

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

Agency/Program: Volunteer Louisiana/Volunteer Generation

Recipient: HandsOn New Orleans

Indicate:

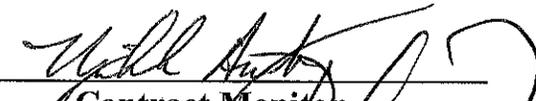
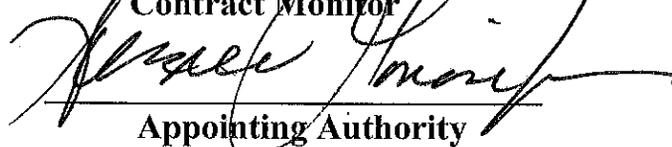
- Cooperative Endeavor
- Professional Services Contract
- Personal Services Contract
- Consulting Services Contract
- Social Services Contract
- Grant: Indicate Specific Program
- Line Item Appropriation
- Letter of Agreement

11VG129683018

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	<u>Jan 22, 2014</u> Date
 Appointing Authority	<u>1/27/2014</u> Date

FUNDING PERIOD: December 31, 2013 through February 15, 2014
SUB-GRANTEE: HandsOn New Orleans

AWARD AMOUNT: \$1,100.00
GRANT AGREEMENT: 11VG129683018

**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 HandsOn New Orleans (Chris Cameron, Executive Director, 2515 Canal Street, C/O HandsOn New Orleans; New Orleans, LA 70119) (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 Dr. Martin Luther King, Jr. National Day of Service 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

To design and implement changes to the Central City Economic Opportunity Center, or "EOC", to make the facility and the NORDC park adjacent to the EOC more accessible to people with disabilities. These activities will be part of a Dr. Martin Luther King, Jr. Day of service project in the community on January 20, 2014 to include supplies as addressed in the application (see Attachment A).

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of **\$1,100.00** (one thousand one hundred 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 December 15, 2013 and end on February 15, 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 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 Monitor shall authorize the release of payment. Reimbursement usually takes 2-4 weeks from the Grant Monitor's approval to be Issued.

The State will reconcile the invoice(s) 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 listed in the approved Budget, 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 Sub-grantee executes an 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.

e. Fiscal Funding The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

4. Amendments

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

5. Acknowledgment Statement

The official logo of the Corporation for National and Community Service shall appear on all printed and broadcast promotional material, publicity, advertising and printed programs supported by this grant. 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 initiate a termination of this Agreement by mutual agreement, executed in writing. The State may terminate this 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 mutually agreed upon date.

FUNDING PERIOD: December 31, 2013 through February 15, 2014
SUB-GRANTEE: HandsOn New Orleans

AWARD AMOUNT: \$1,100.00
GRANT AGREEMENT: 11VG129683018

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 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 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 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 Fund, 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) by the Volunteer Louisiana Commission. If an audit is started prior to the expiration of the three (3) year period, the Sub-grantee must retain all records until the audit findings involving the records have been resolved and final action taken. The State will notify Sub-grantees in writing when they may no longer maintain these files for auditing purposes.

8. Ownership

All records, reports, documents and other material delivered or transmitted to the Sub-grantee by State shall remain the property of State, and shall be returned by Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this Agreement and/or obtained or prepared by the Sub-grantee in connection with the performance of the activities agreed to herein shall become the property of State, and shall, upon request, be returned by the Sub-grantee to State, at the Sub-grantee's expense, at termination or expiration of this Agreement.

9. Audits

A Sub-grantee that expends a total of \$500,000 or more of 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 generated by the Corporation for National and Community Service will be submitted within thirty (30) days of the completed audit report.

It is hereby agreed that auditors from the Louisiana Division of Administration, the Lieutenant Governor's Office 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.

10. 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 26-2281213.

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.

