



volunteerflorida

**Volunteer Florida
Community Emergency Response Team
Citizens Corps
(CERT/CC) Contract
2022-2023**

Sub-Grantee: Escambia County

FY 22-23 Grant Period: October 1, 2022 – August 31, 2023 (Contract Period of Performance)

CFDA Number: 97.042

Contract Total: \$10,000.00

This contract is hereby made and entered into as of this (the “Effective Date”), by and between the Florida Commission on Community Service, otherwise known as, Volunteer Florida, having its principal place of business at 1545 Raymond Diehl Road, Suite 250, Tallahassee, FL 32308, and Escambia County, an entity organized under the laws of the State of Florida with its principal place of business located at 6575 North W Street, Pensacola, Florida 32505 (the “Sub-Grantee”) (collectively, the “Parties”) and referred to herein as the “Contract.”

In accordance with the provisions of Federal Emergency Management Performance Grant Program (EMPG) funding, Volunteer Florida, serving as the Administrative Agency, hereby awards to the Sub-Grantee a contract in the amount shown above.

In consideration of the contracted services by Volunteer Florida and of the advantages and benefits received by the Sub-Grantee by virtue of such relationship, the receipt and adequacy of all of which considerations are hereby acknowledged; NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth herein, the Parties agree as follows:

- I. **TYPE OF CONTRACT.** This is a cost reimbursement contract. Reimbursement for the contracted services will be contingent upon the documented allowable expenditures for the specified contract period. Volunteer Florida’s performance and obligation to pay for services rendered under this contract is contingent upon available funding from the Federal Emergency Management Agency (FEMA) and the State of Florida.
- II. **PAYMENT OF FUNDS.** The Contract must be signed by an official authorized to sign on behalf of the Sub-Grantee and returned to Volunteer Florida before execution of the contract. The Sub-Grantee should not request reimbursement for any funds spent outside the period of performance of the contract. Contract funds will be disbursed to Sub-Grantee (according to approved program budget) upon receipt of evidence of expenditures and receipt of deliverables according to the terms and conditions of the contract.
- III. **REIMBURSEMENT.**

- A. Periodic Expenditure Reports (PER) shall be submitted quarterly, due on the 15th of the month following the end of the quarter, and shall include the supporting documentation for all costs of the project or services, as well as be in compliance with the deliverables.
 - i. A PER, along with supporting documentation (invoices and proof of payment in the form of canceled checks, paid credit card statements, etc.), will be required before a reimbursement will be made to Sub-Grantee.
 - ii. Sub-grantees will be **required** to attend a PER 101 training during the contract period.
 - iii. An expense should be submitted on a PER in the quarter in which that expense is **paid**.
- B. **The final PER shall be submitted no later than thirty (30) days after the expiration date of the contract.**
- C. If funds are not available to fund this contract as a result of action by the United States Congress, the federal Office of Management and Budgeting, or the State Chief Financial Officer, all obligations on the part of Volunteer Florida to make any further payment of funds shall terminate, and the Sub-Grantee shall submit its closeout report no later than thirty days of receiving notice from Volunteer Florida.

IV. **MATCH REQUIREMENTS AND CASH OR IN-KIND CONTRIBUTIONS.**

- A. Sub-Grantees are required to provide cash or in-kind match **dollar for dollar for this grant funding**. If the Sub-Grantee is unable to meet their contracted match amount, Volunteer Florida reserves the right to hold payments and utilize the Sub-Grantee's reimbursement request to meet the required match.
- B. Match must be stated as a dollar amount on the PER. Sub-Grantees shall be required to document the source of any cash and/or in-kind contributions. Volunteer hours (valued at \$27.68/hour), that are directly related to Planning, Organizational, Training and/or Exercise programs, may be used to meet the match requirement.

V. **AUDITS.**

- A. The Sub-Grantee's performance under this Contract is subject to the applicable requirements published in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Title 2 of the United States Code of Federal Regulations (C.F.R.) part 200 hereinafter referred to as the "Uniform Guidance."
- B. The Sub-Grantee shall retain all records pertaining to this Contract, regardless of the form of the record (e.g. paper, film, recording, electronic), including but not limited to financial records, supporting documents, statistical records, and any other documents (hereinafter referred to as "Records") for a period of five State fiscal years after all reporting requirements are satisfied and final payments have been received, or if an audit has been initiated and audit findings through litigation or otherwise.
- C. If the Sub-Grantee's expenditures of Federal awards during its applicable fiscal year(s) require it to conduct a single audit in accordance with the Uniform Guidance, the Sub-Grantee shall ensure that the required single audit is performed timely by an independent auditor.

- VI. **CONTRACT AMENDMENTS.** All amendments to the contract must be in writing and must utilize the format provided herein and incorporated by reference. Further, any such amendments must be executed by authorized representatives of Volunteer Florida and the Sub-Grantee.

VII. **ATTACHMENTS.**

- A. All Attachments to this Contract are incorporated as if set out fully.
- B. In the event of any inconsistencies or conflict between the language of this Contract and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.
- C. This Contract has the following attachments:

Attachment A	Program Budget
Attachment B	Allowable Cost and Eligible Activities
Attachment C	Reports
Attachment D	Reporting Forms
Attachment E	Contract Amendment
Attachment F	Program Statutes and Regulations
Attachment G	Certification Regarding Debarment
Attachment H	Criminal History Check Status Form
Attachment I	Budget Revision Form

VIII. **MANDATED CONDITIONS.**

- A. The validity of this Contract is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Sub-Grantee in this Contract, in any later submission or response to a Volunteer Florida request, or in any submission or response to fulfill the requirements of this Contract. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of Volunteer Florida and no later than thirty days written notice to the Sub-Grantee, cause the termination of this Contract and the release of Volunteer Florida from all its obligations to the Sub-Grantee
- B. This Contract shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Contract shall be in the Circuit Court of Leon County. If any provision of this Contract is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Contract.
- C. Any power of approval or disapproval granted to Volunteer Florida under the terms of this Contract shall survive the term of this Contract.
- D. Any Sub-Grantee which is not a local government or State agency, and which receives funds under this Contract from the Federal government, certifies, to the best of its knowledge and belief, that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - ii. Have not, within a five-year period preceding this Contract been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and,
 - iv. Have not within a five-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.
- E. If the Sub-Grantee is unable to certify to any of the statements in VIII.D above, then the Sub-Grantee shall attach an explanation to this Contract.
- F. **In addition, the Sub-Grantee shall send to Volunteer Florida by email the completed Attachment G titled: “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion” for each intended subcontractor which sub-grantee plans to fund under this Contract.**
- G. Volunteer Florida reserves the right to unilaterally cancel this Contract if the Sub-Grantee refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, which the Sub-Grantee created or received under this Contract. Volunteer Florida shall be permitted to inspect and monitor the records

and facilities of funded projects and award recipients. Such inspections may occur without notice at any reasonable time, which shall be presumed to be normal business hours.

- H. Volunteer Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. Volunteer Florida shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Sub-Grantee of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Contract by Volunteer Florida.
- I. The Contractor (and its subcontractors) have an obligation to utilize the U.S. Department of Homeland Security's (DHS) E-Verify system for all newly hired employees. By executing this Contract, the Contractor certifies that it will register with, and use the E-Verify system for all newly hired employees. The Contractor must obtain an affidavit from its subcontractors in accordance with paragraph (2)(b) of section 448.095, F.S., and maintain a copy of such affidavit for the duration of the Contract. In order to implement this provision, the Vendor shall provide a copy of its DHS Memorandum of Understanding (MOU) to the Commission within five days of Contract execution of hiring new employees, whichever is later.
- J. All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Contract must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

IX. **LEGAL AUTHORIZATION.**

- K. The Sub-Grantee certifies that it has the legal authority to receive the funds under this Contract and that its governing body has authorized the execution and acceptance of this Contract. The Sub-Grantee also certifies that the undersigned person has the authority to legally execute and bind Sub-Grantee to the terms of this Contract.

