

**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 Northwestern State University (Michelle Morris, 140 Central Avenue; Natchitoches, LA 71497) (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 project 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

Global Youth Service Day is the largest day of service event in the world, and the only event solely geared towards engaging youth. The funds outlined in this grant will be used to highlight and promote youth engagement in community service.

Northwest State University will partner with Master Gardeners Association of Natchitoches, Louisiana Department of Wildlife and Fisheries, and first grade students from L.P. Vaughn Elementary School to build a community garden at the L.P. Vaughn Elementary School. Their Global Youth Service Day 2013 project will spread the importance of getting youth involved in environmental education and service learning projects, especially those geared towards vegetable gardening to help the community. The funds will go towards building the gardens, as well as providing refreshments for the Global Youth Service Day project.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of **\$1,000** (one thousand).

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, 2013 and end on June 15, 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.

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 Northwestern Louisiana University's Global Youth Service Day Grant. 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.

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 Northwestern Louisiana University's Global Youth Service Day Grant, 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

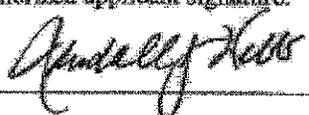
All records, reports, documents and other material delivered or transmitted to the Sub-grantee by State shall remain the property of State, and shall be returned by Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement. All records, reports, documents, or 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

Attachment A

**Global Youth Service Day 2013
 Request for Proposals
 Request for Project Funding**

Applicant Information	
Organization Name: Northwestern State University	Address: 140 Central Avenue Natchitoches, LA 71497
Phone: 318-357-5222	Fax: 318-357-5250
Email: orsp@nsula.edu	Program Director: Michelle Morris
Authorized applicant signature: 	

Project Information	
Project Director: Michelle Morris	Phone: 318-357-4252
Fax: 318-357-6275	Email: paulselm@nsula.edu
Project Date and Time: April 26, 2013 at 11:00am	Amount Requested: \$1,000.00

Partner Information (replicate this box for additional partners)	
Organization Name: Master Gardeners Association of Natchitoches	Address: LSU AgCenter 624 Second Street Natchitoches, LA 71458
Phone: 318-357-2224	Fax: 318-357-2225
Email: dwelch@cptel.net	Contact: Donna Welch
Role: President of the Master Gardeners Association of Natchitoches	
I affirm that our organization is a partner with the applicant for GYSD 2013 	

Global Youth Service Day 2013 Request for Proposals

Partner Information (replicate this box for additional partners)	
Organization Name: Louisiana Department of Wildlife and Fisheries; Louisiana Fur Advisory Council	Address: 109 Fox Run Dr. Natchitoches, LA 71457
Phone: 318-581-1170	Fax: N/A
Email: <u>mudplodder@hotmail.com</u>	Contact: Quentin Morris
Role: Science Wildlife Educator	
I affirm that our organization is a partner with the applicant for <i>GYSD 2013</i> 	

Briefly describe proposed project:
<p>We are beginning a community garden with help from the Master Gardeners Association of Natchitoches and the Louisiana Department of Wildlife and Fisheries. Four teachers and approximately 75 first grade students from L.P. Vaughn Elementary School are actively involved in ongoing environmental education and service learning projects geared toward vegetable gardening to help the community. The projects are led by Dr. Michelle Morris, a teacher education faculty member at Northwestern State University. Our service learning activities have been ongoing for about 3 years.</p> <p>For Global Youth Service Day (GYSD) 2013, the first grade students will help with the establishment of a community garden in Natchitoches Parish. Community gardens are emerging throughout the United States; however, one does not currently exist in Natchitoches Parish. We plan to construct four raised bed frames for the vegetable garden. The soil has already been donated to the service learning project. The first grade students will start growing vegetable plants from seeds this spring. The plants will be transplanted in the garden on GYSD.</p> <p>To start GYSD, the first grade students will have a welcome session to present information they learned throughout the academic year about gardening and the environment. Then, the students will plant their vegetable plants. Finally, students will have an opportunity to reflect on the project through group discussions and evaluate its success.</p>
<p>Describe how you will engage community volunteers, specifically youth volunteers and volunteers with disabilities.</p>

Global Youth Service Day 2013 Request for Proposals

For the past three years, Northwestern State University has worked with the first grade students from L.P. Vaughn Elementary School to improve their science knowledge and skills. L.P. Vaughn is one of the lowest performing schools in Natchitoches Parish according to standardized test results from last year. Of the 75 first grade students, about 15 of them have cognitive and behavioral disabilities, ranging from mental retardation to attention deficit disorder. The students have individualized education plans (IEPs). We work with conditions in the IEPs to accommodate the students' disabilities and help them participate in gardening activities.

