

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

Agency/Program: Volunteer Louisiana/VISTA

Recipient: New Orleans Outreach

- Indicate:
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 11VSWLA0201
 - 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>This is a year long grant agreement and require 1 written report at the end of the grant year.</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? |

<p>Signatures: <u><i>Mark Auck</i></u> Contract Monitor</p> <p><u><i>Dennis Thompson</i></u> Appointing Authority</p>	<p><u><i>Aug 24, 2012</i></u> Date</p> <p><u><i>8/27/2012</i></u> Date</p>
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FUNDING PERIOD: December 1, 2011 – November 30, 2012
SUB-GRANTEE: New Orleans Outreach

AWARD AMOUNT: \$600.00
GRANT AGREEMENT: 11VSWLA0201

**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 New Orleans Outreach (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 cover costs associated with travel by a VISTA member placed with their organization. Associated costs include mileage at the rate of \$.51 per mile, and meals at the rate of Breakfast \$.00, Lunch \$.00 and Dinner \$.00.

2. Purpose of the Grant

To ensure the VISTA placed with New Orleans Outreach has the ability to travel within the New Orleans service area in support of their assigned duties, the Grant is awarded to offset travel related costs. Funding is provided for VISTA travel through the VISTA grant.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Grantee a maximum sum of \$600.

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 12 (twelve) months, beginning December 1, 2011 and ending on November 30, 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 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.

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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 Volunteer Generation 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 either 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

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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 72-1447620

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.

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THE STATE OF LOUISIANA

THE GRANTEE

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

Sarah Macom 6/4/12 _____ Date
Sarah Macom
Volunteer Recruiter
New Orleans Outreach

Chris D. Gorman _____ Date
Chris D. Gorman
Chair
Louisiana Serve Commission

Janet Pace 6-27-12 _____ Date
Janet Pace
Executive Director
Louisiana Serve Commission

VISTA Service Travel

Section C. - Budget

The final section of your application should be a budget for the year (January 1 – September 31, 2012). 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

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Travel (Federal Rate for daily travel to service site during VIST Service Year.)			\$600		\$600
					\$600
TOTALS					

Grant requests should be mailed or emailed by December 31, 2012 to:

**Nicholas Auck
Director of Volunteer Louisiana
Louisiana Serve Commission
Post Office Box 44243
Baton Rouge, LA 70804
Email: nauck@crt.state.la.us**

Budget Narrative: LA Serve VISTA for Louisiana Serve Commission

Program Type: Program Grant
Cost Share

Section I. Volunteer Support Expenses**A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Member Support
Supervisor: - 2 person(s) at 58000 each x 50 % usage	58,000	0	58,000	0
CATEGORY Totals	58,000	0	58,000	0

B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Member Support
FICA: Fringe includes FICA, Retirement, Insurance and other cost areas designated by State Civil Service. For Supervisor (CNCS share)	19,720	0	19,720	0
Health Insurance:	0	0	0	0
Retirement:	0	0	0	0
Life Insurance:	0	0	0	0
CATEGORY Totals	19,720	0	19,720	0

C. Project Staff Travel**Local Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
CATEGORY Totals	0	0	0	0

Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/Lodging	CNCS Share	Grantee Share	Total Amount	Member Support
10 overnight stays in Shreveport, Lake Charles, Alexandria: \$70 lodging + \$38 p/day p/diem X 2 days = \$146 p/trip- Meals/Lodging 1,460 Trans 0 Other 0	1,460	0	1,460	0
CATEGORY Totals	1,460	0	1,460	0

D. Equipment

Item/Purpose -Description -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Member Support
CATEGORY Totals	0	0	0	0

E. Supplies

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

F. Contractual Service

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
Payroll: 46 members X \$250	11,500	0	11,500	0
CATEGORY Totals	11,500	0	11,500	0

I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Member Support
Communications:	0	0	0	0
Printing:	0	0	0	0
Logistics:	0	0	0	0
CATEGORY Totals	0	0	0	0

J. Indirect Costs

Description -Negotiated Rate -Claimed Rate -Cost Type	CNCS Share	Grantee Share	Total Amount	Member Support
CATEGORY Totals	0	0	0	0
SECTION Totals	90,680	0	90,680	0
PERCENTAGE	100%	0%		