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as listed in Attachment A. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of this contract; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit to these requirements; and that all agencies involved with this project understand that all Federal funds are limited to the period of performance and date stipulated in the funding contract.

I certify that I understand and agree the contract must be executed by December 31, 2022. I understand if the contract is not executed in that time frame, the awarded amount is considered declined and funds returned to Volunteer Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA

Jeff Bergosh, Chairman

Date

ATTEST: Pam Childers
Clerk of the Circuit Court

Deputy Clerk

VOLUNTEER FLORIDA

By:
Name: _____
Title: _____
Date: _____
Erin Sjostrom _____
Chief Operating Officer _____

Approved as to form and legal sufficiency.

By/Title: Kristin D. Hual, DCA

Date: 10-13-2022

I. **POINT OF CONTACT INFORMATION.**

- A. The name, address, and telephone number of the Volunteer Florida CERT Program Manager:

Shanelle Del Pino, Grants and Contracts Manager
1545 Raymond Diehl Road
Suite 250
Tallahassee, FL 32308
(850) 901-7362
Shanelle@volunteerflorida.org

OR

Tommy Cleversy, Emergency Management Coordinator
1545 Raymond Diehl Road
Suite 250
Tallahassee, FL 32308
(850) 414-7400 ext. 119
Tommy@volunteerflorida.org

- B. The name, address, and telephone number of the Sub-Grantee's Program Contact is:

Name: Brad Hattaway
Address: 6575 North W Street, Pensacola, Florida 32505
Phone: 850-471-6414
E-mail: bchattaw@myescambia.com

- C. The name, address, and telephone number of the Fiscal Contact is:

Name: Brad Hattaway
Address: 6575 North W Street, Pensacola, Florida 32505
Phone: 850-471-6414
E-mail: bchattaw@myescambia.com

All Terms and Conditions Included. This contract and its attachments as referenced below and incorporated herein contain all the terms and conditions agreed upon by the parties.

Attachment A

PROGRAM BUDGET

- I. Funding from the EMPG is intended for use by the Sub-Grantee to perform eligible activities as identified in Fiscal Year 2022-2023 Emergency Management Performance Grant and programs that are consistent with 2 C.F.R. Part 200, State Rule Chapter 27P-6, Florida Administrative Code and Chapter 252, Florida Statutes.
- II. Below is a fixed budget which outlines eligible categories and their allocation under this award.
- III. The transfer of funds between the categories listed in the Program Budget is not permitted, unless approved by Volunteer Florida.
 - a. Budget revision can be requested by a subgrantee, and must be completed on the Budget Revision Request form. In order to transfer funds between categories, or request new allowable costs, the Budget Revision Form must be approved by the Grants Contracts Manager (Found on page 20, Attachment I).

CERT/Citizens Corps Proposed Budget – INSERT TEAM Name CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)					
Subtotal Planning			\$ -	\$ -	\$ -
2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)					
			-		-
Subtotal Organization			-	-	-
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and request only allowable items under EMPG Funding. Please include AEL# each item. For example: CERT Response Kits AEL# (ZIGN-00-CCEQ)					
			-		-
Subtotal Equipment			-	-	-
4. Training Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)					
			-		-
Subtotal Training			-	-	-
5. Exercise Costs (Allowable exercise costs: salaries and fringe benefits, design, develop, conduct and evaluate an exercise in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise planning workshop, travel, supplies)					
			-		-
Subtotal Exercise			-	-	-
6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&A costs: salaries and fringe benefits)					
			-		-
Subtotal M&A			-	-	-
Total					
Total Budget			\$ -	\$ -	\$ -
Signature of Applicant					
Date of Application					
VF Approval					
Date of Budget Approval					

Attachment B

ALLOWABLE COSTS AND ELIGIBLE ACTIVITIES

I. CATEGORIES AND ELIGIBLE ACTIVITIES.

The Fiscal Year 2022 Emergency Management Performance Grant allowable costs are divided into the following categories: **Planning, Organizational, Equipment, Training, Exercise, Management and Administration Costs.**

II. PLANNING.

Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and community-based approach to preparedness. Allowable planning costs include, but are not limited to the following:

- A. All-of-Nation/Whole Community Engagement/Planning
 - i. Developing/enhancing emergency operations plans to integrate citizen/volunteer organizations and other non-governmental organization resources and participation
 - ii. Engaging the whole community in public education and awareness activities
 - iii. Planning to foster public-private sector partnerships, including innovation for disasters initiatives that support the Citizen Corps mission
 - iv. Executing an America's PrepareAthon! Activity to engage the whole community in a hazard-specific activity on the National Day of Action
 - v. Establishing a Citizen Corps Council that brings together representatives of the whole community to provide input on emergency operations plans, risk assessments, mitigation plans, alert and warning systems, and other plans; assisting in outreach and education of community members in preparedness activities; and building volunteer capacity to support disaster response, recovery, and mitigation
 - vi. Developing or enhancing mutual aid agreements/compacts, including required membership in EMAC.
- B. Resource Management Planning
 - i. Developing/enhancing logistics and resource management plans.
 - ii. Developing/enhancing volunteer and/or donations management plans.
 - iii. Establishing, expanding or maintaining volunteer programs that support disaster preparedness and/or response, including but not limited to: Neighborhood Watch/USAonWatch, CERT, Volunteers in Police Service, Medical Reserve Corps, Fire Corps, Citizen Corps Affiliate Programs and Organizations.

III. ORGANIZATION.

- A. Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (42 U.S.C. §§ 5121-5207), EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, including staffing CERT and Citizen Corps positions at the state and local levels in order to promote whole community engagement in all phases of emergency management. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Program Work Plan.
- B. Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG Program funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.
- C. Reimbursement for services by a person(s) who is not a regular or full-time employee filling established positions. This includes but is not limited to temporary employees, student or graduate assistants, fellowships, part-time academic employment, board members, consultants, and other services.
- D. Position descriptions for funded EMPG personnel and any position being used as match;
- E. Office Supplies/Materials, memberships, postages.

IV. **TRAINING.**

Training funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. Training Focus Areas: Damage assessment, shelters, disaster survivor assistance, emergency operation training, and management of donations for counties and states.

