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

**Agency/Program:** Louisiana Serve Commission/Volunteer Generation Fund

**Recipient:** Volunteer United!

**Indicate:**

- ○ **Cooperative Endeavor**
- ○ **Professional Services Contract**
- ○ **Personal Services Contract**
- ○ **Consulting Services Contract**
- ○ **Social Services Contract**
- ◉ **Grant: Indicate Specific Program** 10AVGHLA-001
- ○ **Line Item Appropriation**
- ○ **Letter of Agreement**

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

**Signatures:** T Rogue — 10/2/2011

**Contract Monitor** — **Date**

_____ — _____

**Appointing Authority** — **Date**

**Transmittal to Louisiana Legislative Auditor of Comprehensive Budget Information**

**Transferring Agency: Office of the Lt. Governor/Department of Culture, Recreation & Tourism**

**Agency #: 146** **Program #: 10AVGHLA001**

**Receiving Agency or Entity**

| Name | Type | $ Amount |
|---|---|---|
| VOLUNTEER UNITED | Grant | $5,000.00 |
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**Please attach email submission/documentation.**

**Submitted by:** JRogue **Date Submitted:** 6/2/2011

May 3, 2011 1:33 PM

# LA Volunteer Generation

## Louisiana Serve Commission

**Application ID:** 10VG118430 **Budget Dates:** 10/01/2010 - 09/30/2013

| | | Total Amt | CNCS Share | Grantee Share |
|---|---|---|---|---|
| **Section I. Program Operating Costs** | | | | |
| A. Personnel Fringe Benefits | | 2,900 | 2,900 | 0 |
| B. Personnel Fringe Benefits | | 986 | 0 | 986 |
| C. Travel | | | | |
| D. Equipment | | | | |
| E. Supplies | | 67,500 | 57,500 | 10,000 |
| F. Contractual and Consultant Services | | 37,100 | 17,100 | 20,000 |
| G. Training | | 2,500 | 2,500 | 0 |
| H. Evaluation | | | | |
| I. Other Program Operating Costs | | 15,000 | 15,000 | 0 |
| **Section I. Subtotal** | | **$125,986** | **$95,000** | **$30,986** |
| **Section II. Administrative/Indirect Costs** | | | | |
| A. Corporation Fixed Percentage | | | | |
| Corporation Fixed Amount | | 5,000 | 5,000 | 0 |
| | Total | $5,000 | $5,000 | $0 |
| B. Federally Approved Indirect Cost Rate | | | | |
| **Section II. Subtotal** | | **$5,000** | **$5,000** | **$0** |
| **Budget Totals** | | **$130,986** | **$100,000** | **$30,986** |
| **Funding Percentages** | | | **76.3%** | **23.7%** |
| **Required Match** | | | **n/a** | |
| **# of years Receiving CNCS Funds** | | | **n/a** | |

# Budget Narrative: LA Volunteer Generation for Louisiana Serve Commission

## Section I. Program Operating Costs

### A. Personnel Fringe Benefits

| Position/Title -Qty -Annual Salary -% Time | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| Director of Vol LA: - 1 person(s) at 58000 each x 5 % usage | 2,900 | 0 | 2,900 |
| **CATEGORY Totals** | 2,900 | 0 | 2,900 |

### B. Personnel Fringe Benefits

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| Director of Volunteer LA: 34% of $58,000 X 5% | 0 | 986 | 986 |
| **CATEGORY Totals** | 0 | 986 | 986 |

### C. Travel

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| **CATEGORY Totals** | 0 | 0 | 0 |

### D. Equipment

| Item/Purpose -Qty -Unit Cost | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| **CATEGORY Totals** | 0 | 0 | 0 |

### E. Supplies

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| National Days of Service/Cities of Service projects: up to 20 community-led, community-wide projects at $1,000 to $5,000 per project depending on number of applicants and projects thru RFP process. At least $7500 will be allocated to oil spill-related projects on 9/11 Day of Rememberance and Service | 50,000 | 10,000 | 60,000 |
| Volunteer leader developed projects: $250 X 30 projects developed by volunteer leaders of the volunteer connector organizations. Awarded and administered thru RFP. At least $1200 will be allocated for oil-spill related projects that volunteer leaders will develop and lead. | 7,500 | 0 | 7,500 |
| **CATEGORY Totals** | 57,500 | 10,000 | 67,500 |

### F. Contractual and Consultant Services

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| Statewide marketing campaign: $500 per day X 74 days max- Daily Rate of 500 | 17,100 | 20,000 | 37,100 |
| **CATEGORY Totals** | 17,100 | 20,000 | 37,100 |

