

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

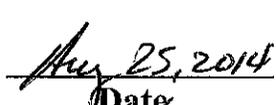
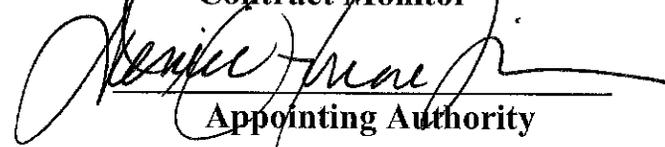
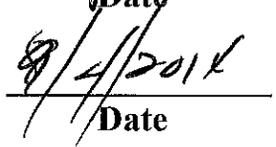
Agency/Program: Volunteer Louisiana

Recipient: Louisiana Delta Service Corps

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 11VG129683022
 - 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	 _____ Date
 _____ Appointing Authority	 _____ Date

FUNDING PERIOD: July 1, 2014 through September 20, 2014
SUB-GRANTEE: Louisiana Delta Service Corps

AWARD AMOUNT: \$4,976.00
GRANT AGREEMENT: 11VG129683022

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 Louisiana Delta Service Corps (Elizabeth Irvine, Executive Director, Post Office Box 64799; Baton Rouge, LA 70896) (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 National Day of Service and Remembrance 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 focus on improving the community garden hosted by the Capital Area Alliance for the Homeless "One Stop" service center. Activities will include cleaning out, restoring and expanding the community garden. Additionally, a usable art space and storage center will be constructed and seating in the outdoor gathering area will be added.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$4,976.00 (four thousand nine hundred and seventy-six 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 July 1, 2014 and end on September 20, 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 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.

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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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

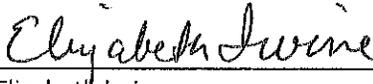
THE SUB-GRANTEE



Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

8/21/14

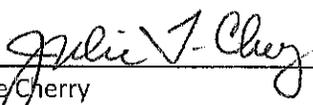
Date



Elizabeth Irvine
Executive Director
Louisiana Delta Service Corps

8/7/14

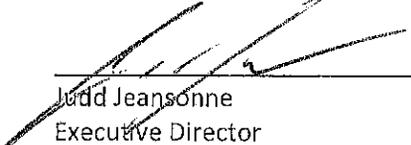
Date



Julie Cherry
Chair
Volunteer Louisiana Commission

8/20/14

Date



Judd Jeanson
Executive Director
Volunteer Louisiana Commission

8.12.14

Date

Attachment A

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

**National Day of Remembrance and Service 2014
 Request for Proposals**

Applicant Information	
Organization Name: Louisiana Delta Service Corps	Address: PO Box 64793, Baton Rouge, LA 70806
Phone: 225-930-0949	Fax: 225-930-0645
Email: birvine@ladeltsacorps.org	Program Director: Elizabeth Irvine
Authorized applicant signature:	

Project Information	
Project Director: Elizabeth Irvine/ Randy Nichols (Capital Area Alliance for the Homeless)	Phone: 225-930-9049
Twitter and Facebook Address: <i>ladeltsacorps</i>	Site Location Address: Capital Area Alliance for the Homeless
Fax: (225) 930-0645	Email: birvine@ladeltsacorps.org
Project Date and Time: Saturday, September 13, 2014	Amount Requested: \$ 5000

Partner Information (duplicate this line for additional partners)	
Organization Name: Capital Area Alliance for the Homeless	Address: 433 N. 17 th Street, Baton Rouge, LA 70806
Phone: (225) 388-5800	Fax: 225-388-6923
Email: r.nichols@homelessbr.org	Contact: Randy Nichols, Executive Director
Role: CAAH will be the site for our service project. The community garden adjacent to the One Stop Center as well as the volunteer art room will be the location of the volunteer activities	
I affirm that our organization is a partner with the applicant for 03/50 2014 <i>Randy Nichols</i>	

