

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

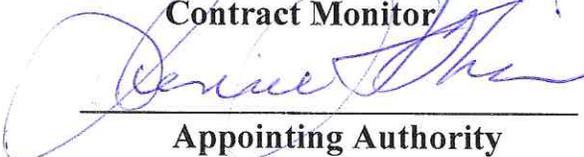
**Agency/Program:** Volunteer Louisiana/Volunteer Generation

**Recipient:** United Way of Acadiana

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 11VG1184300012
  - 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? <i>This is a 5 month grant agreement and requires 1 written report at the end of the agreement</i> |
| <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

Oct 4, 2012  
Date

10/4/2012  
Date



FUNDING PERIOD: July 1, 2012 – December 31, 2012  
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$5,000.00  
GRANT AGREEMENT: 10VG1184300012

**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 United Way of Acadiana, doing business as the Acadian Volunteer Center, (Keler Williams Director, 215 East Pinhook Road, Lafayette, LA 70501) (hereafter sometimes referred to as “Sub-grantee”) do hereby enter into this agreement (“Agreement”) under the following terms and conditions.

**1. Performance Indicators**

Sub-grantee hereby agrees to utilize the funding to support the Acadiana Parish “Make A Difference Day 2012” in accordance with the goals and initiatives contained in the proposal submitted which includes the budget (See Attachment).

**2. Purpose of the Grant**

Extreme School Makeover uses volunteers to perform simple repairs and updating to up to 18 Lafayette Parish schools to create safe & welcoming environments that encourage learning. United Way of Acadiana will recruit & assign groups of volunteers to each campus to carry out such projects as redecorating & painting school libraries; developing reading nooks in classrooms & on playgrounds to encourage students to spend more time reading; adding new landscaping & repairing playground equipment; & carrying out other maintenance tasks like painting & making minor repairs. The first round of school projects will take place on August 4 & August 9 prior to the beginning of the new academic year. A last session is scheduled for October 27, which is Make a Difference Day.

**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.

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 grant agreement is six (6) months, beginning July 1, 2012 and ending on December 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 allowable expenditures incurred in fulfilling the terms of the Grant Agreement. Sub-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. Sub-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 Sub-Sub-grantee in compliance with the terms of the Grant Agreement, due no later than thirty (30) days of the end of the Grant Agreement.

FUNDING PERIOD: July 1, 2012 – December 31, 2012  
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AWARD AMOUNT: \$5,000.00  
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**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 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, or ceases to do business, it shall be required to repay the State in accordance with the State's terms or requirements.

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.

**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 entity (e.g., a Sub-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](mailto:ebudgets@lla.la.gov).

#### **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.

#### **5. Acknowledgment Statement**

The following statement shall appear prominently positioned next to the official logo of Corporation for National and Community Service 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 either 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.

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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 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 Sub-grantee that are related to this grant.

#### **9. 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 72-0513639.

#### **10. Assignment of Interest**

The Sub-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 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.

#### **11. 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.

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**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**

**THE SUB-GRANTEE**

Charles R. Davis 9/7/12  
Date  
Charles R. Davis  
Deputy Secretary  
Office of the Lt. Governor

Keler Williams 7/31/12  
Date  
Keler Williams  
Executive Director  
Acadiana Volunteer Center

Chris D. Gorman 7.22.12  
Date  
Chris D. Gorman  
Chair  
Louisiana Serve Commission

Janet Pace 8-20-12  
Date  
Janet Pace  
Executive Director  
Louisiana Serve Commission

# **2012 National Service Days Request for Proposals**

## **Background:**

*In 2010, the Louisiana Serve Commission, in cooperation with the eight (8) Regional Volunteer Centers, developed a three year strategy for funding. The overarching goal of this strategy is to develop a statewide call to volunteerism which will lead to an increase of volunteer leaders who will work through National Days of Service and with local governments to improve the quality of life in Louisiana. Volunteer Centers proposed that their role in the state's project, include the following mutually supporting activities; promotion and development of at least one of four (4) specific National Service Days in all of the state's largest cities and training volunteer leaders, who would in turn recruit volunteers for community projects. Louisiana Serve Commission now seeks proposals from the Volunteer Centers for funding and implementation.*

## **Objectives:**

- Promotion of at least one of four (4) National Days of Service (Dr. Martin Luther King, Jr. Day, National Volunteer Week, Global Youth Service Day and Day of Service/Remembrance with an emphasis on recruiting veterans) in each of the state's largest cities (Alexandria/Pineville, Baton Rouge, Gonzales, Houma, Lafayette, Lake Charles, Mandeville, Monroe/West Monroe, New Orleans, Shreveport and Slidell).
  
- Train Volunteers Leaders within your community to assist local nonprofits in community projects.