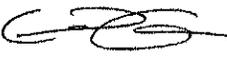
THE STATE OF LOUISIANA

THE SUB-GRANTEE



Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

1/16/14
Date



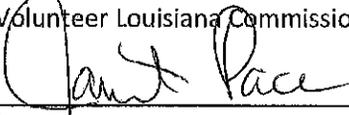
Chris Cameron
Executive Director
HandsOn New Orleans

1/9/14
Date



Julie Cherry
Chair
Volunteer Louisiana Commission

1-14-14
Date



Janet Pace
Executive Director
Volunteer Louisiana Commission

1-9-14
Date

Attachment A

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

Dr. Martin Luther King, Jr. Day 2014 **Request for Proposals**

Vision:

During the Dr. Martin Luther King, Jr. Day of Service, thousands of people across Louisiana join together to celebrate the legacy of Dr. Martin Luther King, Jr. by turning community concerns into volunteer action. Every year, millions of volunteers of all abilities volunteer and serve in their communities in service and service-learning projects. MLK Day takes place January 20, 2014.

Volunteer organizations, non-profits, and schools & community organizations will partner with other groups for a day of service event. The goal of the event is to empower communities to reach out to a large section of the population which is often overlooked in volunteer outreach and create partnerships which will last for service project events to come.

Applications for this project will be accepted until January 3, 2014. Volunteer Louisiana will develop and provide marketing materials to help promote the project and to encourage the community to participate as needed.

Projects lead by youth will receive priority, and projects which recruit volunteers from the disability community are highly encouraged. Educational and environmental related projects are also strongly encouraged.

Objectives:

- To introduce a new generation of volunteers to vision of service and dedication to our fellow man that was Dr. Martin Luther King, Jr.'s ministry.
- To introduce citizens with disabilities to volunteer based organizations, community volunteering, and opportunities for becoming involved in service.
- Promotion of MLK Day as a day on rather than a day off and Dr. King's message to work with everyone in our communities.

Requirements:

1. Projects should be in partnership with local government/schools
2. Project must include a welcome/orientation at the beginning of the event and a reflection/evaluation for volunteers at the end of the service day.
3. Grantees must submit a Final Report and Reimbursement Request to receive funds.

Funds:

The grant is available to organizations or individuals operating in the state of Louisiana. Volunteer Louisiana will provide grant monies up to \$1,000 per project to pay for project supplies, volunteer refreshments/water (identified in the Project Budget) and some administrative costs. All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted following the service event to Volunteer Louisiana for payment and include an original receipt with a zero balance. **INVOICES WILL NOT BE ACCEPTED.**

FUNDING PERIOD: December 31, 2013 through February 15, 2014
 SUB-GRANTEE: HandsOn New Orleans

AWARD AMOUNT: \$1,100.00
 GRANT AGREEMENT: 11VG129683018

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

Request for Project Funding

Applicant Information	
Organization Name: HandsOn New Orleans	Address: 2515 Canal Street St c/o HandsOn New Orleans New Orleans, LA 70119
Phone: 504-837-6854	Fax: N/A
Email: info@handsonneworleans.org	Program Director: Chris Cameron
Authorized applicant signature:	

Project Information	
Project Director: Peyton Jansau	Phone: office: 504-837-6854 cell: 225-252-7222
Twitter and Facebook Address: @HandsOnOLA facebook.com/HandsOnOLA	Site Location Address: 2231 Philip St New Orleans LA 70113
Fax: N/A	Email: pjansau@handsonneworleans.org
Project Date and Time: January 30th, 2014 1-4pm	Amount Requested: \$841.50

FUNDING PERIOD: December 31, 2013 through February 15, 2014
 SUB-GRANTEE: HandsOn New Orleans

AWARD AMOUNT: \$1,100.00
 GRANT AGREEMENT: 11VG129683018

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

Partner Information (replicate this box for additional partners)	
Organization Name: Central City Economic Opportunity Center (CEOC)	Address: 2030 Jackson Ave New Orleans, LA 70113
Phone: 504-524-3484	Fax: 504-524-6485
Email: lmarique@ceocno.com	Contact: Lisa Marique
Role: Executive Director	
I affirm that our organization is a partner with the applicant for MLE Day 2014	

