

FUNDING PERIOD: February 1 through May 31, 2014
SUB-GRANTEE: American Red Cross South Louisiana Region

AWARD AMOUNT: \$1,000.00
GRANT AGREEMENT: 13VG1539950002

**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 American Red Cross South Louisiana Region (Kay Wilkins, 2640 Canal Boulevard; 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 2014 Global Youth Service Day 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

To conduct a Shelter Operations Drill with volunteers recruited from Red Cross Clubs located on high school and college campuses. Participants will learn about the Red Cross and the skills needed to be a Shelter Volunteer. Specific areas of instruction will include shelter layouts, opening and closing procedures; Registration, dormitory management, feeding and information & referral process as described in the grant application (Attachment A).

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$1,000.00 (one thousand 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 February 1, 2014 and end on May 31, 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@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 Inclusion Grant. 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

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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 Inclusion Grant, 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.

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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 530196605.

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.

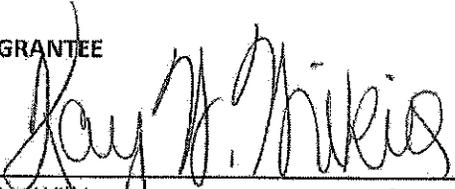
THE STATE OF LOUISIANA

THE SUB-GRANTEE



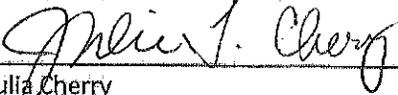
Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

4/25/14
Date



Kay Wilkins
Executive Director
American Red Cross South Louisiana Region

Date



Julia Cherry
Chair
Volunteer Louisiana Commission

4/23/14
Date

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

Global Youth Service Day 2014
Request for Proposals
Request for Project Funding

Applicant Information	
Organization Name: American Red Cross South Louisiana Region	Address: 2640 Canal New Orleans, LA 70119
Phone: 504-627-3105	Fax: 504-827-2363
Email: Nancy.robison@redcross.org	Program Director: Christine Mularkey
Authorized applicant signature: 	

Project Information	
Project Director: Christine Mularkey	Phone: 504-627-3105
Twitter and Facebook Address:	Site Location Address: 305 Ashland Way, Madisonville, LA 101 N. Pin Street, Lafayette, LA 2640 Canal Street, LA
Fax: 504-827-2363	Email: Christine.mularkey@redcross.org
Project Date and Time: April 12, 2014 9:00-3:00	Amount Requested: \$1,000

Partner Information (indicate this box for additional partners)	
Organization Name:	Address:
Phone:	Fax:
Email:	Contact:
Rate:	

Attachment A

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

**Global Youth Service Day 2014
 Request for Proposals**

I affirm that our organization is a partner with the applicant for GYSD 2014

Briefly describe proposed project:
 The goal of the 2014 Shelter Operations Drill Project is to build the South Louisiana Region Red Cross capacity to provide shelter to residents during a disaster such as a hurricane. The Red Cross clubs located on high school and college campuses will recruit and engage youth volunteers interested in becoming a Red Cross disaster volunteer. Recruited volunteers will participate in a Shelter Operations Drill where they will learn about the Red Cross and develop the skills needed to be a shelter operations associate.

Describe how you will engage community volunteers, specifically youth students and volunteers with disabilities:
 Members of Red Cross clubs located at Lafayette High School, Xavier University, Tulane University, Loyola University, Southeastern Louisiana University, and University of Louisiana at Lafayette will conduct outreach on their campus to recruit and engage students interested in becoming a Red Cross Volunteer. Additionally the Red Cross will use facebook, twitter, community presentations, and its current volunteer network to recruit and engage community volunteers that are not students at the locations previously listed.

Youth volunteer recruitment goal	20
Volunteers with disabilities recruitment goal	
Total volunteer recruitment goal (youth + adults)	20
Provide a detailed narrative of the project activities (include project cost, general and volunteer information):	
The American Red Cross is counted on to provide shelter to residents during the times of large disasters. Unlike other areas of the state, where large disasters are less common, Louisiana must be prepared to respond to the annual threat of a hurricane. To meet this need the Red Cross must continuously recruit and train disaster volunteers. In January 2014, a series of internal meetings to discuss the specific need to recruit and train shelter	

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**Global Youth Service Day 2014
Request for Proposals**

associates and strategies for meeting this need were conducted. The concept of conducting a Shelter Simulation Exercise that would result in a cadre of trained volunteers was developed. Volunteer recruitment and training is an ongoing process at the Red Cross, however in preparation for hurricane season during February and March volunteer recruitment is intensified. This year the Youth Red Cross Clubs been engaged in this effort. During March the facilities to be used for the Shelter Simulation Exercise, and the Shelter Simulation Exercise "run of event" will be finalized.

New volunteers will participate in an initial on-site training event March 22 and will participate in the April 12 Shelter Simulation Exercise. The Shelter Simulation Exercise will begin with an opening introductory session and end with a period of reflection and evaluation of the volunteer experience. The volunteers will receive an overview of shelter layout and opening and closing procedures and policies. They will also receive hands-on instruction and experience in operating a shelter by rotating a small groups through simulations of the four major tasks involved with operation of a shelter; registration, dormitory management, feeding, and information/referral. Current volunteers will be utilized to role play as shelter residents and each new volunteer will participate in tasks related to setting up and taking down of 2 of the 4 major operation tasks. Upon completion of the Shelter Simulation Exercise, the newly trained volunteers will be registered into the Red Cross volunteer data base.

Please see the attached budget. Up to 10 percent of the grant request may be allocated to project oversight. If more oversight is required, please indicate in kind or other resources. Read other solicitations with a partner.

Attachment A

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

**Global Youth Service Day 2014
 Request for Proposals**

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, for additional items may be added.

PROJECT BUDGET

Project Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Volunteer Background Checks	50	3	150		150
Totals					150

Refreshments

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Water	100	1	100		100
Snacks	100	1	100		100
Refreshments	55	10.00	550		550
Totals					750

Attachment A

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

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 Request for Proposals

Contractual and Consultant Services

Category	Grant Amount	Match	Total Amount

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

Category	Grant Amount	Match	Total Amount
Salaries	100		100.00

Category	Grant Amount	Match	Total Amount
TOTAL CONTRACTUAL AND CONSULTANT SERVICES	100		100

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

Agency/Program: Volunteer Louisiana

Recipient: ~~American Red Cross South-Louisiana Region~~

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 13VG1539950002
 - 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? |

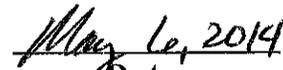
Signatures:



Contract Monitor



Appointing Authority



Date



Date