## **Project:**

Volunteer Centers must develop projects for one or more of the four (4) National Days of Service (Dr. Martin Luther King, Jr. Day, National Volunteer Week, Global Youth Service Day and Day of Service/Remembrance with an emphasis on recruiting veterans). Participation in all four days is not required to receive funding. 2011 National Days of Service dates are as follows:

2012 National Days of Service dates are as follows (optional):

- |  |                |
|--|----------------|
| • Dr. Martin Luther King, Jr. Day                                      | January 2012   |
| • National Volunteer Week  | April 2012     |
| • Global Youth Service Day   | April 2012     |
| • Day of Service/Remembrance (With an emphasis on recruiting Veterans) | September 2012 |
| • Make a Difference Day  | October 2012   |

In order to support volunteer programs, Volunteer Centers will conduct Volunteer Leader Training in partnership with other nonprofits. Volunteer Centers may utilize the HandsOn Network's Volunteer Leader Training, or training that they develop, provided the training includes modules on:

Before the Project

- Volunteer Recruitment

## *2012 National Service Days* **Request for Proposals**

- Creating a Weather Plan
- Cancelling a project

### Project Day

- Volunteer Waivers
- Orientation to the Project
- Tips for working with Volunteers
- Clean-up Site and Secure Tools
- Thank Volunteers/Look for Leaders

### After the Project

- Collect and Review Feedback
- Safety Review

### **Requirements:**

- 1) The attached application must be completed for funding.
- 2) A roster of Volunteer Leader Training attendees must be turned in within 30 days of being conducted.
- 3) All grantees will be required to have volunteers register, and post their opportunity on [www.volunteerloisiana.gov](http://www.volunteerloisiana.gov) and record their volunteers' hours on the website. Those not familiar with the process will be provided training and support by Volunteer Louisiana.
- 4) Projects must include a reflection/evaluation for volunteers at the end of the service day.
- 5) Grantees must submit a Final Report and Reimbursement Request no later than September 15, 2011 to receive funds.
- 6) To support the Oil Spill recovery efforts, the National Day of Remembrance/Service project must have a conservation element.
- 7) Additionally, to support the Gulf Oil Spill recovery efforts, Volunteer Centers should describe how their training calendar includes training that addresses recovery needs due to the oil spill and engage registered volunteers to assist with Oil Response opportunities when possible.
- 8) Although formal Partner Agreements are not required, successful programs will demonstrate successful current partnerships and a process for development of new partnerships and the goal the partnership will facilitate.

### **Funds:**

The grant is available to current Volunteer Centers operating in the state of Louisiana. The Louisiana Serve Commission will provide grant monies to pay for project supplies, volunteer refreshments/water and some administrative costs (identified as Project Budget). Volunteer Centers may apply for more than one city with a maximum of \$5,000 per city being awarded. All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted within 60 days following the service event and no later than September 15, 2012 to the Louisiana Serve Commission for payment.

# 2012 National Service Days Request for Proposals

## Request for Project Funding

### Section A. - Demographics

*Organization Name:* United Way of Acadiana  
*Phone:* 337.706.1234 – Volunteer Center  
*Email:* keler.williams@unitedwayofacadiana.org  
*Address:*

215 E. Pinhook Road  
Lafayette, La. 70501  
*Fax:* 337.233.8380  
Volunteer Center Director:  
Keler Williams

*Amount Requested:*     \$5000    

*Authorized applicant signature:* \_\_\_\_\_

### Section B. - Narrative

*The second section of the proposal should be prepared as a narrative. The narrative section of the application is your opportunity to convince reviewers that your project meets the selection criteria. Below are some general recommendations to help you present your project in a way the reviewers will find compelling and persuasive.*

- **Lead from your program strengths and be explicit.** Do not make the mistake of trying to stretch your proposed program description beyond what it is.
- **Be clear and succinct.** Reviewers are not interested in jargon, boilerplate, rhetoric or exaggeration. They are interested in learning precisely what you intend to do, how your project responds to the objectives and requirements above, as well as that your program has been developed with a vision.
- **Avoid circular reasoning.** The projects you describe should not be defined as the lack of the solution you are proposing.
- **Explain how.** Avoid simply stating that the requirements will be met. Explicitly describe how the proposed project will meet requirements and objectives.
- **Don't make assumptions.** Even if you have received funding from LA Serve in the past, do not assume your reviewers know anything about your organization, your projects, partners or beneficiaries. Avoid overuse of acronyms.
- **Use an impartial proofreader.** Before you submit your application, let someone who is completely unfamiliar with your project read and critique the project narrative.

## ***2012 National Service Days*** **Request for Proposals**

*Your narrative should answer the following questions:*

- 1. Briefly describe proposed National Day of Service project(s) that will be funded in part by the Volunteer Generation grant.*

Extreme School Makeover uses volunteers to perform simple repairs and updating to up to 18 Lafayette Parish schools to create safe & welcoming environments that encourage learning. The project will take place over three days, with the last day to coincide with Make a Difference Day.

