



**Volunteer Florida  
Community Emergency Response Team Citizens Corps Contract  
2021-2022**

Sub-Grantee: Escambia County Emergency Management  
FY 21-22 Grant Period: October 1, 2021 – August 31, 2022 (period of performance)  
CFDA Number: 97.042  
Contract Total: \$5,000.00

This contract is hereby made and entered into as of this (the "Effective Date"), by and between the Florida Commission on Community Service, doing business as Volunteer Florida, having its principal place of business at 1545 Raymond Diehl Road, Suite 250, Tallahassee, FL 32308, and Escambia County Emergency Management, 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 15<sup>th</sup> 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 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 \$26.32/hour, source: <https://independentsector.org/value-of-volunteer-time-2021/> (updated 2021) directly related to Planning, Organizational, Training and/or Exercises 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	Quarterly Milestones
Attachment C	Allowable Cost and Eligible Activities
Attachment D	Reports

Attachment E	Reporting Forms
Attachment F	Contract Amendment
Attachment G	Program Statutes and Regulations
Attachment H	Certification Regarding Debarment
Attachment I	Criminal History Check Status 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 H 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 above. 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, 2021. 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**

\_\_\_\_\_  
Robert Bender, Chairman

\_\_\_\_\_  
Date

**ATTEST:**

Pam Childers  
Clerk of the Circuit Court

\_\_\_\_\_  
Deputy Clerk

**VOLUNTEER FLORIDA**

By: \_\_\_\_\_  
Name: Erin Sjostrom  
Title: Chief Operating Officer  
Date: \_\_\_\_\_

I. **POINT OF CONTACT INFORMATION.**

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

Tommy Cleversy, Emergency Management Coordinator  
1545 Raymond Diehl Road  
Suite 250  
Tallahassee, FL 32308  
(850) 414-7400  
[Tommy@VolunteerFlorida.org](mailto:Tommy@VolunteerFlorida.org)

OR

Katie Troncoso, Grants and Contracts Manager  
1545 Raymond Diehl Road  
Suite 250  
Tallahassee, FL 32308  
(850) 414-7400  
[Katie@volunteerflorida.org](mailto:Katie@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: [bhattaw@myescambia.com](mailto:bhattaw@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: [bhattaw@myescambia.com](mailto:bhattaw@myescambia.com)

CONTRACT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE FINAL APPROVAL OF SUB-GRANTEE'S PROPOSED BUDGET BY VOLUNTEER FLORIDA.

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 2021 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.

CERT/Citizens Corps Proposed Budget – INSERT TEAM Name CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
<b>1. Planning Costs</b>					
					\$ -
					-
Subtotal Planning					\$ -
<b>2. Organizational Costs</b>					
			-		-
			-		-
Subtotal Organization			-	-	-
<b>3. Equipment Acquisition Costs</b> (please refer to FEMA's Authorized Equipment List: <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a> and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS)					
			-		-
			-		-
Subtotal Equipment			-	-	-
<b>4. Training Costs</b>					
			-		-
			-		-
Subtotal Training			-	-	-
<b>5. Exercise Costs</b>					
			-		-
			-		-
Subtotal Exercise			-	-	-
<b>6. Allowable Management and Administration Costs</b> (Up to 5% of total award)					
			-		-
			-		-
Subtotal M&A			-	-	-
<b>Total</b>					
Total Budget			\$ -	\$ -	\$ -
Printed Name, Title and Signature of Applicant					
Date of Application					

