

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

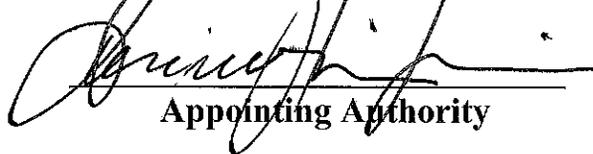
Agency/Program: Volunteer Louisiana

Recipient: UL Lafayette AmeriCorps

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 14CDHLA00102
 - 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

Sept 25, 2014
Date

9/25/2014
Date

FUNDING PERIOD: August 1, 2014 through November 15, 2014
SUB-GRANTEE: UL Lafayette AmeriCorps

AWARD AMOUNT: \$5,000.00
GRANT AGREEMENT: 14CDHLA00102

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 UL Lafayette AmeriCorps (Vanessa Adamson, Program Director, Post Office Box 44307; Lafayette, LA 70504-4307) (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 2014 Inclusion program 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.).

2. Purpose of the Grant

This day of service will have multiple locations and included approximate 3,000 volunteers. Funding will be used to partially purchase refreshments, provide transportation from the registration site and purchase t-shirts for the volunteers. The list of worksites will be included in the Completion Report at the close of the grant.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$5,000.00 (five thousand 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 August 1, 2014 and end on November 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 with the previously agreed upon areas of t-shirts and transportation.

Sub-grantee shall submit a Reimbursement Request with documentation that t-shirts and transportation have been ordered. Reimbursement will be approved by the grant monitor for payment based on the invoice. Prior to the final reimbursement, Sub-grantee will demonstrate payment for these items. Satisfactory demonstration will be either a receipt showing payment or a copy of the payment instrument paying the balance owed. This documentation will be submitted with or before the final Reimbursement Request.

Sub-grantee shall submit to the Grant Monitor with the Reimbursement Request form, copy of invoice(s) (as the University requires to keep originals), 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 Mr. 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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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 2013 Dr. Martin Luther King, Jr. Day of Service, 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 Office of the Lieutenant Governor 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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Attachment A
(Attach here the Sub-grantee's approved proposal, with its approved budget)

Include Me! 2014
Proposal Cover Sheet

Applicant Information	
Organization Name: The Big Event at University of Louisiana at Lafayette	Address: P. O. Box 44332 Lafayette, LA 70504
Phone: (337) 482-5424	Email: mrs@me@louisiana.edu or dani@louisiana.edu
National Service Affiliation: <input checked="" type="checkbox"/> AmeriCorps State <input type="checkbox"/> AmeriCorps National <input type="checkbox"/> AmeriCorps VITA <input type="checkbox"/> Senior Corps	Proposal Type: <input checked="" type="checkbox"/> Volunteer Project <input type="checkbox"/> Material Support Request
	Amount Requested: \$5,000
Authorized Representative: Dana Bekins	Authorized Representative Title: Assistant Director Office of the First-Year Experience
Authorized applicant signature: 	

Grant requests should be mailed or emailed to:

Nicholas Anck
Director of Volunteer Outreach
Volunteer Louisiana Commission
PO Box 44243
Baton Rouge, LA 70804-4243
Email: nanck@vrc.la.gov

Attachment A

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The Big Event has a marketing committee that works in conjunction with UL Communications and Marketing and United Way of Acadiana marketing team. Together they have developed a marketing plan to promote this event first to project sites for site recruitment then general publicity before, during, and after the event. Marketing happens in traditional media outlets but also through social media.

The total amount to put on The Big Event is 25,000. The bulk of our costs for this event goes toward t-shirts and food. Food consists of breakfast, water, and snacks for 3,000. We provide a t-shirt to each volunteer as a thank you for their service. Also they wear in this shirt that day which is a great way to market to Acadiana the great service work our UL students are doing.

Volunteer Project Application

Project Information	
Project Director: Megan Cautille -- Student Executive Director Diana Bekury - Advisor	Phone: 337-693-1828 337-482-3424
Email: megcautille@gmail.com dcaun@louisiana.edu	Email:
Project Date and Time: October 25, 2014	Project Title: The Big Event
Outcomes	
Please list anticipated project outcomes below	
Total number of anticipated volunteers	3,000
Total number of anticipated volunteers with disabilities	300
Total number of project beneficiaries	100
Total number of project beneficiaries with disabilities	50

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Material Support Request Application

Narrative Instructions	
Provide a 1 page description of the use of a maximum of two used in your current service program project and a detailed description of your request and how it will help achieve at least one of the stated objectives.	
Outcomes	
Please list anticipated project outcomes below.	
Total number of persons with disabilities that will benefit from this request	

MATERIAL SUPPORT REQUEST BUDGET

No match is required but may be included. The following template is provided to assist in the formation of the Budget, but additional items may be added.

Materials/Supplies					
Item	Qty	Unit Cost	Grant Amount	Match	Total Amount