

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

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

**Recipient:** *Tangipahoa Parish School System / Ponchartraine Wetlands*

- 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:** *Patriak L. Rogee*  
Contract Monitor

*12-29-10*  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

# 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 7 of 10 (Budget Detail 1)

## 2010-11 Learn and Serve Budget

APPROVED: Yes / FR 9-9-10

AMOUNT: \$ 14,998.00

MATCH (generate/exceed) as per grant app: \$ 8,320.00

BM22977	<b>Ponchatoula Wetlands</b> Ponchatoula High		
<b>Budget and Sustainability</b> <i>20% of evaluation</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Salaries</b> <i>(include related benefits, but can not exceed 20% of Learn &amp; Serve Funds)</i>			
<b>Classroom substitute while conducting service-learning program</b>	531	0	0
7 days x 1 substitute @ \$75.92 rate/day = \$531 <i>(rounded to nearest dollar)</i>			
<b>Fall Training Conference (Mandatory Attendance for 1 Coordinator)</b>	76	0	0
1 days x 1 substitute @ \$ 75.92 rate/day = \$76 <i>(rounded to nearest dollar)</i>			
<b>National Service Learning Conference (Optional Attendance for 1 coordinator)</b>	380	0	0
5 days x 1 substitute @ \$75.92 rate/day = \$380 <i>(rounded to nearest dollar)</i>			
1) Mindy McCallum, Extension Associate-20 days	0	0	2000
2) Carol Franze-LSU Ag Center-2 days	0	0	300
3) Ashley Mullens-LSU Ag Center -2 days	0	0	300
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>			
<b>Salaries Sub-Totals</b>	<b>\$987</b>	<b>\$0</b>	<b>\$2600</b>
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Purchased Professional &amp; Technical Services</b> <i>(state what consultant is to be used for in the decription)</i>			
1) Environmental Engineer - 10 hours	0	0	1000
2) JEFF NEWSHAM- Landscape Architect-10 hours	0	0	750
3) City employees labor (soil, debris)- 32 hr	0	0	320
4) JIMMY NEWSHAM-NEWSHAM'S NURSERY	0	0	2000

5)		0	0	0
Purchased Professional & Technical Services Sub-Totals		\$ 0	\$ 0	\$ 4070

Print this page

Return to INDEX

# 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 8 of 10 (Budget Detail 2)

BM22977	Ponchatoula Wetlands Ponchatoula High		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Transportation and Other Travel</b> <i>(Transportation to conduct service activities; travel to attend meetings, conferences, etc. - includes mileage, airfare, meals, and lodging.)</i>			
<b>Bus Transportation</b> (transporting students to activity sites) 7 round trips to site @ \$ 250 rate/round trip = <b>\$1750</b> <i>(rounded)</i>	1750	0	0
Provide brief details on transporting students to site: <b>school bus that holds 50 students</b>			
<b>2010 Fall Training Conference in Baton Rouge (Mandatory)</b>			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Hotel: 2 night(s) @ \$119 per night = \$238</b>	238	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Meals: 2 day(s) @ \$23 per day = \$46</b> <i>(This amount includes breakfast &amp; dinner. Lunch will be provided the day of the conference)</i>	46	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Mileage: 90 mi. round trip to B.R. @ \$.52/mile = \$43</b> <i>(rounded)</i>	43	0	0
<b>2011 National Conference (Atlanta, GA) (Optional)</b>			
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Registration: \$450</b>	450	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Airfare: \$250</b>	250	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Ground Transportation: \$50</b>	50	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Hotel: \$500</b>	500	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Meals: \$0</b>	0	0	0
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	1250		
<b>Transportation and Other Travel Sub-Totals</b>	<b>\$ 3327</b>	<b>\$ 0</b>	<b>\$ 0</b>
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

**Other Purchased Services**

*(includes postage, printing and binding)*

1)	0	0	0
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 0	\$ 0	\$ 0

[Print this page](#)

[Return to INDEX](#)

# 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 9 of 10 (Budget Detail 3)

BM22977	Ponchatoula Wetlands Ponchatoula High		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Materials and Supplies</b> <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) water quality kit - forestry suppliers	1 x \$140.00=\$140.00	140	0
2) wetland delineation supply kit	1 x \$250.00=\$250.00	0	250
3) soil test kit	1 x \$80.00=\$80.00	80	0
4) shovels	5 x \$20.00=\$100.00	0	100
5) dibbles	10 x \$20.00=\$200.00	0	200
6) journals for reflection	160 x \$1.00=\$160.00	160	0
7) booth supplies- posters, activities, handouts	4 x \$50.00=\$200.00	200	0
8) greenhouse material - soil	50 x \$5.00=\$250.00	0	250
9) greenhouse material - plants	100 x \$5.00=\$500.00	0	500
10) greenhouse material - pesticides	5 x \$20.00=\$100.00	0	100
11) booth materials - tents, tables, tablecloths	4 x \$26.00=\$104.00	104	0
12)		0	0
13)		0	0
14)		0	0
15)		0	0
<b>Materials and Supplies Subtotals</b>		<b>\$ 684</b>	<b>\$ 0</b>
<input type="button" value="Print this page"/>			
<input type="button" value="Return to INDEX"/>			

# 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 10 (Budget Detail 4)

BM22977	Ponchatoula Wetlands Ponchatoula High		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Administrative/Indirect Costs</b> <i>See Administrative Costs Guidelines section of the Louisiana Learn and Serve America Grant Application Guidelines before completing this section.</i>			250
Budget Summary <i>(recap of pages 7, 8 &amp; 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	987	0	2600
Purchased Professional & Technical Services p7	0	0	4070
Transportation and Other Travel p8	3327	0	0
Other Purchased Services p8	0	0	0
Materials and Supplies p9	684	0	1400
Administrative/Indirect Costs p10 (above)			250
<b>Grand Totals</b>	<b>\$ 4998</b>	<b>\$ 0</b>	<b>\$ 8320</b>
	<b>Match Total</b>	<b>\$ 8320</b>	
<b>Initial Reported Values</b> <i>from p2</i>	<b>\$ 4998</b>	<b>\$ 6320</b>	
<b>Sustainability Plan</b>			
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.			
Sustainability will be achieved by support from the Ponchatoula FFA Alumni who have committed to supporting these efforts after the initial grant is complete. In addition, the City of Ponchatoula is committed to preserving and maintaining the wetland area in its restored state for use by the entire community. Also, the LSU Ag Center will continue to support and sustain this project through their resources in testing water and soil. They will also continue to act as a monitoring agency for environmental quality of the site.			
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<input type="button" value="Return to INDEX"/>			