**Attachment B**  
**QUARTERLY MILESTONES**  
**SAMPLE**

<b>Quarterly Period</b>	<b>Project Timeline or Deliverable Description</b>	<b>Start Date</b> (mm/dd/yyyy)	<b>End Date</b> (mm/dd/yyyy)	<b>Estimated Cost</b>
<b>1<sup>st</sup> Quarter</b> <b>Oct 1 – Dec 31</b>	1. Execute grant agreement while planning to purchase items for upcoming CCP trainings.	<b>10/01/2021</b>	<b>10/30/2021</b>	<b>\$0.00</b>
	2. Advertise for three separate trainings in this quarter to estimate real cost. Submit Quarterly Report to VF.	<b>10/01/2021</b>	<b>12/30/2021</b>	<b>\$0.00</b>
<b>2<sup>nd</sup> Quarter</b> <b>Jan 1 – Mar 31</b>	3. Purchase equipment to support 1 <sup>st</sup> POD (Points of Distribution) CERT Training for this quarter.	<b>01/01/2022</b>	<b>03/31/2022</b>	<b>\$4500.00</b>
	4. Submit Quarterly Report to VF.			
	5. Support five (5) public outreach activities this quarter.	<b>01/01/2022</b>	<b>03/31/2022</b>	<b>\$2200.00</b>
<b>3<sup>rd</sup> Quarter</b> <b>Apr 1 – Jun 30</b>	6. Submit Quarterly Report to VF and request for reimbursement in the amount of \$250.00.	<b>04/02/2022</b>	<b>05/31/2022</b>	<b>\$250.00</b>
	7. Expend remaining funds allowable under sub-grant award to support final CERT full-scale exercise scheduled for 7/1/2021.	<b>05/01/2022</b>	<b>05/31/2022</b>	<b>\$6,050.00</b>
<b>4<sup>th</sup> Quarter</b> <b>Jul 1 – Aug 31</b>	8. Submit the close-out report to VF once final reimbursement is received.	<b>08/15/2022</b>	<b>08/30/2022</b>	<b>\$0.00</b>



**Attachment C**  
**ALLOWABLE COSTS AND ELIGIBLE ACTIVITIES**

**I. CATEGORIES AND ELIGIBLE ACTIVITIES.**

The [Fiscal Year 2021 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 as defined at: <https://www.ready.gov/citizen-corps>.
  - 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.

- 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 (DVD);
  - 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. Food expenses outside of per diem reimbursement are not allowed.

**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. Interoperable Communications Equipment (Category 6)
  - iii. Power Equipment (Category 10)
  - iv. Physical Security Enhancement Equipment (Category 14)
  - v. 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.

**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 D 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, May 31, and August 31.
- II. **Sub-grantees shall expend and request reimbursement for: 50% of the sub-grant agreement funds no later than May 31; and 100% of the sub-grant agreement funds no later than August 31, 2022.**
- 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, 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) # for each equipment purchase.
  - F. **Management and Administration Costs:** Copies of certified timesheets with employee and supervisor signature documenting hours worked or 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. Sub-grantees shall provide a quarterly report outlining activities and accomplishments of the CC and CERT program via Blackbaud following the same schedule as the PER submission.
- I. Failure to submit reports in a timely manner will cause reimbursement to be withheld or delayed.
- J. Sub-grantees shall provide supporting documentation to justify all amounts in the reimbursement and match columns on the budget submitting to Volunteer Florida for approval. Sub-Grantees' can match using cash or in-kind goods or services.
- K. 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, credit card statements, bank statements for proof of payment).

**Attachment E**  
**REPORTING FORMS**

- A. Quarterly Program Report page 15
- B. Quarterly Periodic Expenditure Report (PER) page 16

### QUARTERLY PROGRAM REPORT

														
Program Title: _____										add more sheets as necessary				
Quarterly Report										Cummulative				
			#	P	#	P	#	P	#	P	#	P	#	P
Reporting Period	Start		Organizational Activities	Planning Activities	Training Activities	Organizational Activities	Planning Activities	Training Activities	Organizational Activities	Planning Activities	Training Activities	Organizational Activities	Planning Activities	Training Activities
	End													
Training Held and Other (describe)														
Outreach Activities (describe)														
Exercise Activities (describe)														
Conference (describe)														
Materials Distributed														
Equipment														
Management & Admin (please describe)														
Sub-Contracts														
Quarterly Program Summary														
Additional Comments/notes														
<small>Dep&gt;EM&gt;15&gt;Grants&gt;CERT&gt;NOFO&gt;Contracts&gt;Rpt Forms&gt;Qtrly Reports      KEY: # - Events, P - attendees</small>														

**QUARTERLY PERIODIC EXPENDITURE REQUEST (PER)**

LEGAL APPLICANT (LEAD AGENCY):			
PROGRAM:			
INVOICE DATES		TO	
PROGRAM YEAR:	2021-2022		
	MONTHLY BUDGET		
	CERT / Citizens Corps	Match	Total
<b>A. Planning</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>A. Planning</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>B. Organization</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>B. Organization</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>C. Training</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>C. Training</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>D. Exercise</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>D. Exercise</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>E. Equipment</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>E. Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>F. Management and Administration</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>F. Management and Administration</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SUBTOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PER AMOUNTS:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
CERT / Citizens Corp / Match Share:	#DIV/0!	#DIV/0!	#DIV/0!
<b>APPROVED BY (must be typed or signed by program):</b>			
<b>Date PER sent to Volunteer Florida</b>			