Briefly describe proposed project:
<p>In celebration and remembrance of Dr. King's legacy, HandsOn New Orleans will partner with local neighborhood associations and youth organizations to put on a project at the Central City Economic Opportunity Center ("CEOC"). Central City is a high-need area that rarely makes it into local news without mention of high rates of poverty, violent crime and blight. The Economic Opportunity Center is a missing rock in a turbulent neighborhood. The CEOC is home to a Head Start program and a Senior Center that embody its commitment to lifelong development and health.</p> <p>Utilizing HandsOn's model of asset-based community development, this project will improve the CEOC's facilities to make them more accessible and welcoming to existing clients and the community at large. Work will focus on the outdoor recreation space, on the grounds of a New Orleans Recreational Development Commission ("NORDC") park that could be a tremendous asset to this neighborhood, which is largely devoid of useful greenspace. Volunteers will paint murals and ground-games in the park, refurbish a basketball court with new nets and court lines, tend existing garden plots, repaint outdoor tables and build additional seating. Inside the Senior Center, volunteers will clean the entryway to hang additional mural artwork.</p> <p>This scope of work will add attention to the importance of the center to the community and</p>

Attachment A

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

<p>build leverage for future improvements by the City's recreation department. Additionally, this work will bring attention to the EOC as a strategically important moment, as the EOC has just appointed a new Executive Director and demolished an old building that has been out of use since Hurricane Katrina, creating opportunities for new development on the site.</p>
<p>Describe how you will engage community volunteers, specifically youth volunteers and volunteers with disabilities.</p>
<p>This project will be an inclusive endeavor that engages volunteers from both inside and outside the neighborhood, as well as people of various ages, abilities and socio-economic status. It is our intention that this project provide a space for people to come together and invest in the revitalization of Central City together. We have asked EOC staff to reach out to their network of local families that benefit from the EOC's services and encourage them to be volunteers on the project. Additionally, we are planning this project with the Faubourg Livandais and Faubourg Delassize Neighborhood Associations. The EOC falls in the footprint of the Livandais neighborhood and is adjacent to the Delassize area. Participants in these neighborhood associations will be volunteers on the project and the most regular patrons for EOC programs and the adjacent NORDC park.</p> <p>HandsOn New Orleans is developing MLK Day service projects in conjunction with the New Orleans Martin Luther King, Jr. Holiday Planning Commission. This citywide coalition of religious groups, civic organizations and city hall representatives is responsible for planning the official events to celebrate MLK Day and commemorate the legacy of Dr. King. HandsOn is now in its 5th year serving as a participant in this committee, and this year will have special importance as the focus for MLK Day and the Commission will be engaging local youth.</p> <p>HandsOn has ongoing partnerships with youth organizations in Central City including local non-profits that address the needs of youth facing issues in school and the criminal justice system. Students from Up2Us, an agency that uses sports to promote healthy personal and physical development, have already signed up to volunteer on the project. We will also have volunteers from The NET Charter High School, an alternative high school that caters to students who have struggled in the traditional school system. The NET Charter High School encourages its students to engage in community service and has partnered with HandsOn for local projects in the past.</p> <p>HandsOn regularly works with The Arc of Greater New Orleans, an organization that provides wrap-around services to developmentally disabled adults, including engaging them in volunteer service. Considering the fact that New Orleans has a high level of individuals living with disability, it is important that we include this sector of the population and have projects appropriate for their "handicapabilities."</p>
<p>Youth volunteer recruitment goal: 20</p>
<p>Volunteers with disabilities recruitment goal: 5</p>

