

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$5,000.00  
GRANT AGREEMENT: 12VG140950013

**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 United Way of Acadiana (Margaret Trahan, President, 215 East Pinhook Road; Lafayette, LA 70501) (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 at least 10 school makeovers as part of the Big Event project in Lafayette to say thank you to area service personnel, and refers to 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.

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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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**

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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

**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 12/17/14  
Date  
Charles R. Davis  
Deputy Secretary  
Office of the Lieutenant Governor

Margaret A. Trahan 9/2/14  
Date  
Margaret Trahan  
President  
United Way of Acadiana

Julie Cherry 10/15/14  
Date  
Julie Cherry  
Chair  
Volunteer Louisiana Commission

Kidd Jeansonne 9-19-14  
Date  
Kidd Jeansonne  
Executive Director  
Volunteer Louisiana Commission

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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  
 Request for Project Funding

Applicant Information	
Organization Name:	Address:
United Way of Acadiana	215 East Pinhook Road Lafayette, La. 70501
Phone:	Fax:
337.233.8380	337.233.8380
Email:	Program Director:
Margaret.Trahan@unitedwayofacadiana.org	Margaret Trahan, President/CEO
Authorized applicant signature: <i>Margaret A. Trahan</i>	

Project Information	
Project Director:	Phone:
Kiefer Williams, Dir. of Volunteer Mobilization & Talent Development	337.706.1234
Twitter and Facebook Address:	Site Location Address:
<a href="http://www.facebook.com/UWofAcadiana">www.facebook.com/UWofAcadiana</a> <a href="http://www.twitter.com/UWofAcadiana">www.twitter.com/UWofAcadiana</a>	215 East Pinhook Road Lafayette, La. 70501
Fax:	Email:
337.233-8380	Kiefer.Williams@unitedwayofacadiana.org
Project Date and Time:	Amount Requested:
October 25, 2014	\$5,000

Partner Information (replicate this box for additional partners)	
Organization Name:	Address:
University of Louisiana at Lafayette Office of First-Year Experience	109 Lee Hall P. O. Box 44332 Lafayette, La. 70504
Phone:	Fax:
337.482.5424	
Email:	Contact:
dana@louisiana.edu	Dana Bekurs, Assistant Director
Role: Host organization for The BIG Event.	
I affirm that our organization is a partner with the applicant for NDARS 2014 <i>Dana Bekurs</i>	

Attachment A

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

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<b>Briefly describe proposed project:</b>	
<p>The BIG Event is a one-day event in which University of Louisiana at Lafayette (UL Lafayette) students get an opportunity to participate in and complete meaningful volunteer activities throughout Acadiana as a way to say "Thank you!" to residents for their continued support of the university. UL Lafayette, in partnership with United Way of Acadiana, introduced this program in 2013. Over 2,000 students participated in the event in its first year.</p> <p>United Way of Acadiana is requesting funding of \$5,000 to perform school "makeovers" as part of The BIG Event at a minimum of 10 schools in surrounding parishes. UW Acadiana's Volunteer Center staff will work with administrators at local schools currently participating in The Leader in Me (TLIM) to plan &amp; implement projects that incorporate &amp; reinforce concepts taught in the program.</p> <p>Based on Steven Covey's highly-respected 7 Habits of Highly Effective People, The Leader in Me is a proven, ubiquitous operating system for schools that successfully transforms the school's culture &amp; provides students with the strong leadership skills they need to succeed as they enter college or the workforce. Volunteer teams, with direction from the school's administration, will help install displays encouraging students to remember and follow 7 Habits; paint walls &amp; doors; create reading nooks in classrooms &amp; in the playground area; and other projects as needed. Requested funds will be used to purchase supplies and provide transportation to schools outside of Lafayette Parish.</p>	
<b>Describe how you will engage community volunteers, specifically youth volunteers and volunteers with disabilities:</b>	
<p>UL Lafayette's Office of First-Year Experience (OFYE) promotes The BIG Event throughout the campus through presentations at freshman orientation sessions &amp; to various campus organizations. UL Lafayette's Get on Board Day, the university's newspaper, <i>The Vermilion</i>; email messages to students; electronic message boards; OFYE's Facebook profile; &amp; flyers &amp; posters. OFYE will also be working with the UL Lafayette Office of Disability Services to recruit students with disabilities to volunteer. Students will register through UW Acadiana's website. Due to last year's overwhelming response, registration will be capped at 3,000 volunteers.</p>	
<b>Youth volunteer recruitment goal</b>	2000
<b>Volunteers with disabilities recruitment goal</b>	1 team
<b>Military &amp; Family members who volunteer goal</b>	0

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<p>Provide a detailed narrative of the project timeline (include project development and volunteer training)</p> <p>Planning for The BIG Event 2014 began in April 2014 with committee &amp; directors meetings taking place throughout the summer. As of August 20, meetings are held weekly.</p> <p>Beginning in September, UW Acadiana Volunteer Center staff will reach out to principals at area TLM schools offering them the opportunity to participate as a The BIG Event project site. Staff will then work with the schools to plan projects that can be completed in one day &amp; determine supply needs based on available funds from the schools &amp; through this grant. UW Acadiana will arrange transportation to locations outside Lafayette Parish.</p> <p>The BIG Event 2014 will take place Saturday, October 25. Volunteers will meet at UL Lafayette's Martin Hall, where they will sign in &amp; receive their event t-shirts. There will be a welcome ceremony and a brief orientation before volunteer teams are sent to their assigned locations. Each team will have an AmeriCorps volunteer who serves as team leader &amp; will be responsible for monitoring volunteers at their assigned site. Prior to the event, each team leader will be trained to lead a project reflection discussion, &amp; will lead their teams in a reflection time at the end of the project. All volunteers will be asked to participate in an online evaluation survey through SurveyMonkey (<a href="http://www.surveymonkey.com">www.surveymonkey.com</a>) to collect their feedback &amp; measure their satisfaction with the event, as well as give them an opportunity to document their reflections on the activities in which they participated.</p> <p>Please see the attached budget. Up to 10 percent of the grant request may be allocated to project oversight. Though no match is required, please indicate in-kind or cash donations from other community sources/partners.</p>
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*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**

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Supplies for school "makeovers" <i>includes, paint, plants, landscaping materials, paint brushes, &amp; other materials necessary for completing projects.</i>			\$4,000		\$4,000
Transportation for volunteers to go to schools in rural areas outside of Lafayette Parish			\$500		\$500
<b>Totals</b>					<b>\$4,500</b>

**Refreshments**

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
NA					
<b>Totals</b>					

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**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 Management	\$500		\$500
<b>Totals</b>			<b>\$500</b>

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

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

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

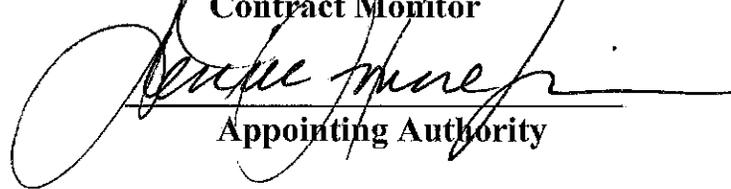
**Agency/Program:** Volunteer Louisiana

**Recipient:** United Way of Louisiana

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 12VG140950013
  - 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>Oct 27, 2014</u> Date
 Appointing Authority	<u>10/27/2014</u> Date

