

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

Agency/Program: Louisiana Serve Commission/AmeriCorps Formula Grant

Recipient: *Catholic Charities (Cornerstone Builders)*

Indicate:

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

06AFHLA001

Yes No

Does the agreement include budget worksheet?

** See Attached budget*

Does the agreement include anticipated uses?

Does the agreement include estimated duration of the project?

Does the agreement include goals, objectives, and measures of performance?

Does the agreement indicate requirement of written progress report every six (6) months?

** Required Quarterly*

Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)

Has the comprehensive budget been approved by the appointing authority?

Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?

Signatures:

A. Roque
Contract Monitor

10/13/11

Date

Kevin P. Moore
Appointing Authority

10/13/11

Date

October 13, 2011 3:48 PM

Civic Justice
Catholic Charities Diocese New Orleans

Application ID: 11AC132149

Budget Dates:

	Total Amt	CNCS Share	Grantee Share
Section I. Program Operating Costs			
A. Personnel Expenses	124,000	67,000	57,000
B. Personnel Fringe Benefits	18,972	0	18,972
C. Travel			
Staff Travel	2,600	0	2,600
Travel to CNCS-Sponsored Meetings	0	0	0
Member Travel	16,875	0	16,875
Total	\$19,475	\$0	\$19,475
D. Equipment			
E. Supplies	2,740	0	2,740
F. Contractual and Consultant Services			
G. Training			
Staff Training			
Member Training	6,010	0	6,010
Total	\$6,010	\$0	\$6,010
H. Evaluation	6,000	0	6,000
I. Other Program Operating Costs	41,600	0	41,600
Section I. Subtotal	\$218,797	\$67,000	\$151,797
Section I Percentage		31%	69%
Section II. Member Costs			
A. Living Allowance			
Full Time (1700 hrs)	48,400	48,400	0
1-Year Half Time (900 hours)	96,000	96,000	0
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	26,400	26,400	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Total	\$170,800	\$170,800	\$0
B. Member Support Costs			
FICA for Members	12,301	0	12,301
Worker's Compensation	2,653	0	2,653
Health Care	0	0	0
Total	\$14,954	\$0	\$14,954
Section II. Subtotal	\$185,754	\$170,800	\$14,954
Section II. Percentages		92%	8%
Section III. Administrative/Indirect Costs			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	7,020	0	7,020
Commission Fixed Amount	2,497	0	2,497
Total	\$9,517	\$0	\$9,517
B. Federally Approved Indirect Cost Rate			
Section III. Subtotal	\$9,517	\$0	\$9,517
Section III Percentage		0%	100%
Section I + III. Funding Percentages		29%	71%
Budget Totals	\$414,068	\$237,800	\$176,268
Budget Total Percentage		57%	43%
Required Match		24%	
# of years Receiving CNCS Funds		3	
Total MSYs		16.91	

Civic Justice
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Cost/MSY

\$14,063