United Way of Acadiana will recruit & assign groups of volunteers to each campus to carry out such projects as redecorating & painting school libraries; developing reading nooks in classrooms & on playgrounds to encourage students to spend more time reading; adding new landscaping & repairing playground equipment; & carrying out other maintenance tasks like painting & making minor repairs. While these projects cannot address all the problems a school facility may have, doing minor maintenance and updating grounds and buildings helps create a campus that is more inviting for students and faculty. The first round of school projects will take place on August 4 & August 9 prior to the beginning of the new academic year. A last session is scheduled for October 27, which is Make a Difference Day.

United Way staff will work with the principals of the schools to determine the types of projects they would like to have completed. United Way will use funds from this grant to purchase up to \$225 in needed supplies for each participating school. Only those projects that can be undertaken in one day will be considered. United Way staff will use that list to purchase or solicit donations of needed materials & will make sure they are delivered to each school prior to the work day. Volunteer leaders will be responsible for assigning volunteers to complete specific tasks at each site.

- 2. Briefly describe proposed national day of Service project(s) of which you are not seeking funding, but will still be conducted during 2012, if applicable.*

NA

- 3. Please identify current partnerships that will be utilized with this program and partnerships that have been identified to assist with increasing your capacity to achieve the objectives.*

University of Louisiana at Lafayette's SOUL Camp for new students will provide volunteers to carry out makeover projects at schools throughout the area. United Way of Acadiana will also recruit additional community volunteers to assist with these projects.

## ***2012 National Service Days*** **Request for Proposals**

United Way of Acadiana is also working with Lowe's of North Lafayette to secure donations of paint and other supplies to be used for various makeover projects.

- 4. Describe that portion of the Mayor or Parish President's plan that your Day of Service will support.*

One area of focus for Lafayette Consolidated Government's City of Service initiative is education. This program helps schools become a more engaging learning environment for students, faculty and staff, and turns those campuses into places people want to be.

- 5. Briefly describe your plan for recruiting, training and supporting Volunteer Leaders.*

The Volunteer Center staff will identify individuals who have previously served as volunteer leaders on other projects. They will participate in a brief "refresher course" on motivating and managing volunteers, and provide them with information on their assigned projects and the volunteer groups with which they will be working. United Way staff will be available on the day of the event at each campus to provide any needed support.

- 6. Describe any activities your organization will undertake that support Gulf Oil Spill recovery efforts through education, specific projects, public outreach, etc.*

NA

- 7. Describe your process for collecting and reviewing volunteer feedback after an event, as well as implementing changes that will improve your organization based on such feedback.*

Success will be determined by the number of schools we are able to reach and the percentage of the proposed projects volunteers will be able to complete at each school. Staff will also develop questionnaires for volunteers and for school administrators to assess their satisfaction with the outcome of the projects once they are completed. The surveys will be administered through the website Survey Monkey ([www.surveymonkey.com](http://www.surveymonkey.com)). Results will be tabulated and used to improve program implementation and volunteer experience in the future.

## 2012 National Service Days Request for Proposals

### Section C. - Budget

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

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Mini-grants of up to \$225 each for up to 18 schools	18	\$225	\$4,050		\$4,050
<i>Match will be encouraged but not required for participation in this event.</i>					
Training materials for up to 15 volunteer leaders	15	\$10	\$150		\$150
T-Shirts for volunteer leaders	15	\$6	\$90		\$90
<b>Totals</b>			<b>\$4,290</b>		<b>\$4,290</b>

#### Refreshments

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Water & snacks		\$ 210	\$ 210		\$ 210
<b>Totals</b>			<b>\$210</b>		<b>\$210</b>

**2012 National Service Days  
Request for Proposals**

**Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Grant Amount	Match	Total Amount
NA					
<b>Totals</b>					

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

Purpose	Grant Amount	Match	Total Amount
Project Administration	\$500		\$500
<b>Totals</b>	<b>\$500</b>		<b>\$500</b>

<b>TOTALS (grant amount not to exceed \$5,000)</b>		Grant Amount	Match	Total Amount
		\$5,000		\$5,000
Item	Calculation	Grant Amount	Match	Total Amount
<b>TOTALS</b>				

*2012 National Service Days*  
**Request for Proposals**

**Grant requests should be mailed or emailed to:**

**Nicholas Auck**  
**Director of Volunteer Outreach**  
**Louisiana Serve Commission**  
**Post Office Box 44243**  
**Baton Rouge, LA 70804**  
**Email: [nauck@crt.state.la.us](mailto:nauck@crt.state.la.us)**