Attachment F



**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 G**  
**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 US.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. § § 4304 and 4310
- XXVI. 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 H

**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**

**CRIMINAL HISTORY CHECK STATUS FORM**

Each Contract shall require the Sub-Grantee to certify that every volunteer who is a part of an Official Citizen Corps or CERT Program funded through this Contract has successfully passed a level 2 background screening, prior to deployment in an emergency or disaster.

This Criminal History Check Status Form must be completed and submitted to the VF Volunteer Services department within 60 days of the program start date. Florida Department of Law Enforcement state criminal history checks and National Sex Offender Public Registry (NSOPR) checks must be completed prior to any staff serving with or without accompaniment. Failure to submit this form may result in withholding of additional funds, or the requirement to reimburse already disbursed grant funds.

**National Sex Offender Public Registry:** <https://www.nsopw.gov/>

**Florida Department of Law Enforcement Criminal History Information:**

<https://www.fdle.state.fl.us/Criminal-History-Records/Obtaining-Criminal-History-Information>

<https://www.fdle.state.fl.us/Criminal-History-Records/Record-Check>

<b>Lead Organization:</b>	
<b>Program Name:</b>	
<b>Program Start Date:</b>	

I, \_\_\_\_\_, certify compliance with all applicable requirements, policies, regulations, and laws that apply to Florida Criminal History Background Check. I understand that providing any misrepresentation or false information could result in Volunteer Florida recouping any costs associated with the entity, individual, including travel costs, training expenses, etc.

\_\_\_\_\_

Signature    Organization    Date

## FY 21- 22 CERT/Citizens Corps Application

### Cover Page

#### Request for Proposals

Volunteer Florida is proud to announce the availability of FY 21-22 Community Emergency Response Team (CERT)/Citizen Corps Program funding. Volunteer Florida is anticipating awarding up to \$140,000 in sub-grant awards that may be capped at \$5,000.

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 what they anticipate is needed (not to exceed \$10,000), but awards may be restricted to \$5,000. Applications are due to Volunteer Florida by **Monday, August 30, 2021 by 5:00 PM EST** via Blackbaud.

For questions on how to complete the CERT/Citizens Corps Request for Proposal, please contact: Katie Troncoso, Grants and Contracts Manager, 850-417-7400 ext 120 or [Katie@volunteerflorida.org](mailto:Katie@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)

##### Federal Employer Identification Number

FEIN

59-6000-598

##### DUNS #

07-507-9673-0000

##### Emergency Management Director/CEO First Name

Eric

##### Emergency Management Director/CEO Last Name

Gilmore

##### Title

Emergency Manager

##### Emergency Management Director/CEO Phone

850-393-4944

Emergency Management/CEO E-mail Address

egilmore@myescambia.com

Applicant First Name

Eric

Applicant Last Name

Gilmore

Applicant Title

Emergency Manager

Applicant E-mail

egilmore@myescambia.com

Applicant Phone

850-393-4944

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 Contact First Name

Brad

Fiscal Contact Last Name

Hattaway

Fiscal Contact Email

bhattaw@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**

New Section

Type of Organization

Expansion

CERT/Citizen Corps

Citizen Corps

County Served

Escambia County

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.

5000

General (Maximum 10 points)

1. Program Geographical Area

Escambia County

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?

If no, please explain why a letter is not included

No. This application is being submitted by the County Emergency Management Office.

5. 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

6. 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.)

2640 hours of volunteer service for planning, promotion, training, and other Citizen Corps volunteer activities - \$11,275 (based on a 2013 study by Independent Sector, that identifies the value of a volunteer time at \$28.54/hour). In-kind media advertising of Citizen Corps initiatives - \$325. Warehouse space for Citizen Corps supplies and materials - \$100, Personal Protective Equipment - \$880, Training supplies - \$975, Program Manager staff time - \$605, Total In-Kind/Cost-Match = \$10,000

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

Current funding only partially funds the full costs of maintaining the program. When funding ends, the Citizen Corps Coordinator will continue to:

Devote staff time of its Executive Director, Director, and Operations & Readiness on an in-kind basis to continue the program

Utilize Volunteers In Service to America (VISTA) and AmeriCorps members to maintain programs

Support volunteers willing to instruct Citizen Corps training on an uncompensated basis

Utilize libraries of training materials to support training



Provide training on a cost-recovery basis for those able to pay

8. 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

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

The background checks cost is requested in the project budget.