Attachment A

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Total volunteer recruitment goal (youth + adults) 40
Provide a detailed narrative of the project timeline (include project development and volunteer training):
<p>In choosing and developing our project we wanted to ensure that it would be an inclusive project that engaged and benefited a wide range of people, and also a project that would not be a one-off event, but rather a site that HandsOn and its partners could continue to come back to and see continued improvement. Central City is one of HandsOn's target neighborhoods in our engagement and outreach and the Central City EOC has been our long running partner. The enthusiasm of the Executive Director regarding the project also factored into our decision.</p> <p>Nov 6, 2013: Initial meeting with EOC Executive Director about partnering on MLK Day Project Nov 21, 2013: Site walk through of EOC to determine scope of projects and budget. Dec 10, 2013: Shared project proposal with city MLK Holiday Planning Commission. Mid Dec 2013: Reached out to Faubourg Lividais Neighborhood Association and other nearby neighborhood associations about partnering on project. Dec 22, 2013: Met with interfaith groups putting on MLK project in the lot across from project site and discussed collaboration. Late December: Finalize scope of work, volunteer numbers and budget documents. Ongoing: HandsOn recruits volunteers utilizing social media and our organizational connections. Week prior to project: Email orientation for volunteers, familiarizing them with the EOC and the scope of work for the day, including an itinerary for the afternoon. Jan 16-17, 2013 : Project material purpose and prep. Orient staff for project.</p> <p>Day of Project, Jan 20th 2014:</p> <ul style="list-style-type: none">- 12pm HandsOn Staff will arrive to prep for project- 1pm Volunteers arrive, volunteer waivers and site orientation- 1:30-3:40 Volunteer service project- 3:40 Reflection and thank you/service recognition- 3:50 Group photo <p>Week after project: HandsOn staff will follow up and send thank you with photos to volunteers.</p> <p>Looking forward: This project will build into future opportunities for the neighborhood by improving the EOC's facilities and those of the park. It is our hope that focusing attention on this park will encourage NORDC to implement programming in the space and potentially install lights so that it is a safer space.</p>
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.

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved 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 and Supplies

Item	Quantity	Unit cost	Grant Amount	In-Kind	Total Amount
13' Lumber	20	\$5	\$100	-	\$100
Paint & Stain	10 gal various colors/types	\$38/gal	\$374	\$105	\$379
Painting tools (brushes, trays, etc)	various	various	\$48	\$75	\$123
General Cleanup (trash bags, wooder string, etc)	various	various	\$87	\$25	\$112
Hardware (screws, nails, etc)	various	various	\$117.50	\$8	\$125.50
Totals			\$676.50	\$213	\$889.50

Refreshments

Item	Quantity	Unit Cost	Grant Amount	In Kind	Total Amount
water	10 cases (24ct)	\$6	\$60	-	\$60
granola bars	3 boxes (18ct)	\$13	\$39	-	\$39
bananas	30lbs	\$.50/lb	\$16	-	\$16
Total			\$115.00		\$115.00

Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	In Kind	Total Amount
NA					

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Totals					

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

Purpose	Calculation	Grant Amount	In Kind	Total Amount
Project Manager	20 hrs at \$26.54	\$80.00	\$450.80	\$530.80
Executive Director	5 hrs at \$39.81	\$20.00	\$179.07	\$199.07
Totals		\$100.00	\$629.87	\$729.87

TOTALS		Grant Amount	In Kind	Total Amount
Item	Calculation	Grant Amount	In Kind	Total Amount
Project Budget	see above	\$626.50	\$213	\$839.50
Refreshments	see above	\$115.00	\$0.00	\$115.00
Contractual and Consultant Services	see above	\$0.00	\$0.00	\$0.00
Administrative Costs	see above	\$100.00	\$629.87	\$729.87
TOTALS		\$841.50	\$842.87	\$1684.37

Grant requests should be mailed or emailed to:

Nicholas Auch
 Volunteer Louisiana
 PO Box 44243
 Baton Rouge, LA 70804
 Email: nauch@vrt.la.gov