

FUNDING PERIOD: February 1, 2014 through May 30, 2014  
SUB-GRANTEE: United Way of Acadiana

AWARD AMOUNT: \$5,000.00  
GRANT AGREEMENT: 12VG1409500007

**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 (Keler Williams, Program Director, 2015 East Pinhook Avenue; 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 Global Youth Service Day 2014 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 hold an "Acadiana Championship" Luncheon with a sports theme to recognize area volunteers. The luncheon will be interactive and motivational as well as educational about activities related to the Education, Earnings & Essentials program of the United Way (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 and no cents).

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 February 1, 2014 and end on May 30, 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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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.

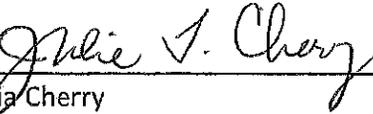
**13. Signatories**

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	Keler Williams
Deputy Secretary	Program Director
Office of the Lieutenant Governor	United Way of Acadiana
<u>4/25/14</u>	<u>4/11/14</u>
Date	Date


Julia Cherry
Chair
Volunteer Louisiana Commission
<u>4/23/14</u>
Date

**Attachment A**

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

***National Volunteer Week 2014***  
**Request for Proposals**

**Vision:**

National Volunteer Week, April 6-12, 2014, is about inspiring, recognizing and encouraging people to seek out imaginative ways to engage in their communities. It's about demonstrating to the nation that by working together, we have the fortitude to meet our challenges and accomplish our goals.

National Volunteer Week was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and special events scheduled throughout the week. This year marks the 40th anniversary of National Volunteer Week, demonstrating the enduring importance of recognizing our country's volunteers for their vital contributions.

Volunteer organizations, non-profits, and schools & community organizations will partner with local government for a week of service events. The goal of the event is to encourage volunteer coordinators to reach out to a large section of the population which is often overlooked in volunteer outreach and create partnerships which will last for service project events to come.

Applications for this project will be accepted until March 20th. Projects lead by youth will receive priority, and projects which recruit volunteers from the disability community are highly encouraged. Educational and environmental related projects are also strongly encouraged.

**Objectives:**

- To introduce a new generation of volunteers to service projects and volunteer organizations
- To introduce citizens with disabilities to volunteer based organizations, community volunteering, and opportunities for becoming involved in service.
- Promotion of Global Youth Service Day

**Requirements:**

- 1) Project must primarily be geared towards youth between ages of 5 and 25 and should include youths of all abilities
- 2) Project must include a welcome/orientation at the beginning of the event and a reflection/evaluation for volunteers at the end of the service day.
- 3) Grantees must submit a Final Report and Reimbursement Request to receive funds.

**Funds:**

The grant is available to organizations or individuals operating in the state of Louisiana. Volunteer Louisiana will provide grant monies up to \$5,000 per project to pay for project supplies, volunteer refreshments/water (identified in the Project Budget) and some administrative costs. Unexpended funds in the administrative costs may not be moved to the Project Budget.

All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted following the service event to Volunteer Louisiana for payment and include an original receipt with a zero balance. **INVOICES WILL NOT BE ACCEPTED.**

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**National Volunteer Week 2014**  
**Request for Proposals**

**Request for Project Funding**

Applicant Information	
Organization Name: United Way of Acadiana	Address: 215 E. Pinhook Rd. Lafayette, La. 70501
Phone: Main: 337.233.8302 Kelsi: 337.706.1234	Fax: 337.233.8380
Email: Kelsi.Williams@unitedwayofacadiana.org	Program Director: Kelsi Williams, Director of Volunteer Mobilization
Authorized applicant signature:	

Project Information	
Project Director: Kelsi Williams	Phone: 337.706.1234
Twitter and Facebook Address: <a href="https://www.facebook.com/UWofAcadiana">https://www.facebook.com/UWofAcadiana</a> <a href="https://twitter.com/UWofAcadiana">https://twitter.com/UWofAcadiana</a>	Site Location Address: Eobichaux Recreation Center 1919 Gracie Landry Road Lafayette, La.
Fax: 337.233.8380	Email: Kelsi.Williams@unitedwayofacadiana.org
Project Date and Time: Wednesday, Apr 16, 2014 10a-12p	Amount Requested: \$5,000

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 National Volunteer Week 2014	

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*National Volunteer Week 2014*  
**Request for Proposals**

