

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

Agency/Program: Louisiana Serve Commission/Youth Service America

Recipient: HandsOn New Orleans

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 2012YSAMLK003
 - 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 1 month grant agreement no written report is required.</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? |

Signatures: *Michelle Amb*
Contract Monitor

RD
Appointing Authority

Jan 24, 2012
Date

1/26/2012
Date

**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 HandsOn New Orleans (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 leading a community based volunteer project in the 7th Ward neighborhood. We will be engaging members of the community in painting street signs, clearing lots, picking up trash and building benches and a gazebo for a public green space.

2. Purpose of the Grant

To ensure involvement from the immediate community we will be doing neighborhood outreach in the weeks leading up to the event. HandsOn New Orleans has a relationship with many civic minded residents who are willing to assist in neighborhood recruitment using flyers and sign-up sheets.

HandsOn regularly compiles an online calendar of service events happening in New Orleans for recruitment purposes. In addition to the online calendar we create a city-wide print calendar of events for the week surrounding the MLK holiday. This calendar includes projects led and hosted by Hands On New Orleans and our partner organizations and is distributed at libraries, coffee shops and community centers.

We are actively recruiting opening speakers from the neighborhood to talk about the importance of service and the legacy of Dr. Martin Luther King, Jr. at our service event. After our project we will have time for reflection and group discussion about the day's work. In addition to the service project described above HandsOn is also co-hosting a showing of Civil Rights documentary 'Soundtrack for a Revolution' at Zeitgeist Multi-Disciplinary Arts Center on January 15th in honor of Dr. Martin Luther King, Jr.

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Grantee a maximum sum of \$1,000.

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 one month, beginning December 21, 2011 and ending on January 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 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.

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 un 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

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 26-22872.13

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.

THE STATE OF LOUISIANA



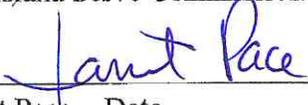
Charles R. Davis
Deputy Secretary
Office of the Lt. Governor

1/5/12
Date



Camm Morton
Chair
Louisiana Serve Commission

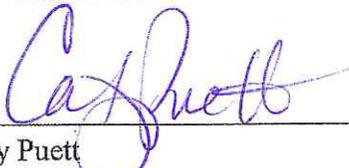
12/28/11
Date



Janet Pace
Executive Director
Louisiana Serve Commission

12-28-11
Date

THE GRANTEE



Cathy Puett
Executive Director
HandsOn New Orleans

12/22/11
Date

**MLK Day 2012
Request for Proposals Funding**

Applicant Information	
Organization Name: Hands On New Orleans	Address: 1050 S. Jefferson Davis Pkwy.
Phone: (504) 483-7041	Fax: (504) 483-7043
Email: Cpuett@handsonneworleans.org	Program Director: Cathy Puett
Authorized applicant signature:	

Project Information	
MLK Day Project Director: Peyton Juneau	Phone: (225) 252-7222
Fax: (504) 483-7043	Email: pjuneau@handsonneworleans.org
Project Date and Time: January 21 st , 2012 9am-1pm	Amount Requested: \$750

Partner Information (replicate this box for additional partners)	
Organization Name: Fourth World Movement	Address:
Phone: (504) 899-9950 (office) (225) 329-6697 (cell)	Fax: -
Email: neworleans@4thworldmovement.org	Contact Person: Maria Spavnik
<p>Role: The Fourth World Movement has organized a mobile street library as part of a children's literacy program in the 7th Ward neighborhood, and will co-host the service day on January 21st.</p>	
<p>I affirm that our organization is a partner with the applicant for <i>MLK Day 2012</i></p>	
Signature:	

Please specify which grant type you are applying for:

City-Wide Project

Community Based Mini-Grant

Briefly describe proposed project:

On Saturday January 21st, 2012 HandsOn New Orleans will be leading a community based volunteer project in the 7th Ward neighborhood. We will be engaging members of the community in painting street signs and murals, clearing debris in vacant lots, cleaning street and sidewalks, and co-hosting a mobile street library for neighborhood children with project partner the Fourth World Movement.