- A. Training events should be registered on the Citizens Corps Council Calendar through the FEMA Citizens Responder website: <https://community.fema.gov/Register>, the SERTrac State Calendar: <http://trac.floridadisaster.org/trac/loginform.aspx> and approved by the Volunteer Florida Grants and Contracts Manager.
- B. Training should foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.
- C. Additional types of training or training related activities include but are not limited to the following:
 - i. Developing/enhancing systems to monitor training programs.
 - ii. Conducting all hazards emergency management training, delivering the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Courses, and the CERT Program Manager course.
 - iii. Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
 - iv. Attending other FEMA-approved emergency management training or conferences
 - v. State-approved, locally-sponsored CERT training or conferences
 - vi. Mass evacuation training at local, state, and tribal levels
- D. Allowable training-related costs include the following:
 - i. Funds used to develop, deliver, and evaluate training
 - ii. Overtime and backfill
 - iii. Travel
 - iv. Hiring of a full or part-time staff or contractors/consultants
 - v. Certification or recertification of instructors
- E. The following are required items for the CERT Basic Training Course to be taught under this sub-grant:
 - i. Use of the Full FEMA/EMI/Volunteer Florida CERT Basic Training Course – G317, including the terrorism module and showing the Sheltering-In-Place Video;
 - ii. Use of a CERT Train-the-Trainer (TTT) – G428 Qualified Individual (A graduate of the CERT TTT or Trainer Course) as Program Manager, Course Manager, or Lead Instructor;
 - iii. Use of the CERT Program Manager Course – G427 Qualified Individual (A graduate of the CERT TTT or Trainer Course) as Program Manager
 - iv. Use of an adequate training facility.
- F. It is the responsibility of the Sub-Grantee to arrange and compensate course managers for CERT trainings and course manuals.
- G. Sub-Grantees must maintain and monitor a database to track the number of trained volunteers (Merit, MS Excel, or other similar volunteer management database)

V. **EXERCISE.**

- A. Allowable exercise-related costs include:
 - i. Funds used to design, develop, conduct and evaluate an exercise
 - ii. Hiring of a full or part-time staff or contractors/consultants
 - iii. Overtime and backfill
 - iv. Travel
 - v. Supplies
 - vi. Other Items - These costs are limited to items consumed in direct support of exercise activities, such as the rental of space/locations for planning and

conducting an exercise, rental of equipment, and the procurement of other essential nondurable goods. Recipients are encouraged to use free public space/locations, whenever available. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities are allowable. When conducting an exercise that shall include meals for the attendees, the Sub-recipient shall submit a request for approval to Volunteer Florida no later than twenty-five (25) days prior to the event to allow for both the Florida Division of Emergency Management and the Department of Financial Services to review. The request for meals must be submitted on letterhead and must include the date of exercise, agenda, number of attendees, and costs of meals.

VI. **EQUIPMENT.**

- A. Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) at: <https://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.
- B. Allowable equipment includes equipment from the following AEL categories:
 - i. Information Technology (Category 4)
 - ii. Cybersecurity Enhancement Equipment (Category 5)
 - iii. Interoperable Communications Equipment (Category 6)
 - iv. Detection Equipment (Category 7)
 - v. Power Equipment (Category 10)
 - vi. Physical Security Enhancement Equipment (Category 14)
 - vii. CBRNE Logistical Support Equipment (Category 19)
 - viii. Other Authorized Equipment (Category 21)
- C. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.
- D. All requests to purchase Small Unmanned Aircraft System (SUAS) must comply with Information Bulletin (IB) 426 and must include the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties in the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment.
- E. As defined in section 200.310 Insurance Coverage: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the Federal award.

VII. **MANAGEMENT & ADMINISTRATION (M&A).**

- A. M&A activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local emergency management agency chooses to assign personnel to specific M&A activities.
- B. **M&A costs shall not exceed 5% percent of the total grant award.**

Attachment C REPORTS

Sub-grantees shall provide Volunteer Florida with a Quarterly Program Report (found on page 14) and a quarterly Periodic Expenditure Report (PER) (found on page 15).

- I. Quarterly Program and Financial reports are due to Volunteer Florida **no later than fifteen (15) days after the end of each quarter of the program year**; and shall continue to be submitted each quarter until submission of the fourth quarter report. The ending dates for each quarter of this program year are, December 31, March 31, June 30, and August 31.
 - a. Quarter 1: October 1- December 31
 - b. Quarter 2: January 1- March 31
 - c. Quarter 3: April 1- June 30
 - d. Quarter 4: July 1- August 31
- II. **Sub-grantees shall expend and request reimbursement for: 50% of the sub-grant agreement funds no later than June 30th; and 100% of the sub-grant agreement funds no later than August 31, 2023.**
- III. **The sub-grantee shall provide Volunteer Florida with complete supporting documentation for the PER. Volunteer Florida will accept documentation via the Laserfische portal: <https://volunteerfl.mccicloud.io/forms/sgp>. Required documentation includes, copies of invoices/receipts, canceled checks, and/ or bank/credit card statements and proof of credit card payment.**
 - A. **Planning Costs:** copies of completed plan, contracts or agreements with consultants or sub-contractors, providing services and documenting hours worked and proof employee was paid (paystubs, earning statements, payroll expenditure reports), Copies of invoices, receipts and cancelled checks, credit card statements, bank statements for proof of payment.
 - B. **Organization Costs:** For salaries, provide copies of certified timesheets with employee and supervisor signature documenting hours worked and proof employee was paid (paystubs, earning statements, and payroll expenditure reports), Expense items need to have copies of invoices, receipts and cancelled checks, credit card statements, and/or bank statements for proof of payment. All documentation for reimbursement amounts must be clearly visible and defined (i.e., highlighted, underlined, and/or circled on the required supporting documentation).
 - C. **Training Costs:** Provide copies of contracts, MOUs or agreements with consultants or sub-contractors providing services, and a copy of the agenda and sign in rosters (if using pre-populated sign in sheets they must be certified by the Emergency Management Director verifying attendance). May also request any training materials provided.
 - D. **Exercise Costs:** Provide copies of contracts, MOUs or agreements with consultants or sub-contractors providing services, and a copy of the agenda and sign in rosters (if using pre-populated sign in sheets they must be certified by the Emergency Management Director verifying attendance). Copies of Exercise Plan (EXPLAN), After-Action Report/Improvement Plan (AAR/IP) and sign in sheets for conducted exercises (if using prepopulated sign in sheets they must be certified by the Emergency Management Director or Lead Exercise Planner verifying attendance).
 - E. **Equipment Acquisition Costs:** Provide copies of invoices, receipts and cancelled checks, credit card statements, bank statements for proof of payment. Provide the Authorized Equipment List (AEL) Number (#) for each equipment purchase.
 - F. **Management and Administration Costs:** Copies of certified timesheets with employee and supervisor signature documenting hours worked or FDEM Division Form 6 - Time and Effort and proof employee was paid (paystubs, earning statements, and payroll expenditure reports); **Costs for M&A activities are allowed up to 5% of the total award amount.**
 - G. For travel and conferences related to EMPG activities, copies of all receipts must be submitted (i.e., airfare, proof of mileage, toll receipts, hotel receipts, car rental receipts, etc.) Receipts must be itemized and match the dates of travel/conference. If a conference, a copy of the agenda must be provided. Proof of payment is also required for all travel and

conferences. Any travel costs that exceed the amounts stated in section 112.061(6)(b), Florida Statutes (\$6 for breakfast, \$11 for lunch, and \$19 for dinner) may be used as match.

- H. Failure to submit reports in a timely manner will cause reimbursement to be withheld or delayed.
- I. Sub-grantees shall provide supporting documentation to justify all amounts in the reimbursement and match columns on the budget submitted to Volunteer Florida for approval. Sub-Grantees' can match using cash or in-kind goods or services.
- J. The last quarter report is due no later than thirty (30) days after termination of this Contract. Federal funds provided under this contract shall be matched by the sub-grantee either by Cash Match or In-Kind Match from non-federal funds. Appropriate back-up/supporting documentation needs to be provided (i.e. copies of invoices, receipts and cancelled checks, and/or credit card statements, bank statements for proof of payment).

