

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

**Agency/Program:** Louisiana Serve Commission/AmeriCorps

**Recipient:** *Hands On New Orleans*

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program** 06AFHLA002-0018
  - 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 checked="" type="checkbox"/> | <input 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:** *Stephanie White*  
Contract Monitor

*8/26/10*  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

March 30, 2009 3:23 PM

## HandsOn New Orleans Disaster Team

## HandsOn New Orleans

Application ID: 06AC099853

Budget Dates:

	Total Amt	CNCS Share	Grantee Share
<b>Section I. Program Operating Costs</b>			
A. Personnel Expenses	167,325	47,810	119,515
B. Personnel Fringe Benefits	59,377	17,814	41,563
C. Travel			
Staff Travel	5,500	3,500	2,000
Member Travel	4,504	3,500	1,004
Total	\$10,004	\$7,000	\$3,004
D. Equipment			
E. Supplies	6,510	4,670	1,840
F. Contractual and Consultant Services			
G. Training			
Staff Training	1,800	0	1,800
Member Training	6,900	4,290	2,610
Total	\$8,700	\$4,290	\$4,410
H. Evaluation			
I. Other Program Operating Costs			
Travel to CNCS-Sponsored Meetings	0	0	0
Total	\$0	\$0	\$0
<b>Section I. Subtotal</b>	<b>\$251,916</b>	<b>\$81,584</b>	<b>\$170,332</b>
<b>Section I Percentage</b>		<b>32%</b>	<b>68%</b>
<b>Section II. Member Costs</b>			
A. Living Allowance			
Full Time (1700 hrs)	493,500	330,645	162,855
1-Year Half Time (900 hours)	42,300	28,341	13,959
Reduced Half Time (675 hrs)	0	0	0
Quarter Time (450 hrs)	0	0	0
Minimum Time (300 hrs)	0	0	0
2-Year Half Time (2nd Year)	0	0	0
2-Year Half Time (1st Year)	0	0	0
Total	\$535,800	\$358,986	\$176,814
B. Member Support Costs	104,725	70,161	34,564
FICA for Members	13,770	10,000	3,770
Worker's Compensation	20,020	10,000	10,020
Health Care	21,714	15,000	6,714
Total	\$160,229	\$105,161	\$55,068
<b>Section II. Subtotal</b>	<b>\$696,029</b>	<b>\$464,147</b>	<b>\$231,882</b>
<b>Section II. Percentages</b>		<b>67%</b>	<b>33%</b>
<b>Section III. Administrative/Indirect Costs</b>			
A. Corporation Fixed Percentage			
Corporation Fixed Amount	22,975	7,094	15,881
Commission Fixed Amount	5,730	5,730	0
Total	\$28,705	\$12,824	\$15,881
B. Federally Approved Indirect Cost Rate			
<b>Section III. Subtotal</b>	<b>\$28,705</b>	<b>\$12,824</b>	<b>\$15,881</b>
<b>Section III Percentage</b>		<b>45%</b>	<b>55%</b>
<b>Section I + III. Funding Percentages</b>		<b>34%</b>	<b>66%</b>
<b>Budget Totals</b>	<b>\$976,650</b>	<b>\$558,555</b>	<b>\$418,095</b>
<b>Budget Total Percentage</b>		<b>57%</b>	<b>43%</b>
<b>Required Match</b>		<b>24%</b>	
<b># of years Receiving CNCS Funds</b>		<b>1</b>	