Describe how you will engage community volunteers, specifically volunteers with disabilities, and how you will share the story of Dr. Martin Luther King:

HandsOn New Orleans has a strong partnership with many community organizations and non-profits throughout New Orleans. We host volunteers from A.R.C. of Greater New Orleans every week and lead projects at Magnolia School on a regular basis. We will be actively recruiting volunteers through these existing partners.

To ensure involvement from the immediate 7th Ward community we will be doing neighborhood outreach in the weeks leading up to the event. HandsOn New Orleans has a relationship with many civic-minded residents who are willing to assist in neighborhood recruitment using flyers and sign-up sheets.

Hands On regularly compiles an online calendar of service events happening in New Orleans for recruitment purposes. In addition to the online calendar we create a city-wide print calendar of events for the week surrounding the MLK holiday. This calendar includes projects led and hosted by Hands On New Orleans and our partner organizations and is distributed at libraries, coffee shops and community centers throughout the city.

In order to communicate the importance of service and the legacy of Dr. Martin Luther King, Jr., we are actively recruiting opening speakers from the neighborhood to talk at our service event about King and his dream. After our project we will have time for reflection and group discussion about the day's work. In addition to the service project described above, HandsOn is also co-hosting an outdoor movie screening of the Civil Rights documentary 'Soundtrack for a Revolution' on January 15th in honor of Martin Luther King, Jr.

Volunteer recruitment goal	50
----------------------------	----

Volunteers with disabilities recruitment goal	5
---	---

Provide a detailed narrative of the project timeline (include project development and volunteer training):

Hands On began accepting projects to add to our MLK project calendar, as well as tasks for the 7th Ward service project in early December and will continue seeking projects until January 10th. We are currently holding meetings with community members and

organizers of the neighborhood clean-up to develop our scope of work for the service day and keep up to date on community needs. We will be distributing our calendar during the first week of January and will finalize plans with community members by January 10th.

We will recruit volunteers from our past partner organizations via phone and email and recruit community members in person that week. We will begin our purchasing and prep work on the 17th of January, by which time we should have an accurate head count of volunteers. Hands On New Orleans has sufficient staff to act as leadership on the day of the service project, so volunteer training will be done on site during the project. The event will conclude with a staff-led time of reflection about the value community work as envisioned by King's dream.

Please attach a project budget. Up to 10 percent of the grant request may be allocated to Administrative Costs. Though no match is required, please indicate in-kind or cash donations from other community sources/partners.

Grant requests should be mailed, emailed, or faxed by December 19, 2011 to:

**Nicholas Auck
Director of Volunteer Outreach
Volunteer Louisiana
PO Box 44243
Baton Rouge, LA 70804
Email: nauck@crt.la.us
Fax: 225-342-0106**

MLK- 7th Ward Project

21-Jan-12

Item	Vendor
------	--------

2x8x12' treated lumber	Home Depot
Heavy Duty Trash Bags (boxes)	Home Depot
Roll-away Dumpster (delivery and hauling rental)	River Parish Disposal
Gallon paint (3 primary colors, 3 secondary colors, black and white)	Home Depot
Paint Brushes (15-pack)	Home Depot
Weed eater string (spools)	Home Depot
Lawnmower gas (gallons)	Shell Gas

Supplies and Materials Cost:

Project Management

Projected Total Cost:

HandsOn New Orleans

# of Items	Cost Per Unit	Total Cost
------------	---------------	------------

3	\$ 7.50	\$ 22.50
3	\$19.97	\$ 59.91
1	\$ 350.00	\$ 350.00
8	\$22.00	\$ 176.00
2	\$ 19.97	\$ 39.94
2	\$ 6.00	\$ 12.00
2	\$ 3.00	\$ 6.00
		\$ -
		\$ 666.35
10%		\$ 66.64
		\$ 732.99

Purpose

Painting handmade street signs for streets that are unlabeled

Picking up litter and clearing storm drains in the neighborhood

Removing debris and preventing continuation of dumping sites

Painting handmade street signs

Painting handmade street signs

Cutting grass strips between sidewalk and street that are overgrown

Cutting grass strips between sidewalk and street that are overgrown