, and referred to in the Proposal and Budget submitted by the Organization as approved by the State (Attachment A).

**3. Grant Award**

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$5,000.00 (five thousand dollars).

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 August 1, 2014 and end on September 25, 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.

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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 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](mailto: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.

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SUB-GRANTEE: The Fuller Center NWLA

AWARD AMOUNT: \$5,000.00  
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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**

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
SUB-GRANTEE: The Fuller Center NWLA

AWARD AMOUNT: \$5,000.00  
GRANT AGREEMENT: 12VG140950011

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 20-8326010

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

9/17/14  
Date

Adriana Thomas  
Adriana Thomas  
Program Director  
Fuller Center of NWLA

09-05-14  
Date

Julie Cherry  
Julie Cherry  
Chair  
Volunteer Louisiana Commission

9/9/14  
Date

Judd Jeanson  
Judd Jeanson  
Executive Director  
Volunteer Louisiana Commission

9-8-14  
Date

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
 SUB-GRANTEE: The Fuller Center NWLA

AWARD AMOUNT: \$5,000.00  
 GRANT AGREEMENT: 12VG140950011

**Attachment A**

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

**National Day of Remembrance and Service 2014  
 Request for Proposals**

Applicant Information	
Organization Name: The Fuller Center of NWLA	Address: P.O. Box 8173 Shreveport, LA 71180
Phone: 318-685-1237	Fax: 318-685-1238
Email: athomas@fullcenternwla.org	Program Director: Adriana Thomas
Authorized applicant signature: 	

Project Information	
Project Director: Adriana Thomas	Phone: 318-685-1237
Twitter and Facebook Address: twitter: @fullcenternwla facebook: /fullcenternwla	Site Location Address: Arlon St. Clay, and Falgout St. of Shreveport, LA
Fax: 318-685-1238	Email: athomas@fullcenternwla.org
Project Date and Time: September 11, 2014 11:00 a.m.	Amount Requested: \$5,000.00

Partner Information (replicate this box for additional partners)	
Organization Name:	Address:
Phone:	Fax:
Email:	Contact:
Role:	
I affirm that our organization is a partner with the applicant for <i>NDRS 2014</i>	

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**Attachment A**

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

**National Day of Remembrance and Service 2014  
 Request for Proposals**

**Describe the proposed project:**  
 The September 11th National Day of Service project for The Fuller Center for Housing of NWLA will consist of a community revitalization project to revitalize a low-income working community in remembrance of September 11th. On this special day of remembrance volunteers will serve in the Alhambra community to plant 11 orange trees, 11 Bradford pines, and 11 oak trees in remembrance of 9/11. Volunteers will prep the community before planting by clearing up illegal dumpsites and leaving sidewalks with bumpers to beautify their yards. This project will not only beautify the community and give life to an under-served community. Every tree that takes root also carries with it a myriad of benefits to the community's health, quality of life, and well-being. By planting and caring for this distressed community, community members will work together honor the victims of 9/11.

**Describe how you will engage community volunteers, specifically youth volunteers, veterans, and volunteers with disabilities:**  
 Volunteers will be recruited from local schools, students from local colleges and high school service clubs, veterans from the military community and local American Legion members. This project will not only revitalize this community but it will serve as a reunion project for all of the local American Legion members and it will serve as a remembrance ceremony for 9/11.

Youth volunteer recruitment goal	15
Volunteers with disabilities recruitment goal	5
Military & Family members who volunteer goal	50

**Provide a project timeline including project development and volunteer training:**

September 5th	Confirm attendance for all volunteers for service project
September 6th - 9th	Purchase all material for Service Project
September 11th	Service Project
September 12th	Process #contingencies Request

Please see the attached budget. Up to 10 percent of the grant request may be allocated to project overhead. Although no match is required, please indicate in-kind or cash donations from other community sources/partners.

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

**National Day of Remembrance and Service 2014  
 Request for Proposals**

While no funding match is required, any funding that is identified to increase 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 BUDGET**

**Project Materials/Supplies**

Items	Qty	Unit Cost	Grant Amount	Match	Total Amount
V-Shirts, Tapes, Buttons, Shovels, Ruban, Lamin Cardboard, Wire of Bunch, Crowns			\$4200.00		\$4200.00
Knives, Flash Hags, Life Vestment, Gasoline, Blisters, Oil, Life Trenchers, and Gloves					
***See attached document for more***					
<b>Totals</b>			\$4200.00		\$4200.00

**Refreshments**

Items	Qty	Unit Cost	Grant Amount	Match	Total Amount
Water, Orange, Granola Bars, Chips and Tosts			\$150.00		\$150.00
<b>Totals</b>			\$150.00		\$150.00

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
 SUB-GRANTEE: The Fuller Center NWLA

AWARD AMOUNT: \$5,000.00  
 GRANT AGREEMENT: 12V6140950011

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

**National Day of Remembrance and Service 2014  
 Request for Proposals**

**Contractual and Consultant Services**

Purpose	Calendar	Daily Rate	Grant Amount	Match	Total Amount
Totals					

**Administrative Costs (not to exceed 10% of grant request)**

Purpose	Grant Amount	Match	Total Amount
Operational Support	\$500.00		\$500.00
Totals			

TOTALS (grant amount not to exceed \$5,000)	Grant Amount	Match	Total Amount
TOTALS	\$5,000.00		\$5,000.00

Grant requests should be mailed or emailed to:  
 Nicholas Auack  
 Volunteer Louisiana  
 PO Box 44243  
 Baton Rouge, LA 70804  
 Email: [nauck@vrla.gov](mailto:nauck@vrla.gov)

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
SUB-GRANTEE: The Fuller Center NWLA

AWARD AMOUNT: \$5,000.00  
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**NATIONAL DAY OF REMEMBRANCE AND SERVICE 2014**

**Material/Supplies**

T-Shirts 40 @ 25.00	\$1,000.00
Trees 30 @ 50.00	\$1,500.00
Mulch 30 @ 3.00	\$90.00
Shovels 10 @ 25.00	\$250.00
Rakes 5 @ 20.00	\$100.00
Litter Grabbers 5 @ 20	\$100.00
Wheel Barrels 2 @ 60	\$120.00
1 yard of compost	\$50.00
Augger 1 @ 300.00	\$300.00
Trash Bags 10 boxes @ 12.00	\$120.00
Line Trimmers 2 @ 150.	\$300.00
Blowers 1 @ 300.00	\$300.00
5 Gallons @ 3.00	\$15.00
2 cycle Oil 1 box @ 5.00	\$5.00
Line Trimmer 2 @ 20.00	\$40.00
50 pairs of gloves	\$50.00

**Refreshment**

Water, Gatorade, Granola Bars, Chips, Fruit...	\$150.00
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**Administrative Cost**

Operational Support	\$500.00
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