<b>Briefly describe proposed project:</b>	
<p>The United Way of Acadiana Champions Luncheon will be a sports-themed event to recognize key volunteer engagement champions for their work as advocates on behalf of UWA and their successful recruitment of volunteers from their various organizations to assist with projects that further our work in Education, Earnings &amp; Essentials. These participants will take on the task of recruiting and leading teams of volunteers to take part in various volunteer events, including our annual Day of Action in June. This is a networking opportunity allowing each participant to connect with peers from other organizations and trade ideas for inspiring others to give, advocate, and volunteer.</p>	
<b>Describe how you will engage community volunteers, specifically youth volunteers and volunteers with disabilities:</b>	
<p>The Champion's Luncheon will be a fun, interactive, &amp; motivational event that will educate participants about our work in Education, Earnings, &amp; Essentials. It will inspire them to continue to encourage their co-workers, friends, and families to volunteer for various United Way of Acadiana events and programs such as, but not limited to, Day of Action, Day of Literacy, United Way Readers, United Way Financial Education Program, Volunteer Income Tax Assistance, and United Way of Acadiana Early Head Start Program. We will also encourage team leaders to include young people on their teams to help them understand the importance of volunteering. The participants – our Champions – will take part in interactive games and activities that will allow them to network &amp; share ideas with peers as well as learn new best practices they can use to motivate and inspire their co-workers to volunteer.</p> <p>Among the invitees will be members of University of Louisiana at Lafayette's The Big Event Executive Committee. This will allow us to recruit youth volunteers to participate in other activities in their community beyond this annual day of service for ULL students.</p>	
<b>Youth volunteer recruitment goal</b>	10
<b>Volunteers with disabilities recruitment goal</b>	
<b>Total volunteer recruitment goal (youth + adults)</b>	75
<b>Provide a detailed narrative of the project timeline (include project development and volunteer training):</b>	
<p>Planning for the event began March 6 and involved various UWA staff members representing Volunteer Mobilization, Resource Development, Administration, Marketing, and Community Impact. "Save the Date" emails were sent to all invitees March 13 and online registration opened March 17. The Volunteer Mobilization staff will recruit at least 25 volunteers to help run the event by April 4. The Resource Development staff will work with Community Impact staff to develop a "playbook" of information on UWA programs and activities and the many opportunities available to volunteer. The Champions Luncheon will take place on Wednesday, April 16 at the Robichaux Center, 1919 Erasle Landry Rd., in Lafayette.</p>	
<b>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:</b>	

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**National Volunteer Week 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
Event T-Shirts	100	\$6	\$600	0	\$600
Decorations			0	\$200	\$200
Copies			\$800	0	\$800
Postage	160	\$0.47	\$75	0	\$75
Signage			\$300	0	\$300
Game Supplies			\$400	0	\$400
Awards	100	\$2	0	\$200	\$200
Gift Bags	125	\$12	\$1,500	\$500	\$4,500
Misc. Expenses			0	\$200	\$200
<b>Total</b>			<b>\$3,375</b>	<b>\$1,100</b>	<b>\$4,275</b>

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*National Volunteer Week 2014  
 Request for Proposals*

TOTALS (grant amount not to exceed \$5,000)		Grant Amount	Match	Total Amount
Item	Calculation	Grant Amount	Match	Total Amount
<b>TOTALS</b>		\$5,000	\$1,000	\$6,000

Grant requests should be mailed or emailed to:

Nicholas Anck  
 Volunteer Louisiana  
 PO Box 44243  
 Baton Rouge, LA 70804  
 Email: [nauck@vols.gov](mailto:nauck@vols.gov)

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

**Agency/Program:** Volunteer Louisiana

**Recipient:** United Way-of-Acadiana

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 12VG1409500007
  - 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:** May 6, 2014  
Contract Monitor

Michelle Anthe  
Date

Denise Gray  
Appointing Authority

5/7/2014  
Date

**Transmittal to Louisiana Legislative Auditor  
of Comprehensive Budget Information**

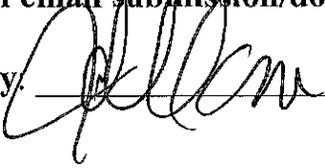
**Transferring Agency: Office of the Lt. Governor/Department of  
Culture, Recreation & Tourism**

Agency #: **146** Program #: **Volunteer Gen. 12VG1409600007**

**Receiving Agency or Entity**

<b>Name</b>	<b>Type</b>	<b>\$ Amount</b>
<b>American Red Cross South Louisiana Region</b>	<b>Grant</b>	<b>\$1,000.00</b>
<b>United Way of Acadiana</b>	<b>Grant</b>	<b>\$5,000.00</b>
<b>Special Olympics Louisiana</b>	<b>Grant</b>	<b>\$5,000.00</b>
<b>Special Olympics Louisiana</b>	<b>Grant</b>	<b>\$5,000.00</b>
<b>Special Olympics Louisiana</b>	<b>Grant</b>	<b>\$5,000.00</b>
<b>Shreveport Green AmeriCorps</b>	<b>Grant</b>	<b>\$15,000.00</b>
<b>Impact Lake Charles</b>	<b>Grant</b>	<b>\$4,630.00</b>
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**Please attach email submission/documentation.**

Submitted by:  Date Submitted: 5/16/24