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

BRACE is designated the Citizen Corps Coordinator by Escambia County Emergency Management. In this role, BRACE coordinates the Citizen Corps Council by engaging 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 is able to refer Citizen Corps members to organizations best able to utilize their knowledge, skills, and abilities. Over four decades of collective experience in voluntary organizations allows BRACE leadership to be able to quickly identify staffing and resource gaps that may arise during emergencies that can be addressed by volunteers.

## Cost Effectiveness

Cost Effectiveness (Maximum 10 points)

1. Is this applicant a new Citizen Corps Council?

Yes or No

No

2. What is the cost per trainee for the sub-grant award requested?

New programs submit current figures. Continuing and expansion programs submit figures from previous years.

Sub-grant Amount Request

10000

Number of Estimated Trainees

100

Cost per trainee

Please refresh the total by hitting the calculator icon.

What is the cost of refresher and/or advanced training for this sub-grant?

Refresher/Advance Course \$

7000

Number of Trainees

90

Average per trainee

Please refresh the total by hitting the calculator icon.

Please provide justification for the calculations of the cost ratio. For example, describe what factors impact the costs involved in operation of the program.

The Citizen Corps program will be coordinated by a national award-winning local Community Organization Active in Disaster (COAD) organization, Be Ready Alliance Coordinating for Emergencies (BRACE). BRACE has engaged over 500 partners in all-hazards emergency preparedness efforts. BRACE extensively utilizes volunteers to gain cost efficiencies. Partner organizations employ congregants or students that total over 100,000 individuals. The coordinator is planning to conduct Citizen Corps & CERT training throughout the community and through its faith-based & school partners. The coordinator utilizes a set of classroom binder manuals for each student during the CERT course. The coordinator will utilize grant funds to issue Personal Protective Equipment (PPE) to volunteers that commit to providing ongoing service to their neighborhood or community. The coordinator will seek approval of the State Citizen Corps/CERT office to utilize its inventory of CERT bags. The CERT bags will meet the Personal Protective Equipment requirements to ensure every participant has access to the required PPE during training. This approach will allow for cost-effectiveness and the recruitment and training of many more Citizen Corps & CERT members than would otherwise be possible.

## Returning Applicants Only

If the applicant has received a CERT/Citizen Corps sub-grant award in the past, please provide the funding source, funding amount, funding year and program type. Please list any measures of productivity that might support that this investment will be successful at the conclusion of the period of performance.

If new, please note N/A

Funding by Florida Division of Emergency Management under the U.S. Department of Homeland Security -

Citizen Corps: FY 10 - \$7,000, FY 11 - \$10,125, FY 12 - \$5,850, FY 13 - \$7,500, FY 14 \$7,000, FY 15 - \$6,500, FY 16 - \$7,000. FY 20 - 5,000

CERT: FY 10 - \$10,000, FY 11 - \$10,125, FY 12 - \$9,600, FY 13 - \$7,500, FY 14 \$11,200, FY 15 - \$5,496, FY 16 - \$9,158, FY 17 - \$7,000, FY 18 - \$5,000, FY 20 - 10,000

## Proposed Budget

### Proposed Budget (Maximum 20 points)

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. Funds may not be used to pay for entertainment costs including food and beverage. 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 attach budget

Citizen Corp Budget.xlsx

#### Proposed Budget Narrative

Use this section as necessary to describe the adequacy of your budget to support your project design and activities. \*Please provide AEL numbers for any items over \$100, relative to line item #5 listed above.

##### 1.1) Planning for surge support for disaster response

Funds for the necessary planning to provide the largest amount of Citizen Corps support during a disaster response or emergency situation.

##### 1.2) Planning to foster public-private partnerships

Creating relationships between local government, non-profit organizations, and businesses to better the

community in times of an emergency, as well as promote disaster preparedness among a wider range of citizens.