The students guide the direction of the service learning projects by designing gardens and selecting plants to grow. They also help decide who to donate the produce from their gardens to.

In addition to the students from L.P. Vaughn, the Master Gardeners Association of Natchitoches volunteers to provide instruction, mentoring, and assistance with the gardening aspects of the service learning projects. For GYSD 2013, the master gardeners will construct the raised bed frames for the community garden. They will also help the students grow plants for the community garden.

This service learning project also partners with the Louisiana Department of Wildlife and Fisheries. A guest speaker will teach the children about habitats, animals in the environment, and impacts on local vegetation. His lessons will be taught prior to GYSD to give students some background information for the service learning project.

Youth volunteer recruitment goal	75
Volunteers with disabilities recruitment goal	15
Total volunteer recruitment goal (youth + adults)	90

Provide a detailed narrative of the project timeline (include project development and volunteer training):

Last fall, the first grade students learned about the parts of plants and other basic concepts for gardening. They practiced their skills by planting flowers around their school. This spring, their service learning project will be expanded to create a community vegetable garden.

In January, Dr. Michelle Morris will coordinate the service learning project with the four first grade teachers. We will develop the weekly activities for the students and write the lesson plans that are required by Natchitoches Parish School Board.

In February, master gardener volunteers will be trained to help with the various parts of the project. The master gardeners will help the students select vegetable seeds and plant them indoors so that they will be ready for GYSD in April.

Throughout February, March, and April, students will receive ongoing instruction related to the service learning project. They will learn how gardening provides exercise and how important it is to eat fruits and vegetables. The students will continue to tend for their

Global Youth Service Day 2013 **Request for Proposals**

small plants.

In mid-April, the master gardeners will construct the raised bed frames for the vegetable garden. Additional plants will be purchased to account for any vegetable plants that died in the students' project and to fill in empty spots in the garden.

For GYSD, the students will start by welcoming the volunteers and presenting information that they learned from the previous months on April 26th at 11:00am. They will plant their vegetable plants and water them. To conclude GYSD, the students will work in groups to evaluate the success of the construction of the community garden. They will also reflect on their service learning project and plan ideas for the next academic year.

The master gardeners will continue to care for the garden throughout the summer while school is out. The students will be able to continue the project in the fall of 2013, since this is an ongoing service learning project.

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.

Global Youth Service Day 2013 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
Composite Boards for the raised garden beds from Lowes	14	50	700		700
Metal corners for the raised garden beds	12	10		120	120
Seeds packets and vegetable plants	200	1	200		200
Soil and Peat Moss	100	2		200	200
Totals			900	320	1220

Refreshments

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Fresh Fruit and Vegetables	80	2		160	160
Drinks	80	1		80	80
Totals				240	240

**Global Youth Service Day 2013
Request for Proposals**

Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match	Total Amount
Totals					

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

Purpose	Grant Amount	Match	Total Amount
Transportation for Project Director to the school and community garden location	100		100
Totals	100		100

**Global Youth Service Day 2013
Request for Proposals**

TOTALS (grant amount not to exceed \$1,000)		Grant Amount	Match	Total Amount
		1000	560	1560
Item	Calculation	Grant Amount	Match	Total Amount
Requested funds for materials/supplies and Administrative costs	900+100	1000		1000
Donated Materials/Supplies and Refreshments	320+240		560	560
TOTALS		1000	560	1560

Grant requests should be mailed or emailed to:

Jason Schaefer
Volunteer Louisiana
PO Box 44243
Baton Rouge, LA 70804
Email: jschaefer@crt.la.gov

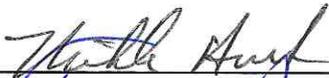
**Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Volunteer Louisiana/Volunteer Generation

Recipient: Northwestern State University

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 11VG129683002
 - 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

April 13, 2013
Date

4/16/2013
Date

