

FUNDING PERIOD: April 9, 2013 through May 31, 2013  
SUB-GRANTEE: Impact Lake Charles AmeriCorps

AWARD AMOUNT: \$4,344.85  
GRANT AGREEMENT: 11VG129683010

**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 Impact Lake Charles AmeriCorps (Alisa Stevens, 326 Pujot Street, 5<sup>th</sup> Floor; Lake Charles, LA 70601) (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 2013 Global Youth Service Day 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, the federal and state regulations that govern this program shall take precedence, followed by this signed Agreement (excluding the Sub-grantee's proposal) shall take precedence, followed by the provisions of the Sub-grantee's proposal.

**2. Purpose of the Grant**

Impact Lake Charles will use funding to develop a wheelchair accessible vegetable garden at the Landmark Health Care and Rehabilitation Center. With the assistance of the residents of the Center, Impact Lake Charles will develop a garden, provide wheelchair accessibility and provide plant boxes, dirt, plants, and fertilizer for the resident's use as part of their therapy.

**3. Grant Award**

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$4,344.85 (four thousand, three hundred forty-four dollars and eighty-five 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 April 9, 2013 and end on May 31, 2013, 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 20<sup>th</sup> Anniversary of the Corporation for National and Community Service in Louisiana shall be provided by Volunteer Louisiana and 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.

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 72-0456901.

**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**

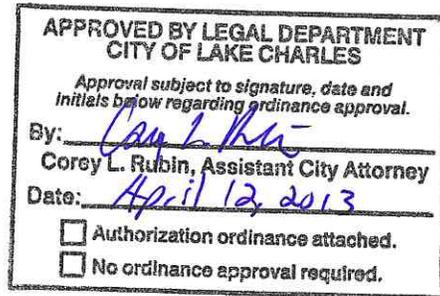
**THE SUB-GRANTEE**

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

Alisa Stevens 4/12/13  
Alisa Stevens Date  
Director  
Impact Lake Charles AmeriCorps

Julie S. Cherry 4-18-13  
Julie Cherry Date  
Chair  
Volunteer Louisiana Commission

Janet Pace 4-16-13  
Janet Pace Date  
Executive Director  
Volunteer Louisiana Commission



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

***2013 National Service Days***  
**Request for Proposals**

**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) in partnership with the local government and other partners
- Provide volunteer opportunities for all Louisiana citizens including veterans, people with disabilities and youth.
- Improve the living standard through education/literacy, nutrition and community investment projects.

**Project:**

Volunteer organizations 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 the National Day of Service/Remembrance with an emphasis on recruiting volunteers who are veterans, youth and/or people with disabilities). Participation in all four days is not required to receive funding. 2013 National Days of Service dates are as follows:

2013 National Days of Service dates are as follows

- |                                   |                    |
|-----------------------------------|--------------------|
| • Dr. Martin Luther King, Jr. Day | January 21, 2013   |
| • National Volunteer Week         | March 9-17, 2013   |
| • Global Youth Service Day        | April 26-28, 2013  |
| • Day of Service/Remembrance      | September 11, 2013 |

**Requirements:**

- 1) The attached application must be completed for funding.
- 2) The application must include a partnership with an active role by the local government.
- 3) Projects must include a reflection/evaluation for volunteers at the end of the service day.
- 4) Grantees must submit a Reimbursement Request and Final Report no later than September 15, 2013 to receive funds.
- 5) 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 nonprofits operating in the state of Louisiana. Volunteer Louisiana will provide grant monies to pay for project supplies, volunteer refreshments and some administrative costs (identified in the Project Budget). Volunteer organizations may apply for a maximum of \$5,000 per project. 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, 2013 to Volunteer Louisiana for payment.