Attachment D
REPORTING FORMS

- A. Quarterly Program Report page 14
- B. Quarterly Periodic Expenditure Report (PER) page 15

QUARTERLY PROGRAM REPORT

I. Demographics

Trainings & Classes Details

of Trainings/Classes # of Participants

Outreach Activities & Events Details

of outreach activities/events # of Participants

Exercise Activities

of Exercises # of Participants

Conference Details

of Conferences # of Participants

Materials Distributed Details

of Materials # of Participants

Equipment Details

Management & Admin Details

Community Volunteer Hours

Quarterly Program Report Summary

Additional Comments/notes

II. Activities

* Please provide a brief description of how volunteers have been engaged in meaningful activities. ✓

* Discuss at least one success you have encountered during this period. ✓

* Volunteer Florida wants to share more of your story! Please share 2-3 unique outcomes. ✓

Pictures

* By checking this box, I verify I have uploaded pictures. **Important: Please label photos with the name of your organization.** Upload your pictures to Dropbox [HERE](#).
Please right click [HERE](#) to upload the pictures in a different tab or copy and paste this link: <https://www.volunteerflorida.org/emdropbox/>

QUARTERLY PERIODIC EXPENDITURE REQUEST (PER)

LEGAL APPLICANT (LEAD AGENCY):			
PROGRAM:			
INVOICE DATES		TO	
PROGRAM YEAR:	2022-2023		
	MONTHLY BUDGET		
	CERT / Citizens Corps	Match	Total
A. Planning			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
A. Planning	\$0.00	\$0.00	\$0.00
B. Organization			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
B. Organization	\$0.00	\$0.00	\$0.00
C. Training			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
C. Training	\$0.00	\$0.00	\$0.00
D. Exercise			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
D. Exercise	\$0.00	\$0.00	\$0.00
E. Equipment			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
E. Equipment	\$0.00	\$0.00	\$0.00
F. Management and Administration			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
F. Management and Administration	\$0.00	\$0.00	\$0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00
TOTAL PER AMOUNTS:			
	\$0.00	\$0.00	\$0.00
CERT / Citizens Corp / Match Share:	#DIV/0!	#DIV/0!	#DIV/0!
APPROVED BY (must be typed or signed by program):			
Date PER sent to Volunteer Florida			

Attachment E



CERT/CITIZENS CORPS CONTRACT AMENDMENT

An Agreement BETWEEN: Florida Commission on Community Service (Volunteer Florida)
1545 Raymond Diehl Road, Suite 250
Tallahassee, FL 32308
850-414-7400

AND

Organization
Attn:
Address
Address
Phone Number

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the date set forth below.

Erin Sjostrom
Chief Operating Officer
Volunteer Florida

CERT/CC Designated Authority

Title

Date

Date

Attachment F

PROGRAM STATUTES AND REGULATIONS

- I. Age Discrimination Act of 1975 42 U.S.C. § 6101 *et seq.*
- II. Americans with Disabilities Act of 1990 42 U.S.C. § 12101-1221
- III. Chapter 473, Florida Statutes: Chapter 215, Florida Statutes: Chapter 252, Florida Statutes: Emergency Management
- VI. Chapter 119 Florida Statutes: Public Records
- VII. Title VI of the Civil Rights Act of 1964 42 U.S.C. § 2000 *et seq.*
- VIII. Title VIII of the Civil Rights Acts of 1968 42 U.S.C. § 3601 *et seq.*
- IX. Copyright notice 17 U.S.C. §§ 401 or 402 also Section 1004.23, Florida Statutes
- X. Assurances, Administrative Requirements and Cost Principles 2 C.F.R. Part 200
- XI. Debarment and Suspension Executive Orders 12549 and 12689
- XII. Drug Free Workplace Act of 1988 41 U.S.C. § 701 *et seq.*
- XIII. Duplication of Benefits 2 C.F.R. Part 200, Subpart E
- XIV. Energy Policy and Conservation Act 42 U.S.C. § 6201
- XV. False Claims Act and Program Fraud Civil Remedies 31 U.S.C. § 3729 also 38 U.S.C. § 3801-3812
- XVI. Fly America Act of 1974 49 U.S.C. § 41102 also 49 U.S.C. § 40118
- XVII. Hotel and Motel Fire Safety Act of 1990 15 U.S.C. § 2225a
- XVIII. Lobbying Prohibitions 31 U.S.C. § 1352 also 2 C.F.R. § 200.950 also Section 216.347 Florida Statute and Section § 1352, Title 31 US Code
- XIX. Patents and Intellectual Property Rights 35 U.S.C. § 200 *et seq.*
- XX. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act) U.S.C. § 1681 *et seq.*
- XXI. Trafficking Victims Protection Act of 2000 22 U.S.C. § 7104
- XXII. Rehabilitation Act of 1973 Section 504, .29 U.S.C. § 794
- XXIII. USA Patriot Act of 2001 18 U.S.C. § 175-172c
- XXIV. Whistleblower Protection Act 10 U.S.C. § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. § § 4304 and 4310
- XXV. Rule Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code
- XXVII. 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- XXVIII. To the extent that 2 C.F.R. Part 200 supersedes any provision outlined above, 2 C.F.R. Part 200 shall apply
- XXIX. Contracting with Small and Minority Businesses, Women's Business, and Labor Surplus 2 C.F.R. § 200.321

Attachment G

CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

Subcontractor Covered Transactions

- (1) The prospective subcontractor of the sub-grantee, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the sub-grantee's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

By: _____

Signature

Sub-Grantee's Name

Name and Title

Street Address

Street Address

Date

City, State, Zip

Attachment I

Budget Revision Form

LEAD AGENCY:											
PROGRAM:											
PROGRAM YEAR: 2022-2023											
DATE REVISION SUBMITTED:											
Original Budget			Budget Changes (+) Increases/(-) Decreases			Revised Budget			Justifications and Calculations		
CERT	Match	Total	CERT	Match	Total	CERT	Match	Total			
A. Planning Costs											
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
A. Subtotal Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B. Organizational Costs											
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
B. Subtotal Organizational Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C. Equipment Costs											
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
C. Subtotal Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D. Training Costs											
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
D. Subtotal Training Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E. Exercise Costs											
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
E. Subtotal Exercise Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F. Management and Admin Costs											
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
F. Subtotal Management and Admin Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUDGET TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APPROVED BY:											
Date Revision Request sent to VF:											
(Following lines to be filled out by VF staff Only)											
Date Revision Request received by VF:											
VF APPROVAL:											
Date Revision Request Approved by VF:											

FY 22-23 CERT/Citizens Corps Application

Cover Page

Request for Proposals

Volunteer Florida is proud to announce the availability of FY 22-23 Community Emergency Response Team (CERT)/Citizen Corps Program funding. Volunteer Florida is anticipating awarding up to \$140,000 in sub-grant awards.

Interested parties may apply for funding for a CERT program, a Citizen Corps program, or both. If seeking funding for both CERT and Citizen Corps, a separate application must be submitted for each. Each sub-grant application may request a minimum of \$5,000 or a maximum of \$10,000. Applications are due to Volunteer Florida by **by 5:00 PM EDT September 1, 2022** via Blackbaud.

For questions on how to complete the CERT/Citizens Corps Request for Proposal, please contact: Shanelle Del Pino, Grants and Contracts Manager, 850-417-7400 ext 120 or Shanelle@volunteerflorida.org.

Before You Begin

Letter of Support

Letter of Support or acknowledgment from Corresponding Emergency Management Office (except in the case where the applicant is the County Emergency Management Office).

