



volunteerflorida

2017 Citizen Corps/CERT Program Sub-grant Application Guide



This Emergency Management Performance Grant (EMPG) Program Application manual has been developed as a guide to comply with the procedures and requirements contained within Federal and State regulations for the EMPG program.

OVERVIEW

This application guide contains the forms and necessary information required for submission of the FY 2017 Citizen Corps/CERT Program Sub-grant from the Volunteer Florida (VF) under the Florida Division of Emergency Management (FDEM) and the U.S. Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA) Program.

The Department of Homeland Security Appropriations Act, 2014, includes provisions for providing funding assistance to states and local governments to support Citizen Corps Council efforts to engage citizens in all-hazards prevention, protection, response, and recovery.

The grant will be administered by VF, in cooperation with FDEM which serves as the State Administrative Agency (SAA). VF has been designated to assist and support local Citizen Corps/CERT activities and training.

Grant Funding Issued By

U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Catalog of Federal Domestic Assistance (CFDA) Number

97.042

CFDA Title

Emergency Management Performance Grant (EMPG) Program

Notice of Funding Opportunity Title

Emergency Management Performance Grant Program

Authorizing Authority for Program

Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 et seq.).

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2015 (Public Law 114-4)

Volunteer Florida - CERT/Citizen Corps Point of Contact

For information regarding the application, or Citizen Corps/CERT Program, please contact the VF Emergency Management Director, Ken Skalitzky via email at Ken@VolunteerFlorida.org or by phone at 850-414-7400.

ELIGIBILITY

Those eligible to apply are limited to local units of government as defined by the Department of Homeland Security (DHS), counties and cities within the State of Florida, Fire Tax Districts, other tax districts, regional planning councils, state-supported community colleges, colleges & universities, and federally recognized tribes, or nations within the State of Florida. (Note: 501c3 (non-profit) groups are not directly eligible; however, local jurisdictions can “subcontract” with a 501c3 group to perform these functions.)

Subgrants shall only be awarded to councils or programs that are registered, or in the process of establishing a registered Citizen Corps Council in their jurisdiction (county or city) to be eligible for Citizen Corps funding.

<https://www.ready.gov/citizen-corpscouncil-login/council-registration>

All applicants must have an active Data Universal Numbering System (DUNS) number in order to apply for federal assistance. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number.

The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. Organizations may receive a DUNS number at no cost by calling 1-866-705-5711.

TERMS AND CONDITIONS

Upon submission of a FY 2017 Citizen Corps/CERT sub-grant application, the applicant agrees:

1. To adhere to all VF, DEM, and FEMA grant application and award requirements.
2. To acknowledge the federal resources that sustain the sub-grant:

Federal agency: U.S. Department of Homeland Security/Federal Emergency Management Agency. Catalog of Federal Domestic Assistance title and number: Emergency Management Performance Grant #97.042.

3. To review the requirements as listed within:

- Chapter 252, Florida Statutes (F.S.); www.leg.state.fl.us
- Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code (F.A.C.); www.flrules.org
- The Department of Homeland Security adopted 2 C.F.R. Part 200. Now that DHS has adopted 2 C.F.R. Part 200, these new regulations will apply to all new FEMA grant awards that are made on or after December 26, 2016. The new regulations will supersede 44 C.F.R. Part 13, and the Office of Management and Budget (OMB) Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133, and sections of A-50 for all FEMA awards made on or after December 26, 2016. This means that recipients of EMPG funding must follow new administrative requirements and Cost Principles codified in 2 CFR 200 instead of the previous regulations in 44 CFR 13.
- 2017 EMPG Notice of Funding Opportunity www.fema.gov

4. To receive funds through the process of reimbursement for approved expenditures.
5. To acknowledge that the application review process is competitive and applications are scored on a point system.
6. To acknowledge that the period of performance for the FY 2017 Citizen Corps/CERT grants will be July 1, 2016 through June 30, 2017.

APPLICATION PROCESS

VF has the responsibility of providing for and managing the Citizen Corps/CERT program. All sub-grant applications submitted for funding offered within this program will be carefully screened and reviewed for completeness. Any application determined to be incomplete will be disqualified. Applicants whose applications are deemed as disqualified will be notified in writing.

1. Priority will be given to new and returning applicants who:
 - A. Demonstrate high cost efficiency;
 - B. Show high partnership activities;
 - C. Demonstrate significant involvement in all-hazard emergency preparedness; and/or
 - D. Demonstrate strong sustainability plans after the sub-grant funding has expired.

2. Priority will be given to applicants of existing programs who:
 - A. Demonstrate a high degree of excellence in past grants;
 - B. Demonstrate timely and sound compliance with reporting, expenditures and effectiveness of current program; and/or
 - C. Demonstrate willingness to “mentor” new programs in nearby or distant areas, or to expand their own programs to encompass significantly more adjacent geographic area than currently covered.

