

FUNDING PERIOD: August 1, 2014 through November 30, 2014
SUB-GRANTEE: Volunteers of America Greater New Orleans

AWARD AMOUNT: \$5,000.00
GRANT AGREEMENT: #14CDHLA00106

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 Volunteers of America Greater New Orleans (Alan Kohorst, Vice President, 4152 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 2014 Stand Down annual event 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 support the annual Stand Down event in conjunction with the Department of Veteran's Affairs and Home Depot. Volunteers will work with homeless veterans to assist with services including but not limited to food, shelter, clothing, health screenings, VA and Social Security benefit counseling as well as referrals to a variety of essential community services. The event will be held on October 25, or another appropriate date should a conflict arise, from 9:00 am until 3:00 pm. The budget is approved as submitted in the Proposal and Budget by Volunteers of America Greater New Orleans is 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 \$5,000.00 (Five 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 August 1, 2014 and end on November 30, 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 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

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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 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

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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 72-09109750

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 10/14/14
Date
Charles R. Davis
Deputy Secretary
Office of the Lieutenant Governor

Alan Kohorst 9/16/14
Date
Alan Kohorst
Vice-President for Business & Resource
Development
Volunteers of America Greater New Orleans

Julie Cherry 10/7/14
Date
Julie Cherry
Chair
Volunteer Louisiana Commission

Judd Jeanson 9-19-14
Date
Judd Jeanson
Executive Director
Volunteer Louisiana Commission

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Attachment A

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

Include Me! 2014
 Proposal Cover Sheet

Applicant Information	
Organization Name: <i>Volunteers of America</i>	Address: <i>4152 Canal St, N.O., LA 70119</i>
Phone: <i>(504) 482-2130</i>	Email: <i>akohorst@voagn.org</i>
National Service Affiliation <input type="checkbox"/> AmeriCorps State <input type="checkbox"/> AmeriCorps National <input checked="" type="checkbox"/> AmeriCorps VISTA <input type="checkbox"/> Senior Corps	Proposal Type <input checked="" type="checkbox"/> Volunteer Project <input type="checkbox"/> Material Support Request
	Amount Requested <i>\$5,000.00</i>
Authorized Representative <i>Alan Kohorst</i>	Authorized Representative Title <i>VP - Business and Resource Development</i>
Authorized applicant signature <i>Alan G. Kohorst</i> <i>8/24/14</i>	

Grant requests should be mailed or emailed to:

Nicholas Arek
 Director of Volunteer Outreach
 Volunteer Louisiana Commission
 PO Box 44243
 Baton Rouge, LA 70804-4243
 Email: narek@vol.la.gov

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Volunteer Project Application

Project Information	
Project Director: <i>Alan Kohorst</i>	Phone: <i>(504) 482-2130</i>
Email: <i>akohorst@voasno.org</i>	Email:
Project Date and Time: <i>October 25, 2014 9am-3pm</i>	Project Title: <i>Veterans Stand Down</i>
Narrative Instructions Provide a 2-page project narrative that includes 1) a description of your project and how it meets one or more of the stated objectives, 2) a project budget, 3) your plan to recruit and/or engage volunteers, particularly those with disabilities, 4) your plan to promote National Service, project participants and the general public, and 5) an account of project partners that demonstrates multiple stakeholders and community buy-in.	
Outcomes Please list anticipated project outcomes below.	
Total number of anticipated volunteers	<i>60</i>
Total number of anticipated volunteers with disabilities	
Total number of project beneficiaries	<i>600</i>
Total number of project beneficiaries with disabilities	<i>600</i>

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VOLUNTEER PROJECT BUDGET

While no funding match is required, any funding that is identified shows community support and should be included. The following template is provided to assist in the formation of the Budget, but additional items may be added.

Project Materials/Supplies

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Food Supplies	650	\$.5/each	\$3,250		\$3,250
Paper products, plates, spoons	700	\$.50/each	\$350		\$350
Totals			\$3,600		\$3,600

Refreshments

Item	Qty	Unit Cost	Grant Amount	Match	Total Amount
Drinks	1,200	\$.50/each	\$600		\$600
Misc. supplies	600	\$.50/each	\$300		\$300
Totals			\$900		\$900

Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Grant Amount	Match	Total Amount
Totals					

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

	Grant Amount	Match	Total Amount
Fresh Food Factor Cooks (50 hrs @ \$10/hr)	\$500		\$500
Totals	\$500		\$500
TOTALS (grant amount not to exceed \$5,000)	\$5,000.00		\$5,000

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**Veterans Services Program
2014 STAND DOWN Event**

Organizational Overview:

Founded in 1896, Volunteers of America is a national, non-profit, spiritually based organization providing local human service programs and opportunities for individual and community involvement. Locally, Volunteers of America reaches out to more than 53,000 individuals per year in a 16 parish area with quality services including programs for children, youth, the elderly, families, offenders, individuals suffering from substance abuse, and individuals who are intellectually and/or physically disabled, homeless or mentally ill. With the help of a volunteer Board of Directors, a qualified and dedicated team of employees and community volunteers, Volunteers of America demonstrates its ability to bring positive change in the lives of the individuals and communities it serves in Southeast Louisiana.