Organization Information

Organization Name

Escambia County Emergency Management

Other Name(s)

Escambia County Board of County Commissioners

Federal Employer Identification Number

FEIN

59-6000-598

DUNS/UEI

LLHWX867E5J6

Emergency Management Director/CEO First Name

Travis

Emergency Management Director/CEO Last Name

Tompkins

Title

Emergency Management Manager

Emergency Management Director/CEO Phone

850-471-6409

Emergency Management/CEO E-mail Address
tdtompkins@myescambia.com

Applicant First Name
Eric

Applicant Last Name
Gilmore

Applicant Title
Public Safety Director

Applicant E-mail
egilmore@myescambia.com

Applicant Phone
850-471-6400

Physical Address
6575 North W Street

City
Pensacola

State
Florida

Postal Code
32505

Mailing Address
6575 North W Street

City
Pensacola

State
Florida

Postal Code
32505

Fiscal Information

Fiscal Agent Name (as applicable)

Name of the fiscal organization, if different from the applicant organization.

Escambia County BCC

Fiscal Contact First Name

Travis

Fiscal Contact Last Name

Tompkins

Fiscal Contact Email

tdtompkins@myescambia.com

Fiscal Address

The physical mailing address where financial and administrative records are maintained.

6575 North W Street

City

Pensacola

State

Florida

Postal Code

32505

Request Type/Status

Contributions-CERT

General

Organization

Type of Organization

Expansion

CERT/Citizen Corps

CERT

County Served

Escambia

Total Amount Requested

Each sub-grant application may request what they anticipate is needed (not to exceed \$10,000), but awards may be restricted to \$5,000.

10000

General (Maximum 5 points)

1. Program Geographical Area

Escambia County FL

2. Name of the applicant's sponsoring agency/group

Escambia County Emergency Management

3. Please indicate the type of sponsoring agency/group

County Emergency Management; Fire/Rescue Services; Fire Tax District; City Emergency Management Office; Citizen Corps Council; Native American Tribe; Sheriff/Police Agency

County Emergency Management

4. Is a letter of support from the corresponding County Emergency Management Agency included with this application?

Yes

5. I certify that my organization will comply with the requirement that if funding is received, a Level 2 Background Check for members will be required prior to deployment in an emergency or disaster.

Yes

a. How will you pay for these background checks? (i.e. in-kind, match, etc.) Please explain.

In-kind

Program Narrative

2. Program Narrative (Maximum 40 Points)

Are you a previous CERT/CC grantee?

Yes

Is this applicant a new Citizen Corps Council?

Yes or No

No

1. Provide a general overview of your program (new or existing) to include experience and abilities to be utilized.

The Be Ready Alliance Coordinating for Emergencies (BRACE) is designated the Escambia County Community Emergency Response Team (CERT) program manager by Escambia County Emergency Management. In this role, BRACE engages local businesses, churches, organizations, and agencies to get involved in disaster preparedness and emergency response-related activities. These activities include participating in training opportunities, developing community readiness plans, assessing possible threats, and identifying local resources. BRACE leverages over five decades of collective experience in volunteer organizations enabling BRACE leadership the ability to quickly identify staffing and resource gaps to reduce loss of life, injury, property damage, environmental impact, and economic loss due to disaster by fostering communication, cooperation, collaboration, and coordination among the community in one or more functions of emergency management – prevention, preparedness, response, recovery, and mitigation.

The primary vehicle for BRACE to train and engage the community is through the Escambia County CERT, whose basic, advanced, and sustainment training needs are managed by the organization and have been for over 10 years. BRACE facilitates the delivery of the hybrid and fully in-person 21-hour CERT basic

training course to both Teen and Adult populations in a cogenerational delivery model. Graduates of the CERT Basic course are then eligible, through sustained volunteerism and organizational participation, to attend further CERT or FEMA-related coursework in addition to certification courses or advanced skills training. Examples of these continuations in training are the Train-the-Trainer course that enables CERT members to become instructors themselves for CERT-related deliverables, ICS-300 Intermediate Incident Command System for Expanding Incidents, ICS-400 Advanced Incident Command System, basic lifesaver training (CPR/AED/BLS), POD/shelter training, sandbagging, and sister agency orientations for forklift and chainsaw operations.

2. Describe your organizations history with CERT/CC. Briefly describe how you intend to use awarded funds

The Be Ready Alliance Coordinating for Emergencies (BRACE) is headquartered in Pensacola and supports Escambia County Emergency Management for disaster response through training delivery and management of the Escambia County Community Emergency Response Team (CERT). However, BRACE's educational disaster preparedness and prevention programs extend throughout the state thanks to its AmeriCorps grant that supports the main program in Escambia County with 15 VISTAs as well as subsites in Bay, Gadsden, Nassau, Pinellas, and Hillsborough counties.

As an educational organization, BRACE recognizes that it is paramount to address the specific learning needs of unique generations without compromising the educational integrity of the curriculum. As BRACE continues to lead the state in innovative disaster prevention and preparedness curriculum, creating a network of critical thinkers and diverse individuals who come together to help build a more disaster-resilient community, we have realized what is vital to what is needed – educating, but also helping individuals find their niche in training and volunteerism, to help everyone become better prepared, and to develop skills to become individual assets within the community at large.

In addition to preparedness education, BRACE supports Escambia County Emergency Management in its role during disaster response and recovery actively during, and post-disaster. BRACE is the lead agency on behalf of the Emergency Management office coordinating workflow systems for affiliated and spontaneous volunteers who arrive to help after an event. To build this capacity for response and close the loop between emergency operations and civic volunteerism BRACE serves as the regional coordinator and facilitator for Escambia County CERT basic and advanced training courses and field exercises. BRACE coordinates activities between sister service agencies and other volunteer organizations active within disasters for mutual assistance in meeting training objectives and initiatives through cross utilization of personnel and resources for combined field activities and providing basic and safe operational techniques during emergency response from CERT-specific deliverables. BRACE also provides instructional orientations to disaster response for catch-and-release oriented deliverables for non-deployable community members to equip and enable them to respond safely within their personal spaces and specific communities.

Please describe the implementation plan/narrative for the program.

a. Strategy and methodology for recruitment

The strategy is to follow the Department of Homeland Security Citizen Corps and Community Emergency Response Team (CERT) Community Integration Plan and ensure consistency with the State and Escambia County Comprehensive Emergency Management plans. Public-private (non-governmental) partnerships will be expanded that will enhance community resilience while taking a "whole community" approach to emergency preparedness. Coordinate with CERT members that serve persons with disabilities and functional needs, veterans, and youth to recruit staff, volunteers, and clients for CERT training within their abilities and a cogenerational learning and serving environment. BRACE will plan multiple high-profile events for National Preparedness Month and on a quarterly schedule in support of sister agencies active within disasters or associated with community outreach demographics to reach organizations and organizational members for participation within the Citizen Corps umbrella specific to CERT utilization.

b. Plans to utilize members in emergency situations.

The Be Ready Alliance Coordinating for Emergencies (BRACE) plans to utilize Community Emergency Response Team (CERT) members in a coordinated capacity mirroring the previous work and lessons learned within the region for the utilization of trained and spontaneous volunteers within the ICS model. CERT members will participate during emergencies in roles prioritized by Emergency Management, such as: Providing Functional Needs Support Services (FNSS) at shelters, providing staffing of points of distribution (PODs) and dispensing, staffing volunteer reception centers, and providing staffing support at the EOC. The BRACE plans to utilize Citizen Corps volunteers and CERT members in all aspects of its Lead agency for ESF 15 (Volunteers & Donations) and Support agency roles for ESF 6 (Mass Care), and ESF 18 (Business & Industry). BRACE general volunteers and CERT members will be utilized to assist with delivery of food, water, and emergency supplies to persons with disabilities, functional needs, and the homebound during times of emergency in partnership with ESF 6.

BRACE will also encourage Escambia County CERT members to assist faith-based organizations needing personnel to assist with the following efforts and services during emergencies: Food distribution, childcare shelters for first responders, shelter management support, clean-up crew training and staffing, chain saw crew training and staffing, kitchen assistance, clothing distribution, and needs assessment and care and support of persons with special needs including the homebound.

c. How you will measure outcomes and indicators.