1.3) Public education/outreach

Educate the public on disaster and emergency preparedness

1.4) Recruitment, screening, and training volunteers

Funds that are needed to recruit potential volunteers from the local community, screen volunteers via a background check, and train volunteers effectively.

1.5) Retain, recognize, and motivate volunteers

Funds needed to provide volunteers with proper assistance, networking opportunities, and recognition to boost volunteer engagement.

1.6) Maintain volunteer tracking systems

4.1) Developing, delivering, and evaluating training

4.2) Travel to approved training

These funds will be used for the travel to advanced training, conferences, and other approved training opportunities.

5.1) Personnel (Volunteer Services)

6.1) Management & Administrative Expense

6.2) In-kind media advertising

In-kind funds to advertise BRACE's Citizen Corps program to community members and potential volunteers.

6.4) Training Supplies

These funds will be used to purchase the necessary supplies to conduct training opportunities, including first aid supplies, moulage, certificates, and other supplies for demonstration purposes.

6.5) Program Manager (through staff time)

These funds will be used to support staffing for coordinating the Escambia County Citizen Corps program. The BRACE Program Manager will coordinate and implement training opportunities, implement outreach and engagement strategies, record impact, and manage grants related to the Citizen Corps program.

## 1. Key Activities

Please provide a description of associated key activities that will lead to the milestone event(s) over the FY 2021-2022 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 at least 10 but no more than 15 milestones for the period of July 1, 2021 – June 30, 2022.

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 trainings.

2) 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 CERT training.

3) Submit Q1 monthly report.

4) 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 situation in order to effectively provide the best support as needed.

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, as well as assist the local community where needed.

6) Plan Citizen Corps Training in preparation for Hurricane Season, promote all-hazards emergency preparedness, and conduct monthly training.

Plan necessary training in order to provide the most community assistance and support before, during, and after the Atlantic Hurricane season. Promote emergency preparedness on a wide scale in the community.

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

8) Submit Q3 Quarterly Report to VF.

9) Expend remaining funds in the grant by conducting monthly training, recruitment of Citizen Corps members, and engage 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. Further, participate in the Florida Hurricane Exercise to follow up on previously learned skills and engage with other councils and organizations.

10. Close out grant file.

### [Proposed Quarterly Period Milestones Template](#)

#### Quarterly Period Milestones

Please update quarterly period milestones worksheet

BRACE Quarterly Period Milestones Citizens Corps.pdf

Please note files with certain extensions (such as ".exe", ".com", ".vbs" or ".bat") cannot be uploaded.

If there are any issues with uploading documents to the system, please contact Katie Troncoso, Grants and Contracts Manager,

Telephone: (850) 414-7400 (ext 120) Email: [katie@volunteerflorida.org](mailto:katie@volunteerflorida.org)

## **Program Narrative**

### 2. Program Narrative (Maximum 40 Points)

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 & 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 Citizen Corps members that serve persons with disabilities and functional needs to recruit staff, volunteers, and clients for Citizen Corps training.

Plan multiple high-profile events for National Preparedness Month to reach African American churches and organizations with diverse membership for participation for Citizen Corps.

b. Plans to utilize members in emergency situations, form release of information, case plan development, outcomes and indicators monitoring, program monitoring reports, repair estimation, case presentation, volunteer tracking, and case closure

Citizen Corps members, including CERT graduates and Medical Reserve Corps members, coordinated the work of over 1,900 spontaneous volunteers that responded to the Deepwater Horizon oil spill as well hundreds during the Response to the Spring 2014 Floods that will serve as a model for response to future emergencies.

Citizen Corps 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 Citizen Corps Coordinator plans to utilize Citizen Corps & CERT members in all aspects of its Lead role for ESF 15 (Volunteers & Donations) and Support roles for ESF 6 (Mass Care) & ESF 18 (Business & Industry).

Utilize Citizen Corps & CERT members 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.

Encourage Escambia County Citizen Corps Council 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 crews, chain saw crews, kitchen assistance, clothing distribution, and needs assessment and care and support of persons with special needs and the homebound.

c. Any additional programmatic information specific to the program.