For more than 12 years, Volunteers of America has been providing vital services to Veterans in need of assistance. Many of the Veterans suffer from disabilities such as post traumatic stress syndrome (PTSD), mental disabilities, and a variety of physical disabilities. Our case management system ensures a full continuum of services that preserve the individual's dignity while providing them the tools necessary to begin rebuilding their lives. Services we provide include: transitional and permanent housing support, employment training and placement, and supportive services for Veterans' families.

Transitional Housing: (based on the Therapeutic Community Treatment Model) More than 56 Veterans at one time receive intensive case management with wrap-around supportive services, including substance abuse and mental health counseling, educational services, and permanent housing placement. Shortly, we will increase our capacity by an additional 20 Veterans at any one time.

Comprehensive employment training and placement: Connects 150 homeless Veterans each year to job readiness and life skills training, employment skills training, job placement opportunities, and supportive services designed to reduce employment barriers.

Supportive Services for Veteran Families (SSVF): Assists over 600 very low-income Veterans and their families with client-centered counseling to assist with securing and/or maintaining affordable, permanent housing. Supportive services to achieve this goal include benefits assessment; health care assistance; daily living skills and financial planning; transportation; legal services; child care.

Volunteers of America Greater New Orleans 4150 Canal St. New Orleans, LA 70119 504-488-2130 www.voanet.org

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Project Description:

On Saturday, October 25, 2014 Volunteers of America Greater New Orleans' Veterans Services Program will collaborate an annual Stand Down event in conjunction with several agencies within the Department of Veterans Affairs. Team Home Depot will engage at least 50 volunteers and four AmeriCorps VISTA's will also volunteer at the event with set-up, serving food, and assisting the veterans to be connected to necessary government and community agencies.

The Stand Down event will take place at the Veterans Affairs Community Center on Perdido Street between 9am - 3pm. Stand Downs are a national effort hosted on an annual basis designed to provide services to homeless Veterans living in the community and suffer from a wide variety of mental and physical disabilities. Some of services provided at the Stand Down include food, shelter, clothing, health screenings, VA and Social Security benefits counseling, and referrals to a variety of other essential community services, such as housing, employment and substance abuse treatment. Stand Downs are collaborative events, coordinated between Volunteers of America Greater New Orleans, government agencies, and community agencies who serve the homeless.

This will be the fourth year that Volunteers of America's Veterans Services program will co-host this event. It is expected that more than 300 Veterans will attend and receive much needed services. We also expect 300 homeless individuals will also attend so that Volunteers of America can assist the Veterans and homeless by providing food, emergency hygiene kits, and connection to housing and job placement resources.

Project Timeline:

The Stand Down will be held on Saturday, October 25, 2014. It begins at 9:00 a.m. and ends at 3:00 p.m. A full meal including salad, jambalaya, red beans and rice, dessert and water will be offered. All food is prepared by the staff at Volunteers of America's Fresh Food Factor Kitchen and served by volunteers.

Volunteer Engagement:

Volunteers of America Greater New Orleans staff and volunteers, including Team Home Depot and AmeriCorps VISTA volunteers will assist with logistics at the Stand Down. Volunteers will be used to set-up tables, arrange and serve food, and clean-up after the event. Volunteer assistance will allow 600 veterans with mental and physical disabilities to be fed and connected to necessary community and government agencies for assistance in a timely manner.

Community Partners:

Team Home Depot, Whitney Bank, Fresh Food Factor, Department of Veterans Affairs, Social Security Administration, and AmeriCorps VISTA's are among the community partners involved in the annual Stand Down. Volunteers from each of those entities are used to make this yearly event very successful.

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

Agency/Program: Volunteer Louisiana

Recipient: Volunteers of America Greater New Orleans

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

13VG1539950006

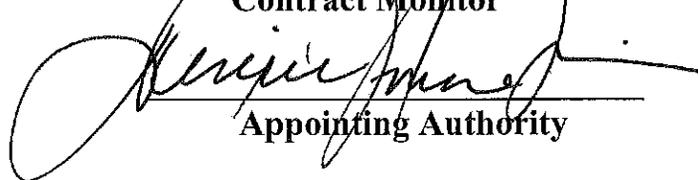
Yes No

- | | | |
|-------------------------------------|-------------------------------------|--|
| <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? |

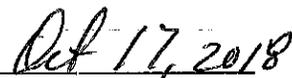
Signatures:



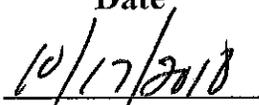
Contract Monitor



Appointing Authority



Date



Date

