

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

**Agency/Program:** Volunteer Louisiana/Volunteer Generation

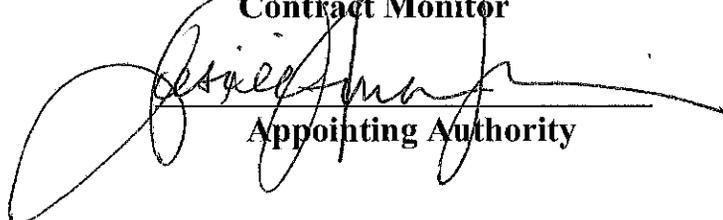
**Recipient:** Mid City Redevelopment Alliance

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 12VG14095006
  - 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

Feb 5, 2014  
Date

  
Appointing Authority

2/5/2014  
Date

FUNDING PERIOD: October 15, 2013 through February 15, 2014  
SUB-GRANTEE: Mid City Redevelopment Alliance

AWARD AMOUNT: \$5,000.00  
GRANT AGREEMENT: 12VG140950006

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 Mid City Redevelopment Alliance (Samuel Sanders, Jr., Program Director, 419 North 19<sup>th</sup> Street; Baton Rouge, LA 70806) (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 Dr. Martin Luther King, Jr. National Day of Service 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**

Mid City Redevelopment Alliance will conduct a project to address Inclusive access and appearance of the Raven's Homeless Veterans Shelter as part of their Make A Difference Day of Service as addressed in the application (see Attachment A).

**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 December 31, 2013 and end on February 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.

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

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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](mailto: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 the Volunteer Generation Fund. 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

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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 Volunteer Generation Fund, 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 Lieutenant Governor's Office 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**

The Sub-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 Sub-grantee's obligation and identified under Federal Tax identification number 72-1196990.

**11. Assignment of Interest**

The Sub-grantee shall not assign any interest in this Agreement 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 Sub-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.

**12. Anti-discrimination**

The Sub-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 Sub-grantee agrees to abide by the Requirements of the Americans with Disabilities Act of 1990. Sub-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 Sub-grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

**13. 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**

**THE SUB-GRANTEE**

Charles R. Davis 1/27/14  
Date  
Charles R. Davis  
Deputy Secretary  
Office of the Lieutenant Governor

Samuel Sanders, Jr. 1/22/14  
Date  
Samuel Sanders, Jr.  
Program Director  
Mid City Redevelopment Alliance

Julie Cherry 1/22/14  
Date  
Julie Cherry  
Chair  
Volunteer Louisiana Commission

Janet Pace 1-22-14  
Date  
Janet Pace  
Executive Director  
Volunteer Louisiana Commission

**Attachment A**

(Attach here the Sub-grantee's approved proposal, with its approved budget)

***Include Me 2013***  
**Request for Proposals**

**Vision:**

Volunteer organizations will partner with groups of citizens within the disability community for a day of service event. The goal of the event is to encourage volunteer coordinators to reach out to a large section of the population which is often overlooked in volunteer outreach and create partnerships which will last for service project events to come.

Applications for this project will be accepted year round. *Volunteer Louisiana* will develop and provide marketing materials to help promote the project and to encourage the community to participate as needed.

**Objectives:**

- To involve citizens with disabilities in volunteer organizations, corporate partners and other citizens to support an all inclusive community project.
- To introduce citizens with disabilities to volunteer based organizations, community volunteering, and opportunities for becoming involved in service.

**Requirements:**

- 1) Grantees must be able to recruit at least 5% of their volunteers as persons with disabilities
- 2) All grantees will be required to have volunteers register with *Volunteer Louisiana*.
- 3) Project must include a welcome/orientation at the beginning of the event and a reflection/evaluation for volunteers at the end of the service day.
- 4) Grantees must submit a Final Report and Reimbursement Request to receive funds.

**Partners:**

Grantees must partner with members of the community who have a disability (at least 5% of their volunteer base must be from the population of those with disabilities). A list of organizations which work with individuals with disabilities can be provided. While there is no match requirement for these funds, applicants may also partner with local businesses or other nonprofit organizations as a way of bringing together local resources.

**Funds:**

The grant is available to organizations or individuals operating in the state of Louisiana. *Volunteer Louisiana* will provide grant monies up to \$5,000 per project to pay for project supplies, volunteer refreshments/water (identified in the Project Budget) and some administrative costs. Unexpected funds in the administrative costs may not be moved to the Project Budget.

All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted following the service event and *Volunteer Louisiana* for payment.

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**Include Me 2013  
 Request for Project Funding**

Applicant Information	
Organization Name Mid City Redevelopment Alliance	Address 419 N. 19 <sup>th</sup> St. Baton Rouge, LA 70806
Phone 225-346-1000	Fax 225-344-6171
Email David@MidCityRedevelopment.org	Program Director Sam Stodiers Jr.
Authorized applicant signature:	

Project Information	
Include Me Project Director: Sam Stodiers Jr.	Phone: 225-346-1000 x 104
Fax: 225-344-6171	Email: Sam@MidCityRedevelopment.org
Project Date and Time:	Amount Requested:

Partner Information (required only for additional partners)	
Organization Name:	Address:
Phone:	Fax:
Email:	Contact:
Notes:	
I affirm that my organization is a partner with the applicant for Include Me 2013	

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

<p>We are planning to join with our partners, the Youth Volunteer Corps, Dayton Kings General, The Home Depot, Coleman Partners, and Remson, Halsey &amp; Harpin, to come together and help do a beautification project for Raven's Outreach Center for Homeless &amp; Disabled Veterans. Through coordinated teamwork we will work to paint the exterior of the shelter buildings and install beautification elements such as planters, a path garden, and lighting. We hope the hands-on work in the garden will provide a positive environment for healing and rehabilitation for those in need, as horticulture therapy has been shown to motivate clients to develop new interests and aids in combating depression.</p>	
<p>We will have outreach committee volunteers specifically volunteer with disabilities.</p>	
<p>We will engage volunteers in our community by enlisting the help of community organizations such as Dayton Kings General and the Youth Volunteer Corps to bring out a diverse group of volunteers to help a vital part of our community. We will target volunteers with disabilities including veterans with disabilities which Raven's serves. We are planning to have 10% of our volunteer force learn from them, Raven's, a shelter that works with veterans, particularly those that are suffering from mental and physical disorders has done much positive work impacting the lives of the disabled and homeless veterans in our community.</p>	
Volunteer recruitment goal	200
Volunteers with disabilities recruitment goal	20
<p>For more details from a copy of the project manual, details, proposals, contracts and volunteer training.</p>	
<p>The work day will begin with volunteer training from 8:00 - 8:30. The volunteers will be trained in proper paint techniques and safety. Volunteers will also be trained in garden maintenance and nutritional standards. After the training the workday will begin. The base of the building will be painted first. There will also be a small group of volunteers planting vegetables and plants. There will also be volunteers doing litter abatement. When the base coat is complete volunteers will start on trim, doors, and windows. At 12 we will break for lunch. At 1:00 work will resume. The volunteers will focus on areas that have not been completed and trouble areas. The project will end at 4:00. There will be a closeout party immediately following the event.</p>	

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**Attachment A**

**(Attach here the Sub-grantee's approved proposal, with its approved budget)**



Grant requests should be mailed or emailed to:

Nicholas Auch  
Director of Volunteer Outreach  
Volunteer Louisiana  
PO Box 44243  
Huston Rouge, LA 70004  
Email: [nauch@vri.la.gov](mailto:nauch@vri.la.gov)