## G. Training

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| Train the Trainer Volunteer Leader Training: $500 X 5 volunteer connector organizations | 2,500 | 0 | 2,500 |
| **CATEGORY Totals** | 2,500 | 0 | 2,500 |

## H. Evaluation

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| **CATEGORY Totals** | 0 | 0 | 0 |

## I. Other Program Operating Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| HandsOn Connect technology upgrade: $15,000 toward upgrade of HandsOn Connect technology for volunteer connector hubs | 15,000 | 0 | 15,000 |
| **CATEGORY Totals** | 15,000 | 0 | 15,000 |
| **SECTION Totals** | 95,000 | 30,986 | 125,986 |
| **PERCENTAGE** | 75% | 25% | |

## Section II. Administrative/Indirect Costs

## A. Corporation Fixed Percentage

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| Corporation Fixed Amount: | 5,000 | 0 | 5,000 |
| **CATEGORY Totals** | 5,000 | 0 | 5,000 |

## B. Federally Approved Indirect Cost Rate

| Calculation -Cost Type -Rate -Rate Claimed -Cost Basis | CNCS Share | Grantee Share | Total Amount |
|---|---|---|---|
| **CATEGORY Totals** | 0 | 0 | 0 |

**DATES:** January 6, 2011 through September 30, 2011
**PROGRAM:** Volunteer United!

**AMOUNT: $5,000**
**GRANT: Volunteer Generation Fund**

**STATE OF LOUISIANA**
**OFFICE OF THE LIEUTENANT GOVERNOR**
# LOUISIANA SERVE COMMISSION

**National Days of Service**
**Grant Agreement**
EVENT: National Volunteer Week
**April 10-16, 2011**

Be it known that on this day, January 6, 2011, the Louisiana Serve Commission in the Office of the Lieutenant Governor represented by its duly elected Lieutenant Governor, Jay Dardenne, whose legal address is 1051 North Third Street, Baton Rouge, Louisiana 70802 and **Volunteer United**, represented by its authorized representative, Monique Marino, Vice President of Volunteer Engagement, whose legal address is 700 Laurel Street, Baton Rouge, LA 70802 (hereafter referred to as Grantee), do hereby enter into agreement under the following terms and conditions.

1. **Services**

Grantee, as recipient of funding from the Louisiana Serve Commission, hereby agrees to implement services as per the Volunteer Generation Fund for the period of **January 6, 2011 through September 30, 2011**. The program agrees to expend funds allotted through this grant for purposes outlined in the RFP submission, which will be considered an attachment to this agreement.

2. **Grant Award**

In consideration of the services described above, the State agrees to pay Grantee a maximum sum of **Five Thousand Dollars and 00/xx ($5,000.00)**, conditioned upon the availability of funds appropriated to the Office of the Lieutenant Governor, Louisiana Serve Commission or accruing it from other sources. *This amount is not to be reported in other fiscal reporting to the Commission.* This sum shall be paid in accordance with the following requirements:

**A. Term**

The term of the grant agreement is nine (9) months, from January 6, 2011 to September 30, 2011.

**B. Funding**

This award is based on projected spending of Volunteer Generation Grant Funds that support one or more National Days of Service: Martin Luther King, Jr. Day - January 17, 2011; National Volunteer Week - April 10-16, 2011; Global Youth Service Day - April 15-17; and National Day of Remembrance - September 11, 2011.

All requests must not exceed **Five Thousand Dollars and 00/xx ($5,000)** and be approved in writing by the Executive Director and submitted on a reimbursement basis according to the budget attached.

3. **Equipment Purchases**

No equipment may be purchased with funds awarded from this grant.

4. **Amendments**

Any alterations, modifications, or changes to this agreement must be made in writing and approved by the state before they are enacted. Revisions are to be submitted to the Louisiana Serve Commission. Notification of approval or denial will be sent to the Grantee. Requests for other changes are to be made in writing to the state.

5. **Acknowledgment Statement**

The following statement shall appear prominently positioned next to the Louisiana Serve Commission logo and shall appear in close proximity to the name of the Grantee organization in All printed and broadcast promotional material, publicity, advertising, and printed programs: SUPPORTED BY A GRANT FROM THE LOUISIANA SERVE COMMISSION IN THE OFFICE OF THE LIEUTENANT GOVERNOR JAY DARDENNE.

