

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

Agency/Program: Louisiana Serve Commission/Disability

Recipient: St. Bernard Project

Indicate:

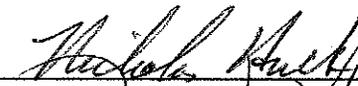
- Cooperative Endeavor
- Professional Services Contract
- Personal Services Contract
- Consulting Services Contract
- Social Services Contract
- Grant: Indicate Specific Program
- Line Item Appropriation
- Letter of Agreement

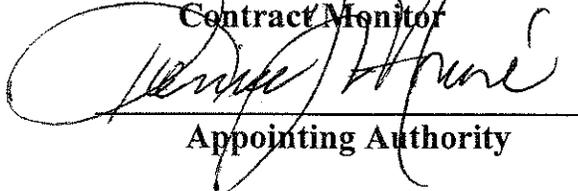
11CDHLA001004

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>3 month grant now: then report 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:

  
\_\_\_\_\_  
Contract Monitor

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

*Oct 31, 2011*  
\_\_\_\_\_  
Date

*11/5/2012*  
\_\_\_\_\_  
Date



# Budget Narrative: Disability Placement for Louisiana Serve Commission

## Section I. Support Expenses

### A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Executive Director: - 1 person(s) at 80000 each x 5 % usage	4,000	0	4,000
Director of Volunteer Outreach: - 1 person(s) at 65000 each x 25 % usage	16,250	0	16,250
<b>CATEGORY Totals</b>	20,250	0	20,250

### B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount
Executive Director: 5% of total fringe benefits package of 25259.83	1,263	0	1,263
Director of Volunteer Outreach: 25% of total fringe benefits package of \$21,350.27	5,338	0	5,338
<b>CATEGORY Totals</b>	6,601	0	6,601

### C. Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Commission Staff: 1 Disability Annual Event/Conference airfare approx \$700-\$800. Hotel Accomodations and Meals \$900.-\$1,000. Registration \$200.00	2,000	0	2,000
<b>CATEGORY Totals</b>	2,000	0	2,000

### D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

### E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Office Supplies to Support Disability Efforts: \$500 yrlly to support disability inclusion and Ramp Up	500	0	500
<b>CATEGORY Totals</b>	500	0	500

### F. Contractual and Consultant Services

Item -Calculation	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	0	0	0

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Inclusion Marketing Material: Design, development, & printing of materials not to exceed 26 days at \$617 per day	16,000	0	16,000
<b>CATEGORY Totals</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>

### I. Other Support Costs

Item	CNCS Share	Grantee Share	Total Amount
Funds for Subgrantee Special Accomodations to support up to 12 programs:	10,000	0	10,000
One Yearly T1 Internet Line Access & IT support for 2 months:	800	0	800
Fed Ex:	150	0	150
Annual Ramp Up project for 6 Natl Service programs @ \$5,000 each The funds are used to purchase the lumber, nails hammers and concrete to build the ramps:	30,000	0	30,000
Postage - mail outs for special projects:	315	0	315
Webinars/teleconferences - for inclusion trainings:	150	0	150
One month copier lease:	354	0	354
Disability Inclusion State Compact Contribution (1%). To support peer mentoring, prof. development resources, grantee trainings, & disability inclusion tech assist to comm staff.:	880	0	880
<b>CATEGORY Totals</b>	<b>42,649</b>	<b>0</b>	<b>42,649</b>

### J. Indirect Costs

Description	CNCS Share	Grantee Share	Total Amount
<b>CATEGORY Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SECTION Totals</b>	<b>88,000</b>	<b>0</b>	<b>88,000</b>
<b>PERCENTAGE</b>	<b>100%</b>	<b>0%</b>	

<b>BUDGET Totals</b>	<b>88,000</b>	<b>0</b>	<b>88,000</b>
<b>PERCENTAGE</b>	<b>100%</b>	<b>0%</b>	

### Source of Funds

Section	Description
Section I. Support Expenses	

**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 St. Bernard Project (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 purchase materials and equipment to rehabilitate blighted properties to create a safer, affordable, more permanent housing in New Orleans communities affected by Hurricane Katrina.

**2. Purpose of the Grant**

The goal of this Grant Agreement is to provide the necessary resources for volunteers to be engaged in landscaping work at 10 of St. Bernard Project's Opportunity Houses to include: Planting shrubs, trees and flowers, laying sod, creating flower beds/boxes, mowing lawns and pruning bushes, minor painting or home repair as needed, mounting house numbers, and cleaning of the homes' interior for final inspection.

**3. Grant Award**

In consideration of the work described above, the State hereby agrees to pay Grantee a maximum sum of \$5,000.

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 3 (three) months, beginning October 1, 2011 and ending on December 31, 2011, 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 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](mailto: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 Disability Grant 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 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 \_\_\_\_\_.