The Be Ready Alliance Coordinating for Emergencies (BRACE), as an AmeriCorps service site, is a highly detail oriented and fastidious record keeping entity with extensive experience in federal and state tracking methodologies and metric oriented tracking systems. Individual volunteer hours will be computed and logged in training records of learning engagements and FEMA course graduations delivered locally or through online learning platforms. Furthermore, individual volunteer engagement hours and activities will be computed and logged in cloud-based tracking systems to provide BRACE and outside agencies with reportable hours for civic community service, presidential volunteer award program participation, and professional capacity and experience generation for vocational placement. Course deliverables that lead to certification or graduate certificates will be generated by BRACE as well for individuals participating in any individual educational delivery and input into local tracking and training records mirroring state and federal qualification standard tracking systems.

e. Any additional programmatic information specific to the program.

The Be Ready Alliance Coordinating for Emergencies (BRACE) has been recognized frequently for its work in coordinating Citizen Corps programs through the FEMA Individual and Community Preparedness Awards

program:

- Honorable Mention "Whole Community Preparedness" in 2016
- Honorable Mention "Awareness to Action" in 2016
- Honorable Mention "Whole Community Preparedness" in 2015
- Honorable Mention "Awareness to Action" in 2015
- Winner "John D. Solomon Preparedness Award" 2012
- Winner "Promising Partnerships" in 2011

BRACE has further been recognized, in a non-award program-associated system, for its present restructuring and advancements in cogenerational CERT deliverables including the re-launch of its Teen CERT program after years in hiatus. The relaunch of Teen CERT deliverables has been modified in a cogenerational model with intentionality and a spirit of inclusiveness altering the previous model to engage parents and youth collectively, and even to include administrative staff as cogenerational learners for CERT courses delivered to youth in structured GED/Vocational training programs and JROTC detachments. CERT basic graduation statistics have quadrupled in the last two quarters to exceed previous years while partnerships with local JROTC detachments are being developed for full unit deployments over the next FY.

d. How will you track and utilize volunteer hours?

The primary tracking system for hourly specific tracking will be attendance and participation logs that will also be migrated to the Sales Force platform for redundant tracking of hours through manual records keeping, local digital records keeping, and cloud-based tracking. As an AmeriCorps VISTA service site and presidential volunteer award recommending institution the Be Ready Alliance Coordinating for Emergencies (BRACE) maintains the ability to annotate completion of civic responsibility hours for public and private education requirements for high school and college students in addition to being a sponsoring agency for request of presidential recognition for civic service as a volunteer. Hours logged through aforementioned tracking systems, in particular Salesforce, will be the determinate factor in recommendations for award or letters of recognition for academic or state administered programs.

f. Identify the emergency management and partner organizations, or the targeted population area whose emergency management needs will be directly benefited by this program.

The ultimate goal of the program is to support Emergency Management in the provision of services to protect life, safety, and property of all 321,905 residents of Escambia County. The CERT program plans to engage organizations and individuals in the vital work of:

- Escambia County Public Safety
- Escambia County Emergency Management
- ESF 6 (Mass Care) Lead and Support Organizations
- ESF 15 (Volunteers & Donations)
- ESF 18 (Business and Industry)
- Escambia County Public Schools
- Escambia County Parent/Teacher Association
- Council for Aging
- Center for Independent Living
- Emerald Coast Community Health Coalition

3. Please list any measures of productivity that will support how this investment will be successful at the conclusion of the period of performance.

1) Execute Federal Agreement while planning, promoting, and conducting monthly training in collaboration with CCP, CERT, and MRC partners. Key activities associated with this milestone include coordinating planning meetings with community partners, as well as coordinating and providing training. These milestones and training objectives will run for the duration of the FY and funding period with the publication of annual training objectives and periodic advertisement of training deliveries.

2) Develop and enhance plans (ESF 15, Human Services, Volunteer Reception Center, etc.) and standard

operating guidelines for Emergency Support functions and conduct monthly training. BRACE will enhance and prep Its plans for staffing the Emergency Operations Center during an emergency in order to effectively provide the best support as needed.

3) Submit Q1 report to Escambia County EM office.

4) Plan and Conduct the Youth Emergency Preparedness (YEP!) Expo, plan training, secure supplies for training, and support CERT basic and advanced training. The YEP! expo brings together individuals from local emergency support and disaster services to educate and provide youth with training and education on how to make their communities more resilient. Other key activities include planning future training events and securing the necessary supplies, as well as assist with ongoing CERT training activities.

5) Support three (3) public outreach activities this quarter. Provide networking opportunities amongst volunteers, provide community members with opportunities to register for training and learn about Citizen Corps and associated activities, as well as assist the local community where needed.

6) Submit Q2 report to Escambia County EM office.

7) Plan Citizen Corps Training in preparation for Hurricane Season, promote all-hazards emergency preparedness, continue conducting monthly training with increased practical skills familiarization, plan necessary training in response to identified training deficiencies to provide the most community assistance and support before, during, and after the Atlantic Hurricane season. Continued promotion of emergency preparedness on a wide scale in the community.

8) Support two (2) public outreach activities this quarter, and complete the development and enhancement of operational plans, and standard operating guidelines.

9) Submit Q3 report to Escambia County EM office.

10) Expend the remaining funds in the grant by conducting monthly training, recruiting of Citizen Corps members, and engaging them in the Florida Hurricane Exercise. Hold training and recruit more Citizen Corps members to prepare for the following year of Citizen Corps and expend remaining funds through capacity and capability-building initiatives. Further, participate In the Florida Hurricane Exercise to hone previously learned skills and engage with other councils and organizations active during disasters within the Panhandle.

11) Submit Q4 report to Escambia County EM office and close out grant file.

4. Please explain your plans to maintain your program/members if current funding should end.

Current proposed funding will only partially fund the full costs of maintaining the Community Emergency Response Team (CERT) program. If funding were interrupted or were to end, BRACE will continue to devote staff and AmeriCorps VISTA time on an in-kind basis to continue the program in the following capacities:

- Utilize Volunteers In Service to America (VISTA) and AmeriCorps members to maintain programs
- Support volunteers willing to instruct Citizen Corps training with limitations in supplies and volunteer equipment issuance

- Utilize limited surplus or digital training materials to support the continuation of training delivery
- Provide training on a cost recovery basis for those able to fund delivery, supply, and equipment funding shortfalls

Cost Effectiveness

Cost Effectiveness (Maximum 10 points)

1. Does the applicant's program (e.g. CERT, MRC, etc) plan to obtain, or currently receive "in-kind" local support, or other non-federal funding sources in order to extend or sustain outreach/training/volunteer capabilities?

Please respond yes or no

Yes

2. Please list in detail the source of cash or in-kind match and estimated dollar value in the section provided below. Also list the source and dollar amount from additional Homeland Security Grant Program grants (including other portions/sub-grant agreements from USAI, SHSGP, MMRS, etc.)

The Be Ready Alliance Coordinating for Emergencies (BRACE) has recurrently received annual operational funding through Escambia County as an endorsed non-profit entity for the management and coordination of FEMA course delivery and the management of the Escambia County Community Emergency Response Team (CERT) and Citizen Corps respectfully. Additionally, BRACE was selected as a cohort work-study and grant award program recipient through AmeriCorps and their partnering Encore for \$25,000 to specifically target cogenerational delivery models and volunteerism. This grant funding is committed to the relaunch of Teen specific programs and to fund the inauguration efforts of both Campus CERT and NJROTC integration of Teen CERT materials into student readiness and civic responsibility hours within the program.