The Citizen Corps Coordinator has been recognized frequently for its work in coordinating Citizen Corps programs through the FEMA Individual and Community Preparedness Awards program:  
Winner "John D. Solomon Preparedness Award" 2012

The Citizen Corps Coordinator's Executive Director was recognized as a "Champion of Change" by the White House in 2012 with Secretary of Homeland Security, Janet Napolitano presenting the award for preparedness following FEMA recognition:

Winner "Promising Partnerships" in 2011  
Honorable Mention "Outstanding Citizen Corps" in 2010  
Honorable Mention "Preparing the Public" in 2009

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

The goal of Emergency Management is to provide services to all 316, 318 residents of Escambia County. The Citizens Corps/CERT programs plan to engage organizations and individuals in the vital work of:

Pensacola Fire Department

Pensacola Police Department

Pensacola Citizen Corps Council

CERT, Fire Corps, Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service

Escambia County Public Safety

Escambia County Emergency Management:

ESFs 6 (Mass Care), 15 (Volunteers & Donations) & 18 (Business & Industry)

## Community Integration

Community Integration (Maximum 20 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 the CERT/Citizen Corps Program specifically fulfills/supports a part of the Citizen Corps Mission in the community (Refer to the Citizen Corps mission statement above).

The Citizen Corps Coordinator has expanded the Citizen Corps councils it supports to a membership of over 500 organizations representing Business & Industry, Community, Construction, Education, Faith-based, Government, Health Care, Insurance, Media, Military, Non-profit (voluntary), and Utilities. It is coordinating some of the fastest-growing Citizen Corps & CERT programs in Florida. The Vision of the Citizen Corps Coordinator is to "make our community the most disaster resilient in America." The Purpose of the Citizen Corps Coordinator is "to engage our community in disaster preparedness, response, and recovery." The Vision and Purpose align closely with the Mission of the Citizen Corps. Through the knowledge and skill learned through Citizen Corps Affiliated Programs, City of Pensacola residents will become better prepared for emergencies, more capable of responding personally and as a family when disaster strikes, more knowledgeable about mitigation, and better able to recover from a disaster. Collectively, these efforts will make the community safer, stronger, and better prepared for emergencies of all kinds.

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

The Citizen Corps Coordinator views itself as an "Instrument of Emergency Management", and annually reviews its programs of work with Emergency Management. The coordinator then engages its 500+ Partners that are all Citizen Corps members in those efforts. Examples include the participation of Citizen Corps members as volunteers with ESF 6, ESF 15, and ESF 18 during activation and annual training for those roles. The coordinator also encourages residents to coordinate emergency preparedness in their neighborhoods, churches, and within community groups. The coordinator's Youth Emergency Preparedness (YEP!) expo will bring together emergency services personnel from throughout the community and those they serve through the largest emergency preparedness event in Northwest Florida. YEP! will be conducted as a National Preparedness Month and September 11th National Day of Service and Remembrance event that will honor and recognize first responders and emergency management personnel.

3. Briefly describe how the 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.

The Citizen Corps Coordinator will teach the benefit of neighbors helping neighbors before, during, and after a disaster. Escambia County Citizen Corps Council members will work to meet individual needs through the support of ESFs 6, 15 & 18, thus allowing other responders to focus their efforts on getting the community as a whole back up and running. The coordinator will continue its participation as a leading partner of the EscaRosa Business Continuity Initiative that has recruited all Chambers of Commerce in Escambia and Santa Rosa counties, Better Business Bureau, and West Florida Regional Planning Council to enhance business preparedness, response, recovery, and mitigation for disasters. The Citizen Corps Coordinator also teaches awareness of potential risks and impacts through outreach events, so individuals can prepare and mitigate their homes, as well as assist their neighbors, community, and business with preparedness for emergencies. Citizen Corps members will contribute to the economic benefit of preparedness and mitigation on an individual, community, and county scale. The greater the number of residents prepared for emergencies, the less dependent they will be on the government during emergencies. The fewer the resources used for providing basic needs in time of an emergency, the greater the number of resources that can be devoted to getting the infrastructure repaired and the economy on the way to recovery.

4. Please describe how the applicant's mission will be integrated into a strategy plan, either by adoption of the CERT/Citizen Corps mission directly by the Citizen Corps Council once formed, or by any other means.

The Escambia County Citizen Corps Council has adopted the respective missions of Citizen Corps and CERT, which align closely with the mission of the coordinator, which is "to reduce the loss of life, injury, property damage, environmental impact and economic loss due to disaster through fostering communication, cooperation, collaboration and coordination among community faith-based, non-profit, private and public organizations active in one or more phases of emergency management." Citizen Corps members may serve on one or more committees that provide education, training, and volunteer opportunities throughout the County. The CERT sub-committee is a part of the Preparedness and Mitigation Committee.

