

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

Agency/Program: Louisiana Serve Commission/Learn & Serve K-12

Recipient: *St. Tammany Parish School Board / PEC Service Learning Project*

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 09KSWLA002
 - 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 checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures: *Patrick L. Rogue*
Contract Monitor

12-29-10
Date

Appointing Authority

Date

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

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2010-11 Learn and Serve Budget

APPROVED: yes R 9-9-10

AMOUNT: \$4,761.00

MATCH (generate/exceed) as per grant app: \$6,797.00

UQ16983	Pec Service Learning Project(Providing Eggs&Chickens) Fifth Ward Jr. High School
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Budget and Sustainability 20% of evaluation

Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Salaries <i>(include related benefits, but can not exceed 20% of Learn & Serve Funds)</i>			
Classroom substitute while conducting service-learning program 0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
Fall Training Conference (Mandatory Attendance for 1 Coordinator) 2 days x 1 substitute @ \$ 73 rate/day = \$146 <i>(rounded to nearest dollar)</i>	146	0	0
National Service Learning Conference (Optional Attendance for 1 coordinator) 0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
1)	0	0	0
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
<i>Learn and Serve Amounts for Salaries can not exceed 20% of the Total Funding Requested.</i>			
Salaries Sub-Totals	\$146	\$0	\$0

Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Purchased Professional & Technical Services <i>(state what consultant is to be used for in the description)</i>			
1) Thomas Peters Agriscience Teacher	0	0	0
2) Jerri Seling Family and Consumer Science Teacher	0	0	0
3)	0	0	0
4)	0	0	0

5)		0	0	0
Purchased Professional & Technical Services Sub-Totals		\$ 0	\$ 0	\$ 0
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2010-11 Learn and Serve America Grant Application

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UQ16983	Pec Service Learning Project(Providing Eggs&Chickens) Fifth Ward Jr. High School		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Transportation and Other Travel <i>(Transportation to conduct service activities; travel to attend meetings, conferences, etc. - includes mileage, airfare, meals, and lodging.)</i>			
Bus Transportation (transporting students to activity sites) 0 round trips to site @ \$ 0 rate/round trip = \$0 <i>(rounded)</i>	0	0	0
Provide brief details on transporting students to site:			
2010 Fall Training Conference in Baton Rouge (Mandatory)			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Hotel: 1 night(s) @ \$119 per night = \$119	119	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Meals: 1 day(s) @ \$23 per day = \$23 <i>(This amount includes breakfast & dinner. Lunch will be provided the day of the conference)</i>	23	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Mileage: 180 mi. round trip to B.R. @ \$.52/mile = \$86 <i>(rounded)</i>	86	0	0
2011 National Conference (Atlanta, GA) (Optional)			
<i>2011 National Conference (Atlanta, GA) (optional)</i> Registration: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Airfare: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Ground Transportation: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Hotel: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Meals: \$0	0	0	0
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	0		
Transportation and Other Travel Sub-Totals	\$ 228	\$ 0	\$ 0
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

Other Purchased Services <i>(includes postage, printing and binding)</i>			
1)		0	0
2)		0	0
3)		0	0
4)		0	0
5)		0	0
Other Purchased Services Subtotals		\$0	\$0

2010-11 Learn and Serve America Grant Application

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UQ16983	Pec Service Learning Project(Providing Eggs&Chickens) Fifth Ward Jr. High School		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Materials and Supplies <i>(Includes books, journals, software and all other items needed for service-learning projects. Equipment costing more than \$300.00 per item MAY NOT be purchased with Learn and Serve grant funds.)</i>			
1) Hens used for the project from Fifth Ward Ag Dept.	70 x \$25.00= \$1,750.00	0	0
2) Barn that will be used for the Project FW Ag Dept	1 x \$2,000.00= \$2,000.00	0	0
3) Egg Cartons purchased by FW Ag Dept 25ct	15 x \$8.75= \$131.25	0	0
4) Egg Wash Powder purchased by FW Ag Dept 16lbs.	2 x \$46.25= \$92.50	0	0
5) Okeefe Feed and Seed speaker and pamplet	1 x \$150.00= \$150.00	0	0
6) Lay Crumbles to Feed hens during project Sept-May	270 x \$11.50= \$3,105.00	3105	0
7) Start and Grow to feed Chicks	70 x \$12.60= \$882.00	882	0
8) Food ingrediants for Family and Consumer Science	1 x \$400.00= \$400.00	400	0
9) Printing Paper to be used to make Receipe Booklet	3 x \$4.99= \$14.97	0	0
10) Ink for Printer	2 x \$26.50= \$53.00	0	0
11) Incubators that will be used for Project AG Dept.	2 x \$450.00= \$900.00	0	0
12) Parents Transporting Student to School on holidays	1744 x \$0.48= \$837.12	0	0
13) Alumni Members and Parents delivering Eggs	540 x \$0.48= \$259.20	0	0
14) Okeefe Feed and Seed Discount on Feed.	340 x \$1.00= \$340.00	0	0
15) Okeefe Feed and Seed Donated Feed	3 x \$11.50= \$34.50	0	0
Materials and Supplies Subtotals	\$ 4387	\$ 0	\$ 6561
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UQ16983	Pec Service Learning Project(Providing Eggs&Chickens) Fifth Ward Jr. High School		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Administrative/Indirect Costs <i>See Administrative Costs Guidelines section of the Louisiana Learn and Serve America Grant Application Guidelines before completing this section.</i>			236
Budget Summary <i>(recap of pages 7, 8 & 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	146	0	0
Purchased Professional & Technical Services p7	0	0	0
Transportation and Other Travel p8	228	0	0
Other Purchased Services p8	0	0	0
Materials and Supplies p9	4387	0	6561
Administrative/Indirect Costs p10 (above)			236
Grand Totals	\$ 4761	\$ 0	\$ 6797
Match Total		\$ 6797	
Initial Reported Values <i>from p2</i>	\$ 4761	\$ 6797	
Sustainability Plan			
Provide plans to sustain your service-learning program once this grant has expired. Among the items to be included here are a description of partnerships that are expected to continue and the anticipated support from your school, school board or community that will extend beyond this grant.			
The Fifth Ward FFA will continue to raise chickens in the future. We will continue to give some eggs to families in our community. The families who get the chickens will receive instructions on how to care for the chickens so they should be able to have fresh eggs for years to come. We plan to continue this project with some modifications for the next several years.			
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