Proposed Budget

Proposed Budget (Maximum 30 points)

Proposed budgets must be completed using the CERT/Citizen Corps Proposed Budget Form. Budget

Proposed budgets must be completed using the CERT/CITIZENS CORPS Proposed Budget Form. Budgets should include only those costs associated with allowable activities under the RFP. Each budget line item should be itemized and clearly defined. All amounts should be rounded to the nearest whole dollar (do not include cents). *Non-expendable equipment is not allowed under the training category. Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc. Non-expendable equipment should be entered in the Equipment category.

[Proposed Budget Template](#)

Budget

Please attached budget. Describe how budgeted costs relate to program narrative. Points will be deducted if program goals do not match budget.

2. 21-22 CERT Budget Worksheet Final.xlsx

1. Proposed Budget Narrative

Summarize how your budget supports your project design and activities.

The proposed budget narrative directly correlates to the totality of the proposal narrative. The equipment being proposed for acquisition is from the approved FEMA supply list, specifically base model composition for adult CERT members for government utilization as volunteers active within disasters, and is being requested for issuance upon CERT basic course completion to eligible Escambia County volunteers. Training equipment being proposed for acquisition are personnel movement and rescue items intended for use within the CERT basic course of instruction for medical techniques and evaluation, personnel carries, cribbing, search and rescue, and final evaluation phases of instruction. These devices are being requested to ensure the highest standard of course delivery and the safe instruction of transportation and lifting techniques without subjugating volunteers or deviating from effectively demonstrating techniques to be used in the real world. Size variability is concurrent with training for the extraction of children and varied-sized adults with the added capability of storing and protecting equipment in transit to training locations supplied by requests for cases. Stretchers have been requested to replace blankets (soft stretcher) used in instruction, and application of carrying techniques with a long-term solution that delivers the same training outcome while the hard extrication stretcher provides a training device for greater consistency in technique training and evaluation of victim transportation and extraction (reeves). Finally, the field guides are intended to accompany standard equipment issuance and contain all operating guidance from FEMA with reference guides to CERT-specific techniques, forms, ICS framework, etc. that greatly assist in field training activities and provide a valuable tool in every member's response kit. Administrative expenses proposed are for the acquisition of wheeled storage containers for the transportation and storage of CERT basic course materials.

2. Key Activities

Please provide a description of quarterly milestones that will lead to the milestone event(s) over the FY 2022-2023 EMPG CERT/Citizen Corps period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Applicants should provide 5-10 but no more than 15 milestones for the period of performance.

1) Execute Federal Agreement while planning, promoting, and conducting monthly training in collaboration with CCP, CERT, and MRC partners. Key activities associated with this milestone include coordinating planning meetings with community partners, as well as coordinating and providing training. These milestones and training objectives will run the duration of FY and funding period with the publication of annual training objectives and periodic advertisement of training deliveries.

2) Develop and enhance plans (ESF 15, Human Services, Volunteer Reception Center, etc.) and standard operating guidelines for Emergency Support functions and conduct monthly training. BRACE will enhance and prep Its plans for staffing the Emergency Operations Center during an emergency in order to

effectively provide the best support as needed.

3) Submit the Q1 report to Escambia County EM office.

4) Plan and Conduct the Youth Emergency Preparedness (YEP!) Expo, plan training, secure supplies for training, and support CERT basic and advanced training. The YEP! expo brings together individuals from local emergency support and disaster services to educate and provide youth with training and education on how to make their communities more resilient. Other key activities include planning future training events and securing the necessary supplies, as well as assist with ongoing CERT training activities.

5) Support three (3) public outreach activities this quarter. Provide networking opportunities amongst volunteers, provide community members with opportunities to register for training and learn about Citizen Corps and associated activities, as well as assist the local community where needed.

6) Submit the Q2 report to Escambia County EM office.

7) Plan Citizen Corps Training in preparation for Hurricane Season, promote all-hazards emergency preparedness, continue conducting of monthly training with increased practical skills familiarization, plan necessary training in response to identified training deficiencies to provide the most community assistance and support before, during, and after the Atlantic Hurricane season. Continued promotion of emergency preparedness on a wide scale in the community.

8) Support two (2) public outreach activities this quarter, and complete the development and enhancement of operational plans, and standard operating guidelines.

9) Submit the Q3 report to Escambia County EM office.

10) Expend the remaining funds in the grant by conducting monthly training, recruiting of Citizen Corps members, and engaging them in the Florida Hurricane Exercise. Hold training and recruit more Citizen Corps members to prepare for the following year of Citizen Corps and expend remaining funds through capacity and capability-building initiatives. Further, participate In the Florida Hurricane Exercise to hone previously learned skills and engage with other councils and organizations active during disasters within the Panhandle.

11) Submit Q4 report for Escambia County EM office and close out grant file.

Community Integration

Community Integration (Maximum 15 points)

The Citizen Corps mission is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

1. Briefly describe how CERT/Citizen Corps training promotes partnership efforts between emergency services in your community and the people you serve.

Disaster Prevention and Preparation: Community Emergency Response Teams (CERT). The CERT training program educates volunteers about disaster preparedness for the hazards that may impact our area and trains them in basic disaster response skills. CERT offers a consistent, nationwide approach to volunteer training that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks. This program is an asset to Escambia County as a disaster can occur at any time, and properly trained volunteers can be a key factor in the reduction of loss of life in the first hours, days, and weeks following a disaster. BRACE offers Teen and Campus CERT training to instill the importance of disaster readiness in younger generations. Additionally, BRACE has developed training activities in blocks and book reading events for youth and adolescents that can be delivered to families and groups to introduce them to basic skills in planning and preparedness from first aid kits to contacting loved ones after a disaster.

Citizen Corps: The Citizen Corps program brings together local government, businesses, and community leaders who work to prepare their communities for disasters and to make them more resilient. BRACE serves as the Citizen Corps Coordinator in Escambia County. In this role, BRACE drives local citizen participation by coordinating Citizen Corps programs, developing community emergency action plans, assessing possible threats, and identifying local resources. BRACE hosts the Northwest Florida Advanced Citizen Corps Academy annually, a training conference centered around readiness, response, and recovery efforts in relation to the threats of terrorism, crime, public health issues, storms, and disasters of all kinds, that is open to local members and other volunteer first responder agencies within the region.

2. Briefly describe how your CERT/Citizen Corps program assists or will assist families, neighborhoods, and businesses with preparing, responding, and recovering from major disasters/incidents in a neighbor-helping-neighbor community spirit.

One example of the Be Ready Alliance Coordinating for Emergencies (BRACE)'s focus on families and neighborhoods is the development a series of training courses based on a pair of pelicans (Grover and Grace) who need to prepare for storm season. These courses are activity-based where youth hear prompts, answer questions, pick out supply and first aid items, and learn about emergency communications. This is one series intended for volunteer delivery to youth and families as a part of BRACE's family resiliency model that is engagement and awareness based. BRACE then offers continuing education and response training beginning at teens with our relaunched and proliferating Teen CERT programs that offer training that can be delivered cogenerationally for families or associated adults consisting of 21 hours of basic training with advancing courses offered through FEMA and Florida emergency management professional organizations. Continuation courses such as train-the-trainer or sister agency skills-based classes are accessible beyond basic training for BRACE volunteers that provide the knowledge and skills necessary to safely participate further in field training activities, refine skills, safely apply them, and eventually train them to others. The hallmark of all BRACE's deliverables is in bringing people together to participate in activities designed to educate and equip them to prepare themselves, their families, and their communities to support one another during times of crisis. The national standard put forward by FEMA is 72 hours. Within 72 hours additional help may come, but those first three days are the critical point where communities and families must provide for themselves, and BRACE intends to make them as successful as possible in doing so by fostering communities of preparedness within the Panhandle.

