

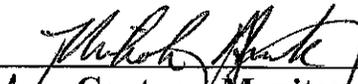
**Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

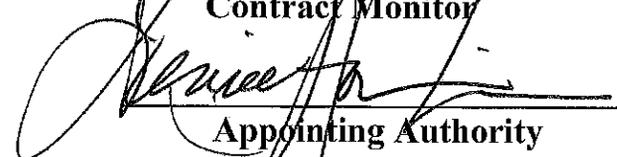
Agency/Program: Volunteer Louisiana/Volunteer Generation

Recipient: Impact Lake Charles AmeriCorps

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 11VG129683016
 - Line Item Appropriation
 - Letter of Agreement

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures: 
Contract Monitor


Appointing Authority

Jan 22, 2014
Date

1/27/2014
Date

FUNDING PERIOD: December 31, 2013 through February 15, 2014
SUB-GRANTEE: Impact Lake Charles AmeriCorps

AWARD AMOUNT: \$1,100.00
GRANT AGREEMENT: 11VG129683016

**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 (Allsa Stevens, Program Director, 326 Pujo Street, 5th 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 Dr. Martin Luther King, Jr. National Day of Service 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 a Dr. Martin Luther King, Jr. Day of rededication for the community and surrounding area of Lake Charles on January 20, 2014 to include supplies as addressed in the application (see Attachment A).

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$1,100.00 (one thousand one hundred 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 December 15, 2013 and end on February 15, 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.

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.

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10. 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 72-600641.

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 1/16/14
Date
Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

Alisa Stevens 1/10/14
Date
Alisa Stevens
Program Director
Impact Lake Charles AmeriCorps

Julia Cherry 1-14-14
Date
Julia Cherry
Chair
Volunteer Louisiana Commission

Janet Pace 1-14-14
Date
Janet Pace
Executive Director
Volunteer Louisiana Commission

APPROVED BY LEGAL DEPARTMENT CITY OF LAKE CHARLES
Approval subject to signature, date and initials below regarding ordinance approval.
By: <u>Coroy L. Rubin</u>
Coroy L. Rubin, Assistant City Attorney
Date: <u>January 10, 2014</u>
<input type="checkbox"/> Authorization ordinance attached.
<input checked="" type="checkbox"/> No ordinance approval required.

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Attachment A

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

**Dr. Martin Luther King, Jr. Day 2014
 Request for Proposals
 Request for Project Funding**

Applicant Information	
Organization Name: City of Lake Charles Impact Lake Charles AmeriCorps	Address: 336 Pajo St, 5 th Floor Lake Charles, LA 70601
Phone: 337-491-8735	Fax: 337-491-8760
Email: Alice.Stevens@cityoflc.us	Program Director: Alice Stevens
Authorized applicant signature: <i>Alice Stevens</i>	

City of Lake Charles Information	
Project Director: Alice Stevens	Phone: 337-491-8735
Twitter and Facebook Address:	Site Location Address: 3360 Pajo St., Lake Charles, LA
Fax: 337-491-8760	Email: Alice.Stevens@cityoflc.us
Project Date and Time: 1/20/14 10 a.m. - 1:00 pm	Amount Requested: \$1000

Partner Information (Applicants fill in box and attach to proposal)	
Organization Name: Abraham's Tent	Address: 2300 Pajo St., Lake Charles, LA 70601
Phone: 337-430-8330	Fax: (337) 430-8830
Email: N/A	Contact: Paul Cole
Role: Recruitment of participants and host site	
I affirm that our organization is in partnership with the recipient for <i>MLK Day 2014</i>	

Attachment A
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Dr. Martin Luther King, Jr. Day 2014
Request for Proposals

Impact Lake Charles AmeriCorps, Deify, Team Five and Mayor's Youth Partnership will work together to provide Abraham's Tent's clients with a day of enjoyable distraction.

Abraham's tent is a local non-profit that has been feeding the area's hungry for over 25 years, seven days a week without any fees, criteria or limits to how often one can be served. Abraham's Tent serves an average of 250 people per day, including those that are disabled and sick, living in a local retirement community. Homeless and poverty rob people of their self-respect and makes it difficult to concentrate on improving their situation.

The clients of Abraham's Tent do not have many opportunities for entertaining activities. After the welcome and reflection of Martin Luther King's life led by the youth. We would like to host a bingo session in which the clients have the opportunity to gain talismans and other items that are needed. We would also like to host a festival for the children with fun activities such as a spacewalk, face painting, coloring, games, popcorn, etc.

Team members will be providing an emotional "face lift" by conducting social activities for the clients. The ultimate goal is to build self-esteem, enhance physical, mental and emotional well-being and reduce stress.

The team members involved in this project are from diverse backgrounds.

Impact Lake Charles AmeriCorps' members range from 17 years of age to 24 years of age. Most are from area high schools and local institutes of higher learning.

Team Five, is comprised of youth that are at-risk that have been teamed up with a mentor. Team Five members range from 6th to 12th grade. Some these youth are in the juvenile justice system assigned probation officers while others live with single parents, grandparents as parents and adoptive parents. Ninety-five percent (95%) of the youth from Team Five are living below the poverty line.

Deify is a local youth group that educates other youth on the dangers of smoking.

Mayor's Youth Partnership is local youth, middle and high school, that act as youth advisors to the Mayor of Lake Charles.

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Dr. Martin Luther King, Jr. Day 2014
Request for Proposals

The youth voice has been included in this project from the conception. A youth planning board has been formed consisting of team members from each participating youth group. Opportunities were discussed and a decision was made by the youth team members that they want to impact individuals at Abraham's Tent. The youth leaders will hold a group meeting to discuss the implementation of the project and advise the other youth of what the expected outcomes are. Reflection opportunities will be led by the youth team members.

Youth volunteer recruitment goal	25
Volunteer with disabilities recruitment goal	5
Total volunteer recruitment goal (youth + adults)	25

Provide a narrative overview of the project, including a project description and volunteer recruitment.

December 2013- Youth Planning Board Developed and Met

- Budgeting and Abraham's Tent idea adopted.
- Youth trained on how to lead reflection opportunities.

December 2013- Met with Abraham's Tent to get approval to host event and partnership confirmation

January 2014 - Youth Planning will meet

- Youth will be trained on how to write a press release.
- Press release will be submitted to area media outlets.
- Youth Planning Board will choose reflection opportunities for MLK Day.
- Youth will invite local political and civic leaders.

January 2014- Supplies purchased for MLK Day project

January 20, 2014- MLK Day Celebration will take place at Abraham's Tent.

Please see the attached budget for the project. The grant agreement may be amended to provide for the purchase of supplies and other items as needed. Budgeting and other items will be discussed with the grantee.

**Dr. Martin Luther King, Jr. Day 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

			Grant Amount	Match	Total Amount
Items for Bins		\$300	\$300		\$300
Space Walk Rental	1	\$100	\$100		\$100
Pop Corn Machine Rental	1	\$50	\$50		\$50
Personal care items to giveaway & supplies to package them		\$300	\$300		\$300
Face painting/coloring supplies/umes		\$80	\$100		\$80
Professional Bins Supplies	1	\$100		\$100	\$100

Refreshments

			Grant Amount	Match	Total Amount
Drinks	2	\$5.00	\$10		\$10
McDonald's	28 meals		\$140		\$140
Popcorn		\$20.00	\$20		\$20

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Contractual and Consultant Services

			Grant Amount	Match	Total Amount

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

			Grant Amount	Match	Total Amount

			Grant Amount	Match	Total Amount