Section II. Volunteer Expenses

A. Personnel Expenses

Living Allowances

Full Time (Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
VISTAs in Metro New Orleans @ \$927 p/mo X 12 months = \$11,124: 7 X 11,124: - 7 x 11124	77,868	0	77,868	0
VISTAs outside the Metro New Orleans Area @ \$927/mo X 12 months = \$10704: - 24 x 10704	256,896	0	256,896	0
VISTA Leader in Baton Rouge @ 13,104: - 1 x 13104	13,104	0	13,104	0
CATEGORY Totals	347,868	0	347,868	0

Full Time (non-Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
VISTAs outside the Metro New Orleans Area @ \$892/mo X 12 months = \$10,296: - 1 x 10704	0	10,704	10,704	0
VISTAs in the Metro New Orleans Area @ \$927 p/mo X 12 months = \$11,124: - 4 x 11124	0	44,496	44,496	0
CATEGORY Totals	0	55,200	55,200	0

Summer Associate (Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Summer VISTA Associates in outside New Orleans @ \$895 p/mo X 12/26 X 5 pay period (10 wks = \$1,647: - 31 x 2058	63,798	0	63,798	0
CATEGORY Totals	63,798	0	63,798	0

Summer Associate (non-Federal)

Description/Sites - # Mbrs -Allowance Rate	CNCS Share	Grantee Share	Total Amount	Member Support
CATEGORY Totals	0	0	0	0

Education and End of Service Awards

Item - # Mbrs -Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Education Award: - 25 x 5550	0	0	138,750	138,750
Education Award - Summer Associate: - 10 x 1175	0	0	11,750	11,750
End of Service Stipend - Regular: - 11 x 1500	16,500	0	16,500	0
End of Service Stipend - Leader: - 1 x 3000	3,000	0	3,000	0

End of Service Stipend - Summer Associate: - 21 x 250	5,250	0	5,250	0
CATEGORY Totals	24,750	0	175,250	150,500

B. Fringe Benefits

Health Insurance

Item/Description - # Mbrs -Rate	CNCS Share	Grantee Share	Total Amount	Member Support
Health Insurance: - 37 x 2700	0	0	99,900	99,900
CATEGORY Totals	0	0	99,900	99,900

FICA

Item/Description -Rate (%) -Stipend Amount	CNCS Share	Grantee Share	Total Amount	Member Support
FICA: - 24750 x 7.65 %	1,893	0	1,893	0
CATEGORY Totals	1,893	0	1,893	0

C. Travel

Item/Description -Calculation	CNCS Share	Grantee Share	Total Amount	Member Support
VISTA Member Travel: 28 VISTA members X (.555 X 250 mi.) X 12 months (\$46,886 p/member)	46,886	0	46,886	0
CATEGORY Totals	46,886	0	46,886	0

G. Other Volunteer Expenses

Item -Description	CNCS Share	Grantee Share	Total Amount	Member Support
Federal COLA Increase: [25 members @ 3% (of \$892 p/mo) = \$919 (25X27X12)= \$8,100]+[7 members @ 3% (of \$927 p/mo) = \$955 (7X28X12)] = \$2,352] = \$10,452.	10,452	0	10,452	0
Non-Federal/Cost-Share COLA Increase: 4 members @ 3% (of 927 p/mo)=\$955. (4X28X12 = \$1,344)] + [1 members @ 3% (of 892 p/mo)=\$919 (1X27X12) = \$324)] = \$1,668	0	1,668	1,668	0
Relocation for up to 10 VISTA Members: 12 X \$550	6,600	0	6,600	0
In-Service training for VISTA members provided by grantee: 46 members at \$701.57:	0	32,272	32,272	0
CATEGORY Totals	17,052	33,940	50,992	0

SECTION Totals	502,247	89,140	841,787	250,400
PERCENTAGE	60%	11%		
BUDGET Totals	592,927	89,140	932,467	250,400
PERCENTAGE	64%	10%		
Total MSYs	68.00			
Cost/MSY	8,720			

Source of Funds

Section	Description
Section I. Volunteer Support Expenses	
Section II. Volunteer Expenses	