3. Please describe how the applicant's mission will be integrated into a strategy plan, either by adoption of the CERT/Citizen Corps mission or integration into the Community Emergency Management Plan.

The Be Ready Alliance Coordinating for Emergencies (BRACE)'s stated mission is "Making our community disaster-resilient through public-private partnerships to educate, train, and engage donors and volunteers." The Purpose statement for BRACE is "To reduce loss of life, injury, property damage, environmental impact, and economic loss due to disaster by fostering communication, cooperation, collaboration, and coordination among the community, faith-based, non-profit, private, and public organizations, and individuals active in one or more functions of emergency management." BRACE was founded 16 years ago with the intent of supplementing governmental resources with civic responsibility and volunteerism as a non-profit entity for coordinating training for and collecting trained responders to dispatch as volunteers to disasters. Since its inception BRACE has sought to expand beyond this response capability by increase

ng the education and awareness deliverables beyond FEMA emergency response coursework, that it continues to instruct through our all-volunteer cadre, with the continued intention of meeting the Community Emergency Management Plan objectives of a ready and resilient Panhandle.

5. Briefly describe the applicant's level of support for accepting this CERT/Citizen Corps Program as valid documentation of the role of CERT to partially meet education/training/auxiliary preparedness, response, and recovery mission role for Citizen Corps in the jurisdiction.

The Be Ready Alliance Coordinating for Emergencies (BRACE) has the endorsement of Escambia County Emergency Management for disaster response through training delivery and management of the Escambia County Community Emergency Response Team (CERT) in addition to being the functional manager of Citizen Corps coordination for the county and region. BRACE's cadre of volunteer instructors and staff actively and routinely deliver education, training, and auxiliary preparedness through FEMA course delivery, youth engagement activities, and self-developed youth and cogenerational experiential training deliverables intended for receipt by volunteer responders within emergencies as well as community members or the general public as a part of BRACE's efforts in create a culture of preparedness and resilience within the region.

If the applicant has a Florida Registered Citizen Corps Program within its community/jurisdiction, please complete the following information:

Name of CERT/Citizen Corps Program

Contact Person

Email

Phone Number

Please note N/A if not applicable

Be Ready Alliance Coordinating for Emergencies (BRACE)

Michelle M. Lockett

mlockett@bereadyalliance.org

8506107957

Submission

To the best of my knowledge, the data in this proposal is true and correct and the governing body of the applicant has duly authorized the enclosed documents. I understand that incomplete proposals or proposals submitted after the deadline may not be accepted or reviewed.

By signing below, the undersigned acknowledges having read and understood the disaster program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management. Applicant also acknowledges that if a funding recommendation is made for less than the full amount applied for, additional documentation to include but not limited to a revised budget, scope of work and proposed accomplishments may be requested prior to final funding determinations.

Electronic Signature

Eric Gilmore

Application Submission Date

September 01, 2022

Note- Once the proposal is submitted you will receive an automated e-mail from Volunteer Florida with a copy of the submission and a tracking number. If no tracking number is received, the proposal was not submitted.

CERT/Citizens Corps Proposed Budget – Escambia County CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)					
			\$ -		\$ -
			\$ -		\$ -
Subtotal Planning			\$ -	\$ -	\$ -
2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)					
CRAFTSMAN X-large 50-Gallon (200-Quart) Black Heavy Duty Rolling Tote with Latching Lid Item #835743, Model #CMXXPBP50GTW, unit cost is \$49.98. Purchasing 10 units makes the total \$499.80	10	\$ 49.98	\$ 499.80		\$ 499.80
			\$ -		\$ -
Subtotal Organization			\$ 499.80	\$ -	\$ 499.80
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS))					
2IGN-00-CCEQ-Equprmnt, Citizen Corps) ProPac CERT Pro 18: CERT bog Including work gloves, helmet, goggles, light stick, and vest. With shipping included, unit cost is 54.37. Purchasing 50 bags makes the total \$2,718.50	50	\$ 54.37	\$ 2,718.50		\$ 2,718.50
			\$ -		\$ -
Subtotal Equipment			\$ 2,718.50	\$ -	\$ 2,718.50
4. Training Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)					
Simulaids 960 Soft Stretcher, unit cost is \$103.95 Purchasing 2 units makes the total \$207.90	2	\$ 103.95	\$ 207.90		\$ 207.90
Reeves Mass Casualty Stretcher RT-20701040 Color Orange, unit cost is \$472.65	1	\$ 472.65	\$ 472.65		\$ 472.65
Simulaids I.A.F.F. and Combat Challenge Manikins (1491475: IAFF Rescue Randy 6ft 1 inch 165 lbs), unit cost is \$1,713.95	1	\$ 1,713.95	\$ 1,713.95		\$ 1,713.95
Simulaids Storage Bag for Randy Manikins 5'11" or 6'1" (150-1373: Storage Bag Standard Size Manikin), unit cost is \$225.95	1	\$ 225.95	\$ 225.95		\$ 225.95
Student First Aid Training Supply Kits 48 Pack (Item: FATK-50), unit cost is \$40.00. Purchasing 2 units makes the total \$80.00	2	\$ 40.00	\$ 80.00		\$ 80.00
General Purpose - Fire Rescue / Duty Range Manikins (Option : RT-2395001020 Youth 44 lbs.), unit cost is \$688.70	1	\$ 688.70	\$ 688.70		\$ 688.70
General Purpose - Fire Rescue / Duty Range Manikins (Option : RT-2395001050 Adult 110 lbs.), unit cost is \$1,052.45	1	\$ 1,052.45	\$ 1,052.45		\$ 1,052.45
General Purpose - Fire Rescue / Duty Range Manikins (Option : RT-2395001080 Adult 176 lbs.), unit cost is \$1,350.10	1	\$ 1,350.10	\$ 1,350.10		\$ 1,350.10
General Purpose Manikin Storage Bag, unit cost is \$145.00. Purchasing 3 units for storage and transport of Manikins makes the total \$435.00	3	\$ 145.00	\$ 435.00		\$ 435.00
CERT Field Operations Guides to provide to CERT members following the completion of CERT basic training. Unit cost is \$9.25 including shipping. Purchasing 60 units makes the total cost \$555.00	60	\$ 9.25	\$ 555.00		\$ 555.00
Volunteer service hour matching at FY23 rate of \$29.95. 334 cumulative hours @ \$29.95 = \$10,003.30.	365	\$ 27.68	\$ -	\$ 10,103.20	\$ 10,103.20
Subtotal Training			\$ 6,781.70	\$ 10,103.20	\$ 16,884.90
5. Exercise Costs (Allowable exercise costs: salaries and fringe benefits, design, develop, conduct and evaluate an exercise in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise planning workshop, travel, supplies)					
			\$ -		\$ -
			\$ -		\$ -
Subtotal Exercise			\$ -	\$ -	\$ -
6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&A costs: salaries and fringe benefits)					
			\$ -		\$ -
Subtotal M&A			\$ -	\$ -	\$ -
Total					
Total Budget		\$ -	\$ 10,000.00	\$ 10,103.20	\$ 20,103.20
Signature of Applicant		<i>Eric Gilmore</i>			Eric Gilmore
Date of Application		9/1/2022			
VF Approval					
Date of Budget Approval					