

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

Agency/Program: Louisiana Serve Commission/Disability

Recipient: Shreveport Green - ShreveCorps

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 11CDHLA001002
 - 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>3 month grant no written report 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: *Nicholas Huk*
Contract Monitor

Donna P. H.
Appointing Authority

Oct 31, 2011
Date

1/6/2012
Date

Budget Narrative: Disability Placement for Louisiana Serve Commission

Section I. Support Expenses

A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 80000 each x 5 % usage	4,000	0	4,000
Director of Volunteer Outreach: - 1 person(s) at 65000 each x 25 % usage	16,250	0	16,250
CATEGORY Totals	20,250	0	20,250

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount
Executive Director: 5% of total fringe benefits package of 25259.83	1,263	0	1,263
Director of Volunteer Outreach: 25% of total fringe benefits package of \$21,350.27	5,338	0	5,338
CATEGORY Totals	6,601	0	6,601

C. Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Commission Staff: 1 Disability Annual Event/Conference airfare approx \$700-\$800. Hotel Accomodations and Meals \$900.-\$1,000. Registration \$200.00	2,000	0	2,000
CATEGORY Totals	2,000	0	2,000

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
Office Supplies to Support Disability Efforts: \$500 yrlly to support disability inclusion and Ramp Up	500	0	500
CATEGORY Totals	500	0	500

F. Contractual and Consultant Services

Item -Calculation	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Inclusion Marketing Material: Design, development, & printing of materials not to exceed 26 days at \$617 per day	16,000	0	16,000
CATEGORY Totals	16,000	0	16,000

I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
Funds for Subgrantee Special Accomodations to support up to 12 programs:	10,000	0	10,000
One Yearly T1 Internet Line Access & IT support for 2 months:	800	0	800
Fed Ex:	150	0	150
Annual Ramp Up project for 6 Natl Service programs @ \$5,000 each The funds are used to purchase the lumber, nails hammers and concrete to build the ramps:	30,000	0	30,000
Postage - mail outs for special projects:	315	0	315
Webinars/teleconferences - for inclusion trainings:	150	0	150
One month copier lease:	354	0	354
Disability Inclusion State Compact Contribution (1%). To support peer mentoring, prof. development resources, grantee trainings, & disability inclusion tech assist to comm staff.:	880	0	880
CATEGORY Totals	42,649	0	42,649

J. Indirect Costs

Description	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0
SECTION Totals	88,000	0	88,000
PERCENTAGE	100%	0%	

BUDGET Totals	88,000	0	88,000
PERCENTAGE	100%	0%	

Source of Funds

Section	Description
Section I. Support Expenses	

**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 purchase materials and rent equipment to construct three disability accessible ramps for low or fixed income individuals.

2. Purpose of the Grant

The goal of this Grant Agreement is to fund the construction of three ramps to assist those with disabilities to have access into and out of their homes. Funding may be used for supplies and equipment as per the budget contained in the proposal submitted by Grantee.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Grantee a maximum sum of \$15,000.

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 3 (three) months, beginning October 1, 2011 and ending on December 31, 2011, 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 under 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 Disability Grant 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 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 73-0970610

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.

12. 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.

FUNDING PERIOD: October 1, 2011 – December 31, 2011
SUB-GRANTEE: Shreveport Green - ShreveCorps

AWARD AMOUNT: \$15,000.00
GRANT AGREEMENT: 11CDHLA001002

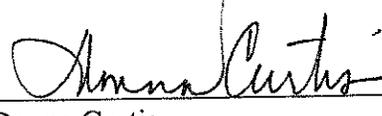
THE STATE OF LOUISIANA

THE GRANTEE



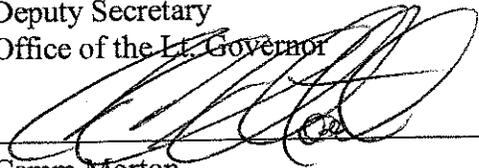
Charles R. Davis
Deputy Secretary
Office of the Lt. Governor

10/27/11
Date



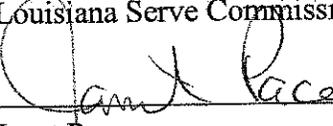
Donna Curtis
Executive Director
Shreveport Green - ShreveCorps

10/19/11
Date



Camm Morton
Chair
Louisiana Serve Commission

10/26/11
Date



Janet Pace
Executive Director
Louisiana Serve Commission

10-26-11
Date

From: Adriana Poland [<mailto:apoland@shreveportgreen.org>]
Sent: Wednesday, October 12, 2011 5:32 PM
To: Nicholas Auck
Cc: c Cochran@shreveportgreen.org
Subject: Include Me 2011 Proposal

Mr. Auck,

Will you please email me back to confirm that you have received this email. If there are any problems please notify me and I will make the necessary changes.