Attachment A

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

**National Day of Remembrance and Service 2014
 Request for Proposals**

Describe the proposed project:	
<p>The Capital Area Alliance for the Homeless "One Stop" service center provides numerous supportive services to the chronically homeless including vocational services, a day use center, health and dental services, legal services and social supports. In addition, the One Stop provides 33 units of subsidized supportive housing to homeless individuals with chronic disabilities. The service project will engage members of the Louisiana Delta Service Corps AmeriCorps program, community volunteers and One Stop residents in a day of service to: clean out, restore and expand the community garden adjacent to the One Stop, will build several bench seats for the garden and will build and stock two art cabinets for the art room. Elizabeth Whitkey is a Baton Rouge area art teacher who volunteers every afternoon to engage homeless clients in art projects. Managing the supplies and storage has been difficult. The service project will create a useable art space and storage center, improve and expand the community garden and build much needed seating in the outdoor gathering area.</p>	
Describe how you will engage community volunteers, specifically youth volunteers, veterans, and volunteers with disabilities.	
<p>The Louisiana Delta Service Corps and the One Stop will engage at least 12 AmeriCorps members, 5-10 community volunteers (including at least 50% youth) and 10 residents of the One Stop (chronically homeless and must have a range of mental and physical disabilities) in the above described project. It is estimated that at least 50% of the homeless clients are veterans.</p>	
Youth volunteer recruitment goal	5
Volunteers with disabilities recruitment goal	10
Military & Family members who volunteer goal	
Provide a project timeline (include project development and volunteer training):	
<p>Project Planning: August 1-15 Randy Nichols, Betsy Irvine, Elizabeth Whitkey</p> <p>Project begins at 8:30 on Saturday, September 13th. Gathering, light breakfast, orientation to the work and mission of the One Stop, Recognition of the Meaning of the National Day of Service, break into work groups (garden, benches, art room, hospitality).</p> <p>12:00 Break for lunch together</p> <p>1:00 Completion of projects, return tools and supplies</p> <p>2:00 Final gathering of volunteers for short ceremony of recognition, survey of project results and concluding activities.</p>	

Attachment A

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

National Day of Remembrance and Service 2014
Request for Proposals

2:30 Project Completion

Please see the attached 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.

Delta Service Corps Day of Service Project

Project Materials	Calculation	Daily Rate	Grant Amt.	Match	Total Amt.
	2 @ \$529.88 + ship	\$745	\$1,490		
Storage Cabinets		755	755		
Art Supplies		345	345		
Tool Rental	3 @ 115				stump grinder
Landscape Supplies	Mulch/Dirt	375	375		
Plant Materials	60 @ 3	180	180		
Picnic Tables/Bench	heavy duty	950	950		
Refreshments					
Bottled Water/Juice	10 cases @ 6.95		695		
Breakfast Food	30 @ 3.00		90		
Jambalaya	2 pans @ \$50		100		
Salat	2 @ 39.95		79.9		
Paper Products			75		
Coffee			15		
Total			\$ 4526.85		
Administrative Costs					
Administrative	10%		\$452.68		
TOTAL SERVICE PROJECT COST			\$4,976		

Attachment A

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

National Day of Remembrance and Service 2014
Request for Proposals

While no funding match is required, any funding that is identified to increase your project(s) should be included. The following template is provided to assist in the formation of the Budget, but additional items may be added.

PROJECT BUDGET

Project Materials/Supplies

		Grant Amount	Match	Total Amount
Storage Cabinets	2	\$829.88	\$ 745	\$ 1,574.88
Art Supplies		\$ 755	\$755	1,510
Landscape supplies Match and Dig Picnic Tables/Bench- heavy duty		\$75	375	450

Refreshments

		Grant Amount	Match	Total Amount

Attachment A

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

*National Day of Remembrance and Service 2014
 Request for Proposals*

Contractual and Consultant Services

	Grant Amount	Match	Total Amount

Administrative Costs (not to exceed 10% of grant request)

	Grant Amount	Match	Total Amount

Grant requests should be mailed or emailed to:
 Nicholas Auck
 Volunteer Louisiana
 PO Box 44243