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*2013 National Service Days*  
**Request for Proposals**  
**Request for Project Funding**

**Section A. - Demographics**

Organization Name: Impact Lake Charles      Address: 326 Pujo St., 5<sup>th</sup> Floor  
Phone: 337-491-8735      Fax: 337-491-8760  
Email: [alisa.stevens@cityoflc.us](mailto:alisa.stevens@cityoflc.us)      Volunteer Director: Alisa Stevens

Amount Requested: \$4344.85

Authorized applicant signature: Alisa Stevens

**Section B. - Narrative**

Impact Lake Charles AmeriCorps (ILCA) and its partners would like to build a therapeutic, vegetable garden that is wheelchair accessible at Landmark Health Care and Rehabilitation Center in Lake Charles on Global Youth Service Day.

We often participate in community service projects at this assisted living facility. What we have found is that the residents don't have a real variety of activities to take part in. We have attempted to bring activities to increase the quality of life. In the past we have led exercise programs, visited the residents on holidays and led parades down the hall. The residents seem to really enjoy the interaction.

The members of ILCA held a meeting at Landmark to determine the interest level in a therapeutic garden. The residents were extremely excited. They were able to express what they wanted to see in their garden. We learned that there is a retired horticulturalist that is a resident and is eager to spread his knowledge to the members and his fellow residents. The administration has also approved the project.

Being mindful of physical limitations we are proposing building a raised bed, garden. This will accommodate working from a standing position or wheelchair. According to research, therapeutic gardening helps patients feel better, recover faster and stay healthy longer. The lifting, bending, and twisting helps keep muscles strong and limber. The social aspects of gardening are good for mental health and building social skills. The garden will also act as a sensory stimulator with a variety of sights and smells. The smells can also be soothing to the residents. And finally, the satisfaction of planting something and watching it grow can be liberating for the residents that spend all day inside of a building.

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#### *2013 National Service Days* **Request for Proposals**

ILCA participated in Dr. Martin Luther King, Jr. Day in January and did not seek funding. The members collected food for the hungry. Although plans are not solidified for Make a Difference Day in October 2013, we do have intentions on participating.

ILCA has formed many partnerships for the therapeutic garden. Rebuilding Together Calcasieu, a local non-profit, whose mission is to bring volunteers together to improve the homes and lives of low-income homeowners will provide us with tools to complete the project and the necessary knowledge for building wheelchair ramps. Junior Team Green, a group of adolescents ranging in ages from 12 – 18 that have committed themselves to encouraging young people to be more environmentally responsible will assist us with not only building the wheelchair ramps but the gardening aspect. Team Five, a mentoring program for youth that are vulnerable to risky behavior, and their mentors will provide assistance with not only building the wheelchair ramps but the gardening also. BEST, an employee volunteer organization for the City of Lake Charles will also provide some assistance with the development of the therapeutic garden.

The surrounding Mayors and policy makers will be invited to participate in this awesome experience.

Video and photos will be taken while the event is taking place. Members along with residents will make a scrapbook and frame some pictures for display at Landmark. We will also have a debriefing session to discuss our successes and challenges to be able to implement improvement for future projects.

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

**2013 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**

|                                    | Qty         | Unit Cost  | Grant Amount | Match | Total Amount |
|------------------------------------|-------------|------------|--------------|-------|--------------|
| Planting Bins                      | 6           | \$100      | \$600        |       | \$600        |
| Pine Treated 2"x6"-8               | 188         | \$4.70     | \$883.6      |       | \$883.60     |
| Pine Treated 4"x4"-8               | 65          | \$7.94     | \$516.10     |       | \$516.10     |
| Pine Treated 4"x4"-12              | 35          | \$14.37    | \$502.95     |       | \$502.95     |
| Pine Treated 2"x4"-8               | 150         | \$3.54     | \$531.00     |       | \$531.00     |
| Screw PGP Cold Str Dr 3"           | 4 boxes     | \$18.75    | \$75.00      |       | \$75.00      |
| Paint with non-slip paint additive | 8 gallons   | 27.50      | \$220.00     |       | \$220.00     |
| Topsoil & Soil Conditioner Mix     | 2 1/2 yards | \$56/yard  | \$140.00     |       | \$140.00     |
| Gravel                             | 1 1/2 yard  | \$95/yard  | \$142.50     |       | \$142.50     |
| Compost                            | 4 bags      | \$9.98/bag | \$39.92      |       | \$39.92      |
| Landscape Fabric                   | 24 ft       | \$1.59     | \$40.00      |       | \$40.00      |

