

FUNDING PERIOD: August 1, 2014 through September 25, 2014  
SUB-GRANTEE: Hands On New Orleans

AWARD AMOUNT: \$3371.16  
GRANT AGREEMENT: 13VG1539950008

**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 Hands On New Orleans (Chris Cameron, Executive Director, 2515 Canal Street; 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 National Day of Service and Remembrance 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.).

In the event of any inconsistent or incompatible provisions, this signed Agreement (excluding the Sub-grantee's proposal) shall take precedence, followed by the provisions of the Sub-grantee's proposal. (Note – if there are federal guidelines that also govern – and presumably trump the content of the agreement and the proposal, we should reference the guidelines and state their authority)

**2. Purpose of the Grant**

Funding will be used to educate approximately 200 households in the Treme/Lafitte neighborhood on topics including emergency preparedness, city-assisted hurricane evacuation plans and fire prevention. Specifically, funding will purchase supplies and food for the education of the public and provide to volunteers as submitted by Hands On New Orleans and approved by the State (Attachment A).

**3. Grant Award**

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$3,371.16 (Three thousand three hundred seventy-one dollars and sixteen 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 August 1, 2014 and end on September 25, 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

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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@la.la.gov](mailto:ebudgets@la.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.

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**

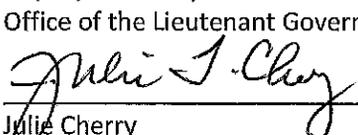
**THE SUB-GRANTEE**

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

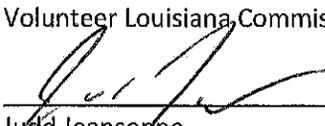
10/14/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chris Cameron  
Executive Director  
Hands On New Orleans

August 9, 2014  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Julie Cherry  
Chair  
Volunteer Louisiana Commission

10/7/14  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Judd Jeanson  
Executive Director  
Volunteer Louisiana Commission

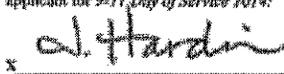
9-19-14  
\_\_\_\_\_  
Date

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

**National Day of Remembrance and Service 2014  
 Request for Proposals**

Applicant Information	
Organization Name: HandsOn New Orleans	Address: 2515 Canal Street, New Orleans, LA 70119
Program Director Chris Cameron	Fax: N/A
Email: ccameron@handsonneworleans.org	Phone: 504-827-6854 (office) 504-319-9883 (cell)
Authorized applicant signature:   x	
Project Information	
Project Director: Poyton Juneau	Phone: 504-827-6854 (office) 225-252-7222 (cell)
Twitter and Facebook Address: www.facebook.com/HandsOnNOLA twitter.com/HandsOnNOLA	Site Location Address: 1519 Esplanade Ave, New Orleans, LA 70116
Fax: N/A	Email: pjuneau@handsonneworleans.org
Project Date and Time: Saturday, September 13 <sup>th</sup> , 2014 9:00am - 1:00pm	Amount Request: \$3,371.16
Partner Information (replicate this box for additional partners)	
Organization Name: Evacueer.org	Address: 916 Lafayette St, 2nd Floor New Orleans, LA 70113
Contact: Jennifer Hardin	Fax: N/A
Email: jen@evacueer.org	Phone: (504) 358-0455
Role: Executive Director	
I affirm that our organization is a partner with the applicant for 9-11 Day of Service 2014:   x	

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<b>Project Description and Budget</b>	
<p>HandsOn New Orleans will lead a collaborative with partner non-profits the Southeast Louisiana Chapter of American Red Cross and Evacueer.org on Saturday, September 13th to commemorate the annual 9/11 Day of Service and Remembrance. Volunteers will educate approximately 200 households in the Tremé / Lafitte neighborhood on topics including emergency preparedness, city-assisted hurricane evacuation plan, and fire prevention.</p> <p>Volunteers receive a 20-minute training prior to assembling and distributing print material packets to households. The Tremé / Lafitte neighborhood is a medium-income community where 54.5% of youth are living in a single-parent household and 43.3% of Tremé / Lafitte residents are living below the poverty level. Homeowners only make up 34.3% of the population and 70.5% of renters are spending more than 30% of their income. Our goal is to promote financial stability and family safety should a disaster strike.</p>	
<b>Describe how you will engage community volunteers, specifically youth volunteers and volunteers with disabilities.</b>	
<p>HandsOn New Orleans will bring together an array of local volunteers that includes veterans, disabled persons, and youth by recruiting local volunteers from the following partners: corporate partners, United Way's Mission Ignition high school students, The Arc of Greater New Orleans, U.S. Coast Guard members, the Naval Air Station Joint Reserve Base and other community members.</p> <p>Inclusivity is in mind with regards to differently-abled participants and achieved through our selected volunteer project, contributing to a more diverse group and easily accessible opportunity. All aforementioned groups are being invited to educate and engage with members of the chosen community through their canvassing effort. Their feedback will be collected through a sophisticated method or program evaluation and used for their benefit, the benefit of the community in which they served, and the program through which this is made possible.</p>	
<b>Youth volunteer recruitment goal</b>	45
<b>Volunteers with disabilities recruitment goal</b>	15
<b>Military &amp; Family members who volunteer goal</b>	20
<b>Provide a detailed description of the project including methods of development and volunteer outreach.</b>	
<p>In preparation for the Service Day event, HandsOn New Orleans, American Red Cross, and Evacueer.org are committed to gathering print materials and logistics planning for this service event. This includes in-person meetings and conference calls both with the goal of discovering and pooling resources for hand out materials, volunteer recruitment, and discussing the logistics of the event. Volunteer recruitment will be ongoing up to the day of the event. Recruitment in the form of email outreach allows for our organizations to reach a larger population more quickly.</p> <p>Approximately 3 days prior to the event HandsOn and partners will equip ourselves</p>	