6. **Anti-Discrimination**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, 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 1975, the Fair Housing Act of 1968, as amended, and Contractor agrees to abide by the requirements of the American's with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

7. **Termination**

Either party may terminate this grant at any time by giving thirty (30) days written notice and verbal consultation of both parties. This agreement, if terminated, shall terminate as of the last day of the month following the date of the original notice.

8. **Documentation**

Upon completion of this agreement, or if terminated earlier, all records, reports, worksheets, documents, or any other material related to this grant shall become property of the Louisiana Serve Commission and the State of Louisiana. The Grantee must keep all materials for a minimum of three (3) years.

9. **Auditing**

The Grantee shall have an annual audit in accordance with OMB Circular A-133, Audit for Institutions of Higher Education and Other Non-Profit Organizations. It is also hereby agreed that the Office of the Lieutenant Governor shall have the option of auditing all accounts of the Grantee, which relate to this contract.

10. **Taxes**

The Grantee hereby agrees that the responsibility of taxes from the funds thus received shall be the Grantee's obligation identified under Federal tax identification number 72-1119689

11. **Assignment of Interest**

The Grantee shall not assign any interest in this grant and shall not transfer any interest same (whether by assignment or novation), without prior written consent of the State/Louisiana Serve Commission, provided however, that claims for money due or to become due to the 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/Louisiana Serve Commission. The Grantee is hereby required to forward evidence of compliance with federal procurement procedures regarding professional services or subcontracts prior to reimbursement.

12. **Admission**

In order to provide members of the Louisiana Serve Commission and the State and its staff an opportunity to report and appraise the caliber of the program supported by State and Federal funds, the Grantee agrees to admit, without charge, agents of the Louisiana Serve Commission to programs and related presentations.

13. **Dates of Agreement**

This Grant Agreement shall begin on January 6, 2011 or thereafter on the date of signing and shall terminate upon the approval of the Final Reimbursement Invoice, but no later than **September 30, 2011.**

14. **Release**

The Grantee shall indemnify and save harmless the State against any and all claims, demands, suites, and judgements of sums of money to any party for the loss of life or injury or damage to person or property growing out of, resulting from, or by reason of any negligent act or omission, operation or work to the Grantee, his/her agents, servants, or employees while engaged upon or in connection with services required or performed by the Grantee hereunder.

15. **Special Conditions**

A.) Provide a list of projects and the Partner organization(s) by project.
B.) Provide an itemized list and estimated cost of materials and supplies list in page one of the Budget titled "Miscellaneous project materials and supplies".

16. **Other Provisions**

Any claim or controversy arising out of this contract shall be resolved by the provisions of LA - R.S. 39:1524 – 1526.

17. **Certifications**

A.) The Grantee certifies that it is a drug-free workplace in accordance with the Drug-Free workplace Act of 1988 and HUD's implementing regulations at 24 CFR Part 24, Subpart F.

B.) The Grantee certifies that it is a non-profit 501(c) 3 organization or institution of higher education or a public entity.

18. **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**

Charles R. Davis — Date 2/15/11
Deputy Secretary
Office of the Lt. Governor

Camm Morton — Date 2/10/11
Chair
Louisiana Serve Commission

Janet Pace — Date 2-7-11
Executive Director
Louisiana Serve Commission

**THE GRANTEE**

Monique Marino — Date 1/26/11
Vice President
Capitol Area United Way

CONTRACT DATES: January 6, 2011 to September 30, 2011
MAXIMUM AMOUNT: $5,000.00
LEGAL APPLICANT: Capitol Area United Way
PROGRAM: National Volunteer Week

| | | | |
|---|---|---|---|
| **SECTION Totals** | 5,000 | 0 | 5,000 |
| **PERCENTAGE** | 100% | 0% | |

| | | | |
|---|---|---|---|
| **BUDGET Totals** | 100,000 | 30,986 | 130,986 |
| **PERCENTAGE** | 76% | 24% | |

## Source of Funds

| Section | Description |
|---|---|
| Section I. Program Operating Costs | Matching funds will come primarily from State General Funds alloted to the Louisiana Serve Commission. The six participating volunteer connector organizations will provide in-kind match from Days of Service and Cities of Service community-wide projects where identified. We will also be approaching the mayors' offices of the Cities of Service for support for the community-wide projects developed as part of their commitment. |
| Section II. Administrative/Indirect Costs | Matching funds will come primarily from State General Funds alloted to the Louisiana Serve Commission. The six participating volunteer connector organizations will provide in-kind match from Days of Service and Cities of Service community-wide projects where identified. We will also be approaching the mayors' offices of the Cities of Service for support for the community-wide projects developed as part of their commitment. |