#### **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**

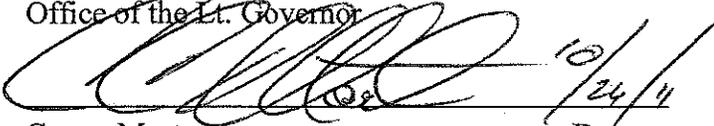
I hereby certify that I fully understand all terms of this agreement and that I am the authorized official designated to sign this agreement.

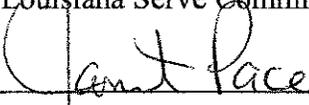
**THE STATE OF LOUISIANA**

**THE GRANTEE**

 10/27/11  
\_\_\_\_\_  
Date  
Charles R. Davis  
Deputy Secretary  
Office of the Lt. Governor

 10/20/11  
\_\_\_\_\_  
Date  
Ashley Sloan  
Executive Director  
St. Bernard Project

 10/24/11  
\_\_\_\_\_  
Date  
Camm Morton  
Chair  
Louisiana Serve Commission

 10-26-11  
\_\_\_\_\_  
Date  
Janet Pace  
Executive Director  
Louisiana Serve Commission

**From:** Sarah Sievert [<mailto:sarah.sievert@stbernardproject.org>]  
**Sent:** Monday, October 17, 2011 10:06 AM  
**To:** Nicholas Auck  
**Subject:** Fwd: Include Me Grant Application

Nick,

Our application was submitted on October 10 by Ashley Sloan. See below.

Thanks!

Sarah

----- Forwarded message -----

**From:** Ashley Sloan <[ashley.sloan@stbernardproject.org](mailto:ashley.sloan@stbernardproject.org)>  
**Date:** Mon, Oct 10, 2011 at 11:51 AM  
**Subject:** Include Me Grant Application  
**To:** [nauck@crt.state.la.us](mailto:nauck@crt.state.la.us)  
**Cc:** Sarah Sievert <[sarah.sievert@stbernardproject.org](mailto:sarah.sievert@stbernardproject.org)>

Hi Nicholas,

Please find St. Bernard Project's Include Me Grant Application for Make a Difference Day attached.

Thanks,

Ashley

***Include Me 2011***  
**Request for Project Funding**

Applicant Information	
Organization Name: St. Bernard Project	Address: 8324 Parc Place
Phone: 504-267-5303	Fax: 866-392-1158
Email: <a href="mailto:Sarah.sievert@stbernardproject.org">Sarah.sievert@stbernardproject.org</a>	AmeriCorps Program Director: Sarah Sievert
Authorized applicant signature:	

Project Information	
<i>Include Me</i> Project Director: Ashley Sloan	Phone: 504-267-5303
Fax:	Email: <a href="mailto:Ashley.Sloan@stbernardproject.org">Ashley.Sloan@stbernardproject.org</a>
Project Date and Time: October 20 <sup>th</sup> – October 24 <sup>th</sup>	Amount Requested: \$5,000

Partner Information (replicate this box for additional partners)	
Organization Name:	Address:
Phone:	Fax:
Email:	Contact:
Role:	
I affirm that our organization is a partner with the applicant for <i>Include Me 2011</i>	

Briefly describe proposed project:

St Bernard Project (SBP) requests \$5,000 to purchase landscaping materials and tools to host a full day volunteer project in honor of Make a Difference Day on Saturday, October 22. The goals of SBP's Make a Difference Day will be twofold:

- (1) Engage disabled and non-disabled community members in service
- (2) Complete landscaping/beautification projects at 10 of SBP's Opportunity Houses

St Bernard Project's Opportunity Housing Program rehabilitates blighted properties to create safe, affordable, permanent housing. With 47,000 blighted properties and 10,000 families without homes in the Greater New Orleans area, Opportunity Housing provides a dual solution to the issues of blight and affordable housing while contributing to the overall revitalization of communities still struggling to recover from Katrina.

Describe how you will engage community volunteers, specifically volunteers with disabilities, and how you will share your AmeriCorps story.

St Bernard Project has an established volunteer recruitment/outreach strategy that has already successfully recruited 22 volunteers to participate in SBP's Make a Difference Day. Currently, SBP's Volunteer Coordinators are collaborating with an AmeriCorps Site Supervisor, who is an American Sign Language interpreter, to reach out to the local deaf community via a network listserv. The Site Supervisor will serve as the main point of contact for deaf volunteers and will be an on-site interpreter during the service day.

All volunteers will be engaged in landscaping work at 10 of SBP's Opportunity Houses. Specific tasks include, but are not limited to:

- Planting shrubs, trees and flowers
- Laying sod
- Creating floor beds/boxes
- Mowing lawns and pruning bushes
- Minor painting or home repair as needed
- Mounting house numbers
- Final cleaning of the home's interior
- Additional projects as needed depending upon the home

As with all SBP volunteers, volunteers participating in Make a Difference Day will be oriented prior to the service project. Volunteer Coordinators will introduce volunteers to the effects of Katrina, the St Bernard Parish community and the history of SBP. Once at the work site, Site Supervisors will provide an additional orientation on the importance of SBP's Opportunity Housing Program and the scope of work at the home. During the service project, volunteers will be supervised by AmeriCorps Site Supervisors, who will share their experience as AmeriCorps members and their reasons for becoming a part of the national service movement. Make a Difference Day will culminate with an end of day reception that will give volunteers an opportunity to mingle and reflect on their service experience. The importance of AmeriCorps service will be highlighted during this

reception.

