



VOLUNTEER LOUISIANA DISASTER FUND

Policies and Procedures

August 2020

MISSION

The mission of the Volunteer Louisiana Disaster Fund is to provide financial assistance to nongovernmental organizations meeting disaster-caused needs in Louisiana, with a particular focus upon support for long-term recovery activities in affected areas. No individual assistance will be provided.

GENERAL POLICIES

Fund Development: It is the policy of the Volunteer Louisiana Foundation (VLF) to accept funds donated for disaster recovery and to actively solicit cash donations post-disaster. Funds designated for disaster recovery will be used exclusively for that purpose.

Allowable Expenditures: Upon approval by the Volunteer Louisiana Foundation Board and Louisiana Disaster Fund Ad hoc Advisory Committee, allocations from the Disaster Fund may be used to support long-term recovery needs including, but not limited to home repair or rebuilding, replacement of household items, staffing, volunteer support, and office supplies. The intent of the Volunteer Louisiana Disaster Fund is to maintain a particular emphasis on long-term recovery needs that are not met by other local, state, federal and nonprofit funding sources.

PROCEDURES

Financial Support for Long-Term Recovery Activities

As funding is available Requests for Proposals (RFP) will be issued by the Volunteer Louisiana Foundation. The RFP will inform eligible applicants of the availability of funds to ensure an equal opportunity for application submission and fair and impartial consideration. An Ad hoc Advisory Committee will be appointed by the Volunteer Louisiana Foundation Board to review requests and make recommendations to the Foundation Board for approval.

The following procedures will be observed in administering the Volunteer Louisiana Disaster Fund for long-term recovery purposes:

- Notification of fund availability may be released through RFP notifications. Notifications shall include accompanying funding criteria and other pertinent information.
- Volunteer Louisiana may conduct a mandatory Q&A for prospective applicants.
- Late or incomplete submissions may not be considered. As appropriate, VLF may seek additional information from applicants for purposes of reviewing and scoring clarity.
- Preliminary reviews of applications will be conducted by the Volunteer Louisiana Foundation Board to ensure applications, budgets and financial narratives are complete. In the event assessments identify quality control or application discrepancies, follow-ups will be conducted by the Volunteer Louisiana Foundation Board to provide clarity to the external review team.
- Volunteer Louisiana Foundation shall appoint a knowledgeable and impartial Ad hoc Advisory Committee to review and score each proposal. Committee members may include LAVOAD or local

VOAD representatives, Long Term Recovery Organization representatives from non-impacted communities, representatives from social service, faith-based, nonprofit, and philanthropic organizations throughout Louisiana, business leaders, and representatives of state government agencies. The Volunteer Louisiana Foundation Board will approve Louisiana Disaster Fund Ad hoc Advisory Committee membership.

- Deadlines for application reviews, award determinations, and award notifications shall be established by Volunteer Louisiana Foundation and posted in the RFP. Award notifications shall be in writing. Award determinations shall be based upon available funds and application scores.
- Two original copies of the Volunteer Louisiana Foundation contract detailing terms of the award shall be mailed to Recipient Organization within the established timeline. Contract shall commence upon receipt by the Volunteer Louisiana Foundation of signed originals from recipient organization. A fully executed copy shall be returned to the recipient organization for their records.
- Reports will be required to be submitted to the Volunteer Louisiana Foundation no later than the 15th of the month following each calendar quarter.
- A site visit may be required for any recipient organization as deemed appropriate by the Volunteer Louisiana Foundation.
- Should the recipient agency fail to comply with any site visit findings within the prescribed timeframe, the Volunteer Louisiana Foundation will consider such failure as grounds for Contract termination and upon giving Recipient Organization written notice, shall request all misapplied and remaining unexpended funds be returned to the Volunteer Louisiana Foundation within ten days of receipt of written notification.
- All documentation of funding awarded, expenditures and recipient organization reports to include programmatic accomplishments and performance outcomes to the Volunteer Louisiana Foundation shall be maintained by the recipient organization and the Volunteer Louisiana Foundation for a period of five years.