

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

Agency/Program: Louisiana Serve Commission/Youth Service America

Recipient: Shreveport + Green/ShreveCorps

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 2012YSAMLK002
 - 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? <i>this is a 1 month grant agreement no written report is required</i> |
| <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:	<u><i>Nicholas Anuk</i></u> Contract Monitor	<u><i>Jan 24, 2012</i></u> Date	
	<u><i>RP</i></u> Appointing Authority	<u><i>2/2/2012</i></u> Date	

**STATE OF LOUISIANA
OFFICE OF THE LT. GOVERNOR
LOUISIANA SERVE COMMISSION
GRANT AGREEMENT**

BE IT KNOWN, the Louisiana Serve Commission, Office of the Lt. Governor of the State of Louisiana (hereafter sometimes referred to as the "State" or "LA Serve") and Shreveport Green / ShreveCorps (hereafter sometimes referred to as "Grantee") do hereby enter into this agreement ("Agreement") under the following terms and conditions.

1. Services

Grantee hereby agrees to partner with the local community garden to plant fruit seedlings to be nurtured for a future community orchard. This community orchard will be used by local neighbors in an urban neighborhood. These individuals are located in a food desert in which this community orchard will provide fresh and nutritious fruit to community participants.

2. Purpose of the Grant

Volunteers will be responsible for planting the seedlings. They will be educated on the proper way to plant and maintain the seedlings. The event will be publicized in the community by using door hangers to recruit volunteers. We will also contact the local Veterans Center to recruit disabled veterans.

The story of Dr. Martin Luther King will be shared throughout the community by publications and a presentation by the ShreveCorps members. The information shared will give a detailed history of Dr. Martin Luther King's journey and success. The presentations given will also let the community know the importance of service.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Grantee a maximum sum of \$750.00.

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. Terms. The term of the grant agreement is 12 (twelve) months, beginning December 21, 2011 and ending on January 31, 2012, unless ended earlier for cause, by mutual consent of both parties or due to lack of continuation of funding.

b. Reimbursement Requests. Reimbursement Requests are submitted under this Grant Agreement for payments. Payments will be made as a reimbursement for work completed and goods & services that have been received. Grantee may submit a Reimbursement Request based on work and Goods & Services that have been invoiced, but not received, with prior approval of the Grant Monitor. Grantee shall submit to the Grant Monitor with the final original invoice, a Final Report, and all supporting documentation required to verify that the qualifying marketing expenses were actually incurred by the grantee in compliance with the terms of the Grant Agreement, due no later than thirty (30) days of the end of the Grant Agreement.

c. Payment. The Grant Monitor shall review and verify the invoice(s), and all supporting documentation for compliance with the grant Agreement. Upon approval, Grant Monitor shall authorize the invoice(s) for payment. Reimbursement usually takes 2-4 weeks.

The State will reconcile the invoice 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 qualifying expenses, 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 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, Grantee will be required to repay the State. If the Grantee defaults on the agreement, breaches the terms of the agreement, or ceases to do business, it shall be required to repay the State in accordance with the State's terms or requirements.

If the Grantee wishes to propose any changes to this Agreement, the Grantee must submit any such proposed changes to the State in writing. Revision of the Scope of Work or Budget may be allowable, but must have prior written approval from the State. Any item not listed in the scope of Work or Budget that has not been approved by the Grant Monitor will not be considered an eligible expense and may not be approved for payment. Any change to this agreement requires a written amendment, executed by all parties, as set forth herein.

d. Appropriations Act for FY 2011-2012. No funds appropriated un the Appropriations Act for FY 2011-2012 shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the state unless the entity (e.g., a grantee) executes an agreement (e.g., a grant agreement) and submits to the transferring agency (e.g., LA Serve), 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 transferring agency shall submit the Agreement, the Budget and any other required information to the legislative Auditor for approval at ebudgets@lla.la.gov.

4. Amendments

The sub-grantee must obtain the prior written approval of the Commission before making changes in the approved grant, including changes in the scope, objectives or goals of the program, whether or not they involve budgetary changes; and/or substantial changes in the Level of participation supervision. The request shall be valid only when in accordance with the Volunteer Generation Fund provisions.

5. Acknowledgment Statement

The following statement shall appear prominently positioned next to the official logo of AmeriCorps and shall appear 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 the Louisiana Serve Commission in the Office of the Lieutenant Governor Jay Dardenne."

6. Termination

Either party may terminate this grant 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 mutual agreed upon date.