Thanks!!!

Adriana Poland
ShrevCorps Operations Manager
Shreveport Green
3625 Southern Avenue
Shreveport, LA 71104
Ph: (318)219-1888 ext.14
Fax: (318)219-1882
apoland@shreveportgreen.org

**Include Me 2011
Request for Project Funding**

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

Project Information	
<i>Include Me</i> Project Director: Adriana Poland	Phone: (318) 219-1888 Ext.14
Fax: (318) 219-1882	Email: apoland@shreveportgreen.org
Project Date and Time: October 29, November 12,6/ 7:30 a.m.	Amount Requested: \$15,000.00

Partner Information (replicate this box for additional partners)	
Organization Name: North Highlands United Methodist Church	Address: 8835 Poleman Road Shreveport, LA 71107
Phone: (318) 221-4716	Fax: (318) 221-4725
Email:	Contact: Bob Dykes
Role: North Highlands United Methodist Church is our "ramps" partner. They provide the technical experience and volunteers to actually build the ramps!	
I affirm that our organization is a partner with the applicant for <i>Include Me 2011</i>	

Briefly describe proposed project:

Shreveport Green/ShrevCorps plans to partner with Caddo Council on Aging, Families Helping Families, and North Highland UMC to build three handicap accessible ramps for low or fixed income individuals in our community as part of our Make A Difference Day activities. We will build our 200th ramp on October 29 for Make A Difference Day. Also we will build ramps on November 12 and November 26. We have a waiting list of requests for ramps and the network to facilitate construction.

Describe how you will engage community volunteers, specifically volunteers with disabilities, and how you will share your AmeriCorps story:

Disabled volunteers from Families Helping Families and senior/disabled volunteers from Caddo Council on Aging have agreed to assist in identifying individuals in need of ramps and to assist in the procuring materials, lay-out, and installation of the ramps as they feel able. Volunteers from North Highland united Methodist Church have agreed to provide the necessary technical skills and additional volunteers for constructing a ramp that meets the required standards. Both of these groups have experience in ramp construction and will assist in volunteer recruitment and provide sign-up assistance as well as hospitality in the day if the "builds"

Upon notification of funding, Shreveport Green/ShrevCORPS plans to notify the media of the award and submit media alerts during the many stages of completion, inviting them to follow this great event as volunteers from our community truly MAKE A DIFFERENCE!

Ramp Up 2011 will be further promoted via the Shreveport Green website, email list, and on the Shreveport Green Facebook page.

Volunteer recruitment goal

200

Volunteers with disabilities recruitment goal

10

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

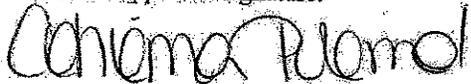
October 11	Conference Call for Grantees
October 12	Contact Partners-Confirm Participation
October 15	Deadline for Grant Requests
October 17-19	Purchase Materials and supplies, finalize plans with volunteers, finalize details with recipients
October 29	Service Projects
November 12, 26	Service Projects
December 1	Edit and Post Shreveport Green Ramp-Up Video
December 31	Last day for Final Reports/Reimbursement Requests

Please attach a project 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.

PROJECT BUDGET

<i>Item</i>	<i>Grant Funds</i>	<i>CASH/In-Kind</i>	<i>Total</i>
Program Oversight	\$1,500	\$2,000	\$3,500
Building Materials	\$11,750	\$1,500	\$13,500
Equipment Rental	\$0	\$450	\$450
Volunteer Supplies (t-shirts \$500/ food \$500)	\$1,000	\$700	\$1,950
Fuel-transport materials in program owned vehicle	\$750	\$150	\$900
Volunteer Labor- Supervisor (1x 280 hrs x \$21.36 current volunteer rate)	\$0	\$5,980	\$5,980
Total	\$15,000	\$10,780	\$26,280

**Include Me 2011
Request for Project Funding**

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