The Vision of the Citizen Corps Coordinator is to make our community the most disaster-resilient community in America. By embracing the "neighbor helping neighbor" strategy, Citizen Corps and CERT are a vital part of making that vision a reality.



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.

Escambia County Emergency Management is in full support of the Citizens Corps program being implemented here and supportive of the programs of Escambia County and the Town of Century. Along with the efforts of Escambia County Emergency Management and staff, Citizen Corps and CERT members are valuable in assisting and augmenting Emergency Management efforts in preparing, responding to, and recovering from disasters that impact our community. A significant effort in making a resilient community is through education and training opportunities that the Citizen Corps programs offer to prepare our community and its residents. Throughout the year, members actively promote emergency readiness, recruitment, training, and preparedness of citizens, organizations, and businesses against disaster wherever opportunities exist. When resources are needed, the Escambia County Emergency Manager will oversee the engagement and coordination of CERT members where appropriate in all phases and functions of emergency management.

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

Escambia County CERT

Michelle Lockett

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470-232-8556

## 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

Bradford Hattaway

Application Submission Date

August 30, 2021

**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 – 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)					
1.1. Screening volunteers: Background checks for potential CERT and Citizen Corps volunteers. 10 background checks priced at \$30.00 each for a total of \$300.00	10	\$30	\$300.00		\$300.00
1.2 Maintain volunteer tracking systems: Maintaining the funding of tracking systems to track volunteers and provide relevant correspondence using Merit. .037% of yearly cost totals \$184.00	1	\$183.99	\$183.99		\$183.99
			\$483.99		\$483.99
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: <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a> and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS))					
3.1 Citizen Corps Equipment					
(21GN-00-CCEQ-Equipment, Citizen Corps) ProPac CERT Kit Pro1B: CERT bag including work gloves, helmet, goggles, light stick, and vest. With shipping included, unit cost is 54.37. Purchasing 32 bags makes the total \$1,740.00	32	\$54.37	\$1,739.84		\$1,739.84
Subtotal Equipment					
			\$1,739.84		\$1,739.84
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)					
4.1 Developing, delivering, and evaluating training: Support in planning training events such as the Northwest Florida Advanced Citizen Corps Academy (NWFACCA). The Northwest Florida Advanced Citizen Corps Academy is a one-and-a-half-day training conference centered around readiness, response, and recovery efforts concerning the threats of terrorism, crime, public health issues, storms, and disasters of all kinds. This program will provide attendees with well-rounded and robust training consisting of seminars and hands-on exercises relating to the National Incident Management System (NIMS) and Incident Command System (ICS), medical triage, first aid, counterterrorism, pet preparedness, fire safety, and more. The cost that we are requested is for 17 hotel rooms for out-of-town attendees valued at \$129.00 a night, totaling \$2,193.00 grand total.	17	\$129.00	\$2,193.00		\$2,193.00
4.2 Training Supplies for CERT members: Purchasing of 50 CERT Field Operations Guides to provide to Citizen Corps members following the completion of CERT training. The unit cost is \$9.25 for each guide. Including shipping, the total cost is \$462.50 for 50 guides.	50	\$9.2466	\$462.33		\$462.33
Training supplies – 2 Non-stick Easel Pads	2	\$20.99	\$41.98		\$41.98
Training supplies – 4-pack Post-It Easel Pads	1	\$78.86	\$78.86		\$78.86
4.4 Volunteer service training hours: 190 community volunteer hours, specifically those who have attended training or training exercises. Each volunteer hour is valued at 26.32. We are going to use this 190 hours as a match grant which is valued at \$5,000.00	190	\$26.32		\$5,000.80	\$5,000.80
Subtotal Training					
			\$2,776.17	\$5,000.80	\$7,776.97
5. Exercise Costs (Allowable exercise costs: salaries and fringe benefits, design, develop, deliver, 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					
			\$ -		\$ -
<b>Total</b>					
Total Budget					
			\$5,000.00	\$5,000.80	\$10,000.08
Signature of Applicant					
Julia Kaletka					
Date of Application					
9/22/2021					
VF Approval					
J. Norris / K. Troncoso					
Date of Budget Approval					
9/27/2021					