Volunteer recruitment goal

45

Volunteers with disabilities recruitment goal

5+

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

St Bernard Project is deeply committed to the belief that every person can and should serve. St Bernard Project has attracted volunteers from all walks of life, and as an organization, we have seen firsthand that everyone can participate in meaningful service. To date, SBP has engaged over 34,000 individuals from across the world in rebuilding the Greater New Orleans region. Currently SBP hosts a number of targeted service projects to engage a diverse array of volunteers in our mission, including: Nun's Build, Women's Build, Veteran's Day, and Global Youth Service Day. Make a Difference Day will enhance this current programming by targeting the disabled community.

### **Project Timeline**

#### Pre-Planning

October 10:

- Submit Include Me Grant Application
- Begin developing marketing materials and recruitment language for Make a Difference Day
- Begin surveying sites and developing landscaping plans for each house

October 11:

- Present Make a Difference Day at weekly Site Supervisor meeting and distribute sign-up sheet to identify Site Supervisors who will lead projects
- Site Supervisor with connections to local deaf community begins recruiting disabled volunteers by distributing information to listserves for the deaf community

October 14:

- Order signs to clearly identify Make a Difference Day work sites
- Inventory list of materials needed for Make a Difference Day submitted to SBP Supply Coordinators for procurement

October 18:

- Site Supervisor who has connections with the deaf community presents strategies for working with deaf volunteers at weekly Site Supervisor meeting

October 19:

- Deadline for Volunteer Coordinators to recruit 45 Make a Difference Day volunteers, at least 5 of whom are disabled

October 21:

- Deadline for Supply Coordinators to procure all necessary materials and distribute them to the correct sites
- Volunteer Coordinators purchase refreshments for end of day reception

-Signs identifying work sites are placed at sites

Day of Service

8:00 – 8:15: Volunteers arrive at SBP Office to complete Volunteer Waivers  
8:15 – 8:45: Volunteer Orientation  
8:45 – 9:00: Volunteers travel to work sites throughout St Bernard Parish  
9:00 – 9:15: Site-specific Volunteer Orientation  
9:15 – 12:45: Volunteers complete landscaping projects  
12:45 – 1:00: Volunteers travel to Sydney Torres Memorial Park for end of day reception  
1:00 – 1:15: Closing Remarks (thanking volunteers, stating goals of Make a Difference Day, highlighting the importance of AmeriCorps service, and providing an opportunity for volunteers to reflect on the day of service)  
1:15 – 2:00: Volunteers enjoy refreshments and mingle

Service Project Follow Up

October 28:

-Deadline for Volunteer Coordinators to send follow up email to all volunteers (thanking them for their service, providing information for them to stay engaged with SBP and inviting them to SBP's Opportunity Housing Day to see the impact of their hard work)

Early November: St Bernard Project Hosts Opportunity Housing Day.

-Housing Fair: SBP will target individuals and families making between 50-120% of the area median income to attend a fair where they can engage with banks that provide mortgages for affordable housing and receive information from home buyer counseling agencies and Individual Development Account Providers. The goal is to provide information about the value of affordable, sustainable, permanent housing.

-Parade of Homes: Following the Housing Fair, interested families will be given a map of SBP's Opportunity Houses to visit

-Welcome Home Party: The day will culminate with a celebration to welcome SBP's first Opportunity Housing client to her new home

Please attach a project 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.

**Grant requests should be mailed or emailed by October 10, 2011 to:**

**Nicholas Auck**  
**Director of Volunteer Outreach**  
**Volunteer Louisiana**  
**PO Box 44243**  
**Baton Rouge, LA 70804**  
**Email: [nauck@crt.state.la.us](mailto:nauck@crt.state.la.us)**

**Include Me 2011  
Budget Narrative**

**PROJECT BUDGET**

**Project Materials/Supplies**

Item	Total Request
2245 Bayou	600
1824 Heights	300
1613 Heights	400
2205 Riverbend	600
3900 Ventura	600
314 Oak	300
923 LeBeau	400
2116 Mehle	300
2704 Creeley	500
209 Serpas	200
4000 Najolia	200
<b>Totals</b>	<b>4400</b>

**Refreshments**

Item	Total Request
Food	200
Drinks	100
<b>Totals</b>	<b>300</b>

**Tools**

Purpose	Total Request
Gloves, Hand Rakes, Shovels	300
<b>Totals</b>	<b>300</b>

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

Grant Amount		

<b>Grant Amount</b>		<b>5000</b>
---------------------	--	-------------