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***National Day of Remembrance and Service 2014  
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with all gathered materials necessary for distribution and volunteer use. This will also be the time where we communicate the final project details to registered volunteers and keep them updated with any changes.

A Run of Show agenda will be shared with volunteers outlining the structure of the day including orientation, training, breaks, and project time. On the day of the event, all HandsOn New Orleans staff along with staff from American Red Cross and Evacueer.org will be present to explain the day's event and lead volunteers. Upon arrival, volunteers will be provided with a small breakfast and a supply of water to keep them hydrated for the duration of their task. An orientation lasting approximately 20 minutes will follow check-in as to educate volunteers on the literature they will be presenting to the community. Volunteers will be made aware of the goals associated with the National Day of Remembrance and Service including a brief introduction and a moment of silence.

At the end of the event, volunteers will have the chance to reflect on their service efforts in a debriefing session lead by HandsOn New Orleans, American Red Cross, and Evacueer.org staff. Running concurrently to the debriefing we will employ evaluations that combine data from the event as a whole. Through volunteer registration forms we collect and verify the number of training session, training participants, community partners, volunteers, and number of total hours served. Volunteers will also submit information on the total number of households reached. The training session and program evaluation is conducted through on-site participant surveys. Outcomes and impact achieved through the funded program is also measured.

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 what you can contribute from other community sources.

**Attachment A**  
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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 Description	QTY	Unit Cost	Grant Amount	In-kind Amount	Total Amount
Husky 42 gal. Contractor Bags (50-Count)	4	\$28.31	\$115.24	-	\$115.24
3M Tekk Protection Fertilizer Respirator (24-Pack)	10	\$22.86	\$228.60	-	\$228.60
HDX 2 oz. Hand Sanitizer	200	\$1.09	\$218.00	-	\$218.00
PhysiciansCare 95-Piece All Purpose Soft Sided First Aid Kit	200	\$8.59	\$1718.00	-	\$1718.00
HDX Disposable Vinyl Gloves (100-Count)	4	\$10.88	\$43.52	-	\$43.52
Maasi One Size Travel/Emergency Poncho in Red	200	\$1.62	\$324.00	-	\$324.00
Evacuete.org Materials	200	\$0.21	-	\$42.00	\$42.00
Fuel for vehicle safety mentions - gallons	10	\$3.15	\$31.50	-	\$31.50
<b>Total</b>			<b>\$3671.86</b>		<b>\$3671.86</b>

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Item	Qty	Unit Cost	Grant Amount	In-Kind Amount	Total Amount
Bags of Ice	10	\$3.25	\$32.50	-	\$32.50
Cases of Bottled Water - 32pk	10	\$4.33	\$43.30	-	\$43.30
Breakfast - Honey Baked Ham Breakfast	80	\$3.00	\$240.00	-	\$240.00
<b>Totals</b>			<b>\$315.80</b>		<b>\$315.80</b>

Contracted and Consultant Services	Contracted	Grant Amount	In-Kind Amount	Total Amount
	-	-	-	-
<b>Totals</b>				

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**Administrative Costs**

(not to exceed 10% of grant request)

Project	Grant Amount	In-Kind	Total Amount
Project Management (Pre-planning logistics, day-of leadership, post-project reporting) = (\$3,065.16)*(10)	\$306.00	-	\$306.00
<b>TOTALS</b>	<b>\$306.00</b>		<b>\$306.00</b>

Project	Grant Amount	In-Kind	Admin Cost	Total Award
TOTALS (Grant amount not to exceed \$5,000)	\$3,671.16	\$0.00	\$306.00	\$3,977.16

Grant requests should be mailed or emailed to:  
 Nicholas Awek  
 Volunteer Louisiana  
 PO Box 41243  
 Baton Rouge, LA 70804  
 Email: [nawek@vrla.gov](mailto:nawek@vrla.gov)

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

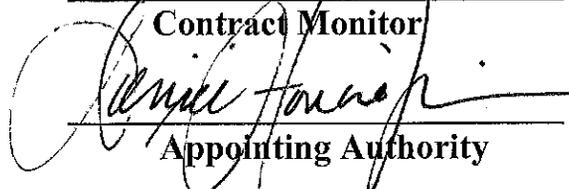
**Agency/Program:** Volunteer Louisiana

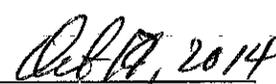
**Recipient:** Hands on New Orleans

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program 13VG1539950008
  - 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

10/17/2014  
Date