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|                    |           |          |          |            |            |            |
|--------------------|-----------|----------|----------|------------|------------|------------|
| Tomato Cages       | 8         | 2.98     |          | \$23.84    | \$23.84    | \$23.84    |
| Fertilizer 50 lb   | 1 bag     | \$26.98  | \$26.98  |            |            | \$26.98    |
| Vegetable Plants   | 20 plants | 3.59     | \$71.80  |            |            | \$71.80    |
| Trellis            | 1         | \$220.00 | \$220.00 |            |            | \$220.00   |
| Gardening gloves   | 10        | 1.28     |          | \$12.80    | \$12.80    | \$12.80    |
| Garden Tool Set    | 10        | \$10     |          | \$100      | \$100      | \$100      |
| Watering Wands     | 2         | \$12     |          | \$24.00    | \$24.00    | \$24.00    |
| 100 ft Water hose  | 1         | \$40     |          | \$40.00    | \$40.00    | \$40.00    |
| Hose Cart          | 1         | \$50.00  |          | \$50.00    | \$50.00    | \$50.00    |
| Construction Tools |           |          |          | \$500      | \$500      | \$500      |
| <b>Total</b>       |           |          |          | \$1,009.85 | \$1,009.85 | \$1,009.85 |

**Refreshments**

| Item               | Qty      | Unit Cost | Grant Amount | Match | Total Amount |
|--------------------|----------|-----------|--------------|-------|--------------|
| Water              | 13 cases | \$3       | \$39         |       | \$39.00      |
| Sports drinks      | 10 cases | \$5       | \$50         |       | \$50.00      |
| Misc. Snacks/fruit |          |           | \$50         |       | \$50.00      |
| Leg Quarters       | 2 cases  | \$40/case | \$80         |       | \$80.00      |

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|                               |         |     |       |       |       |
|-------------------------------|---------|-----|-------|-------|-------|
| Beans                         | 3 cans  | \$4 | \$12  | \$12  | \$12  |
| Bread                         | 4 loafs | \$1 | \$4   | \$4   | \$4   |
| Condiments and Misc. Supplies |         |     | \$100 | \$100 | \$100 |
| <b>Totals</b>                 |         |     | \$108 | \$108 | \$108 |

**Contractual and Consultant Services**

| Purpose  | Calculation  | Daily Rate | Grant Amount | Match  | Total Amount |
|--|--|------------|--------------|--------|--------------|
| Wheel Chair Ramp Construction Consultation Service | \$62.50/<br>Hr x 2 consultants<br>x 8 Hrs = \$1000 |            | \$1000       | \$1000 | \$1000       |
| <b>Totals</b>                                      |  |            | \$1000       | \$1000 | \$1000       |

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

| Purpose       | Grant Amount | Match | Total Amount |
|---------------|--------------|-------|--------------|
|               |              |       |              |
| <b>Totals</b> | 0            | 0     | 0            |

| TOTALS (grant amount not to exceed \$5,000) | Grant Amount | Match | Total Amount |
|---|--------------|-------|--------------|
|   | 0            | 0     | 0            |

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| Item          | Calculation | Grant Amount | Match | Total Amount |
|---------------|-------------|--------------|-------|--------------|
|               |             |              |       |              |
|               |             |              |       |              |
|               |             |              |       |              |
| <b>TOTALS</b> |             |              |       |              |

Grant requests should be mailed or emailed to:

Nicholas Auck  
 Director of Volunteer Outreach  
 Volunteer Louisiana Commission  
 Post Office Box 44243  
 Baton Rouge, LA 70804  
 Email: [nauck@vrla.gov](mailto:nauck@vrla.gov)

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

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

**Recipient:** Impact Lake Charles AmeriCorps

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 11VG129683010
  - 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** **Date**

**Appointing Authority** **Date**

April 23, 2013

4/26/2013