The Commission may terminate this contract for cause based upon the failure of the sub-grantee to comply with the terms and/or conditions of the grant agreement; provided that the Commission 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 either corrected such failure and thereafter proceeded diligently to complete such correction, then the Commission may, at its option, place the sub-grantee in default and the grant 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 Commission to comply with the terms and conditions of this grant agreement; provided that the sub-grantee shall give the Commission written notice specifying the commission's failure and a reasonable opportunity for the Commission to cure the defect.

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). If an audit is started prior to the expiration of the three (3) year period, the records must be retained until the audit findings involving the records have been resolved and final action taken.

8. Audits

A sub-grantee that expends \$500,000 or more of total 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 will be submitted within thirty (30) days of the completed report.

It is hereby agreed that auditors from the Louisiana Division of Administration, the Louisiana Serve Commission and the Legislative Auditor of the State of Louisiana shall have the option of auditing all accounts of Grantee that are related to this grant.

9. Taxes

The Grantee hereby agrees that the responsibility for payment of taxes, if any, from the funds thus received under this agreement and/or legislative appropriation shall be Grantee's obligation and identified under Federal Tax identification number 72-0970610

10. Assignment of Interest

The Grantee shall not assign any interest in this grant and shall not transfer any interest in same (whether by assignment or notation), without prior written consent of the State, 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.

11. Anti-discrimination

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

MLK Day 2012
Request for Proposals Funding

Applicant Information	
Organization Name: Shreveport Green/ ShrevCorps	Address: 3625 Southern Avenue Shreveport, LA 71104
Phone: (318) 219-1888 Ext.14	Fax: (318) 219-1882
Email: apoland@shreveportgreen.org	Program Director: Adriana Poland
Authorized applicant signature:	

Project Information	
<i>MLK Day</i> Project Director: Adriana Poland	Phone: (318) 219-1888 Ext.14
Fax: (318) 219-1882	Email: apoland@shreveportgreen.org
Project Date and Time: January 16, 2011 at 8 a.m.	Amount Requested: \$750.00

Partner Information (replicate this box for additional partners)	
Organization Name: Fuller Center	Address: 1512 Clay St. Shreveport, LA 71133
Phone: 318-221-7474	Fax: 318-221-7437
Email: ljeter@fullercenternwla.org	Contact: Lee Jeter
Role: Providing space for project site and assistance with volunteer recruitment.	
I affirm that our organization is a partner with the applicant for <i>MLK Day 2012</i>	

Please specify which grant type you are applying for:

City-Wide Project

Community Based Mini-Grant

Briefly describe proposed project:

Shreveport Green/ShrevCorps will partner with our local community garden to plant fruit seedlings to be nurtured for a future community orchard. This community orchard will be used by local neighbors in an urban neighborhood. These individuals are located in a food desert in which this community orchard will provide fresh and nutritious fruit to community participants.

Describe how you will engage community volunteers, specifically volunteers with disabilities, and how you will share the story of Dr. Martin Luther King:

Volunteers will be responsible for planting the seedlings. They will be educated on the proper way to plant and maintain the seedlings. The event will be publicized in the community by using door hangers to recruit volunteers. We will also contact the local Veterans Center to recruit disabled veterans.

The story of Dr. Martin Luther King will be shared throughout the community by publications and a presentation by the ShrevCorps members. The information shared will give a detailed history of Dr. Martin Luther King's journey and success. The presentations given will also let the community know the importance of SERVICE.

Volunteer recruitment goal	55
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Volunteers with disabilities recruitment goal	4
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Provide a detailed narrative of the project timeline (include project development and volunteer training):

December 19	Deadline for Request for Proposals
December 21	Grants awarded
December 22-January 10	Purchase Materials and supplies, finalize plans with volunteers and partners
January 16	Service Projects – Martin Luther King Jr. Day
February 28	Last day for Final Reports/Reimbursement Requests

Please attach a project budget. Up to 10 percent of the grant request may be allocated to Administrative Costs. Though no match is required, please indicate in-kind or cash donations from other community sources/partners.

Grant requests should be mailed, emailed, or faxed by December 19, 2011 to:

Nicholas Auck
Director of Volunteer Outreach
Volunteer Louisiana
PO Box 44243
Baton Rouge, LA 70804
Email: nauck@crt.la.us
Fax: 225-342-0106

PROJECT BUDGET			
<i>Item</i>	<i>Grant Funds</i>	<i>CASH/In-Kind</i>	<i>Total</i>
Supplies	\$200	\$100	\$300
T-Shirts	\$500	\$0	\$500
Administrative Cost	\$50	\$300	\$350
Total	\$750	\$400	\$1150

**MLK Day 2012
Request for Proposals Funding**

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