

STATE OF LOUISIANA  
OFFICE OF THE LIEUTENANT GOVERNOR  
LOUISIANA SERVE COMMISSION  
GRANT AGREEMENT

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BE IT KNOWN, the Volunteer Louisiana Commission, Office of the Lt. Governor of the State of Louisiana (hereafter sometimes referred to as the "State") and Big Buddy Program (Ms. Gaylynne Mack, 1415 Main Street; Baton Rouge, LA 70802) (hereafter sometimes referred to as "Sub-grantee") do hereby enter into this agreement ("Agreement") under the following terms and conditions.

**1. Performance Indicators**

Sub-grantee hereby agrees to utilize the funding to support the Big Buddy Make A Difference Day project in accordance with the goals and initiatives contained in the proposal submitted which includes the budget (See Attachment, which is by this reference incorporated herein).

**2. Purpose of the Grant**

Big Buddy Program is teaming with East Baton Rouge Sheriff Sid Gautreaux, the Home Builders Association and ExxonMobil to present the 14<sup>th</sup> Annual Day of the Mentor as part of the Make A Difference Day National Day of Service. Mentors offer access to high quality out of school time enrichment activities and provide opportunities for youth to give back that develop leadership skills as well as address risk factors that promote academic success and positive youth development to break the cycle of crime. Mentors provide help with academic skills that can mean the difference between a youth failing or passing. These opportunities translate into real life skills and goals for the future. Each volunteer Mentor will receive a training session the morning of the event by a certified Advance Youth Development Facilitator in order to make the most out of time spent with their Mentee for the day. Although not required, at the end of the day, each volunteer Mentor will be asked to make a commitment to continue the relationship with their Mentee for a period of one year.

**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.

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 grant agreement is three months, beginning on October 1, 2012 and ending on December 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 allowable expenditures incurred in fulfilling the terms of the Grant Agreement. Sub-grantee may submit a Reimbursement Request based on work, items and/or services that have been invoiced, but not received, with prior approval of the Grant Monitor. Sub-grantee shall submit to the Grant Monitor with the final Reimbursement Request, a Final Report, and all supporting documentation required verifying that the qualifying expenses were actually incurred by the Sub-grantee in

compliance with the terms of the Grant Agreement. The final Request for Reimbursement and the Final Report are 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 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 entity Sub-grantee executes a grant 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).

#### **4. Amendments**

Any change to this Agreement must be consistent with the provisions of the Volunteer Generation Grant. Any change to this agreement requires a written amendment executed by both parties and approved by the Office of the Lieutenant Governor.

#### **5. Acknowledgment Statement**

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 terminate this grant 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 mutual 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 grant agreement; provided that the State 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 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 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 State to comply with the terms and conditions of this grant 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 Grant, 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). 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 Volunteer Louisiana Commission, 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.

#### **9. 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 72-0904506.

#### **10. Assignment of Interest**

The Sub-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 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.

#### **11. 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.

**12. Signatories**

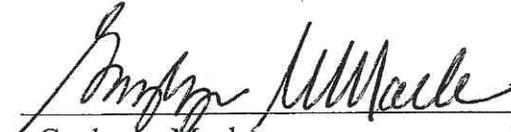
I hereby certify that I fully understand all terms of this agreement and that I am the authorized official designated to sign this agreement.

**THE STATE OF LOUISIANA**

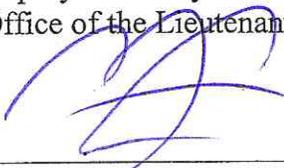
**THE SUB-GRANTEE**

  
\_\_\_\_\_  
Charles R. Davis  
Deputy Secretary  
Office of the Lieutenant Governor

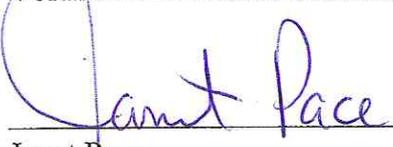
1/4/13  
Date

  
\_\_\_\_\_  
Gaylynne Mack  
Executive Director  
Big Buddy Program

12/6/2012  
Date

  
\_\_\_\_\_  
Chris D. Gorman  
Chair  
Volunteer Louisiana Commission

12-11-12  
Date

  
\_\_\_\_\_  
Janet Pace  
Executive Director  
Volunteer Louisiana Commission

12-10-12  
Date

**Attachment A**

**Budget**

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**

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Room Rental	2 days	\$75.00	\$150.00	\$0	\$150.00
Printing of recruitment materials (applications, fliers, posters, etc.)		\$700.00	\$200.00	\$500.00	\$700.00
Thanks you cards printing, pictures, mailing	250	\$3.40	\$500.00	\$350.00	\$850.00
<b>Totals</b>			<b>\$850.00</b>	<b>\$850.00</b>	<b>\$1,700.00</b>

**Refreshments**

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Small Breakfast Snack for Mentors and Mentees	250	\$3.50	\$875.00	0.00	\$875.00
Mexican Fiesta Lunch for Mentors and Mentees this includes entrée, sides, drinks, plates, utensils	300	\$12.00	\$2,000.00	\$1,600.00	\$3,600.00
<b>Totals</b>			<b>\$2,875.00</b>	<b>\$1,600.00</b>	<b>\$4,475.00</b>

**Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Grant Amount	Match	Total Amount
Website Maintenance for screening of Mentors, recruitment and informational updates	Flat Rate		\$200.00	200.00	\$400.00
Mentor Orientation Facilitator –to prepare Mentors for their experience (especially those working with our middle and high school youth). We	Flat Rate		\$125.00	\$25.00	\$150.00

found this to be a needed component to inform Mentor expectations of the youth.					
Transportation for the youth to participate in the event. Transportation is needed from the school to the LRCE and from the LRCE back to school at the end of the day. We contract with EBR drivers and use our fleet for smaller groups.	8 drivers @\$10.50/hr @ 4 hrs = \$336.00; Mileage cost - \$2.50/mile @ approximately 10 miles per route @ 8 routes = \$200.00		\$300.00	\$236.00	\$536.00
<b>Totals</b>			<b>\$625.00</b>	<b>\$461.00</b>	<b>\$1,086.00</b>

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

Purpose	Grant Amount	Match	Total Amount
Project Manager Oversight (10% FTE for 3 months)	\$300.00	\$700.00	\$1,000.00
Transportation Coordination (20% PTE for 2 weeks)	\$100.00	\$200.00	\$ 300.00
Insurance Coverage (pro-rated rate)	\$250.00	\$750.00	\$1,000.00
<b>Totals</b>	<b>\$650.00</b>	<b>\$1,650.00</b>	<b>\$2,300.00</b>

<b>TOTALS (grant amount not to exceed \$5,000)</b>	Grant Amount	Match	Total Amount
	\$5,000.00	\$4,561.00	\$9,561.00

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

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

**Recipient:** Big Buddy Program

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 10VG1184300017
  - Line Item Appropriation
  - Letter of Agreement

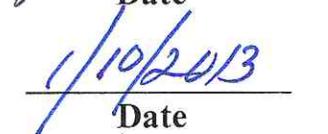
- | Yes                                 | No                                  |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Does the agreement include budget worksheet?   |
| <input checked="" 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

  
\_\_\_\_\_  
Appointing Authority

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