3. Application scores are based on a point system.
 - A. The maximum amount of points that can be awarded is 100.
 - B. There are five application categories:
 - i. General - 10 points max.
 - ii. Cost Effectiveness – 10 points max.
 - iii. Proposed Budget – 20 points max.
 - iv. Program Narrative – 40 points max.
 - v. Community Integration – 20 points max
 - C. Only applicants receiving a minimum score of 60 points will be considered for funding.

If a viable application is not received from each of the 7 Florida regions, or if all applications submitted for a specific region score below the minimum of 60 points, VF will move those funds to another region, general consideration funding area, or another Citizen Corps/CERT program.

Following initial scoring and ranking of submissions, a listing of the applications being considered for final funding will be posted on the VF website, www.VolunteerFlorida.org.

Applications recommended for funding will be approved by VF and applicants will be notified in writing of the intent by VF to issue the grant award. At the discretion of VF, based upon funding availability, priorities and other factors, a subgrantee may be funded at less than their requested amount.

Applications for the FY 2017 Citizen Corps/CERT Program sub-grants shall be submitted in a sealed envelope to:

Ken Skalitzky
Emergency Management Director
Volunteer Florida
3800 Esplanade Way, Suite 180
Tallahassee, Florida 32311

If an accommodation is needed for a disability in order to participate in this solicitation, please contact the VF Citizen Corps/CERT Coordinator **at least five days** prior to the date that the accommodation is needed.

APPLICATION REQUIREMENTS

Any application determined to be incomplete will be disqualified. Applicants whose applications are deemed as disqualified will be notified in writing.

1. Applications must be received no later than 5:00 PM, **July 29, 2016**. Electronic copies e-mailed to Ken@VolunteerFlorida.org are eligible.
2. Sub-grant applications for Citizen Corps and CERT shall be submitted separately.
3. One Original application shall be marked as “**ORIGINAL**” and must be post-marked no later than **July 29, 2016** and mailed to Volunteer Florida, 3800 Esplanade Way, Suite 180, Tallahassee FL 32311.
4. Exhibits for applications shall be labeled and numbered consecutively.
5. The application marked as “ORIGINAL” shall include a signature from the individual/officer maintaining signature authority from the governing body with oversight of the sub-grant applicant.
 - If the applicant is a fire tax district, the application must be signed by the Fire Chief or a member of the Board of Fire Commissioners, or equivalent.
 - If the applicant is a local government, or any other entity, the application must be signed by the Chief Elected Official, or by an individual acting under a resolution, or other formal delegation of authority. If applicable, a copy of the resolution/letter indicating signature authority must be submitted with the application.
 - If the applicant is an Indian Tribe or Nation, the application must be signed by a tribal official with written authorization to officially bind the Indian Tribe or Nation.
6. Only applications that include the following completed items will be evaluated:
 - a. Application Coversheet & Title Page
 - b. Application (Sections I, II, III, IV & V)
 - c. Letter of Support or acknowledgement from Corresponding Emergency Management Office (or justification as to why it is not included).
7. A letter of support from the County Emergency Management Office shall be submitted with the application. Failure to have such a letter shall disqualify the application from consideration.
 - a. If the application is submitted by a County Emergency Management Office directly, a letter of support is not required.
8. Sub-grantees are required to provide cash or in-kind match **dollar for dollar for FY 2017 funds**. Letters of support or agreement from any cash and/or in-kind contributors shall be submitted with the application.
9. A request to modify or withdraw an application, (except a modification resulting from a request of VF) must be provided in writing and received by VF by 5:00 PM, **July 29, 2016**.
10. Modification to applications shall be consistent with the scope of the project and grant guidelines.

SUB-GRANT APPLICATION DETAILS

1. **SUB-GRANT AMOUNTS:** Sub-grant amounts are capped at a maximum of \$10,000. The sub-grant period will be for 12 consecutive months, beginning on July 1, 2016 and ending on June 30, 2017. The funding cycle will begin once the funds are released from the federal government. Applicants must have the ability to execute spending of funds on the date indicated in the actual contractual agreement.

2. **APPLICATION SCHEDULE:**

Application Cycle Begins:	June 28, 2016
Technical Assistance Call:	July 8, 2016, 1:00 PM (eastern)
Technical Assistance Responses Posted	July 14, 2016
Closing Date for Receipt of Applications:	July 29, 2016
Intent to Award Contract Posted:	August 10, 2016
Anticipated Contract Award:	August 12, 2016

VF reserves the right to revise the application schedule provided above. Revisions to this schedule will be posted on the VF website, www.VolunteerFlorida.org. Applicants are responsible for checking the VF website for updates to the schedule listed above.

SUBGRANT OBJECTIVES

Use of federal grant funds provided must be used to supplement and not supplant, or replace, state, or local funds that would otherwise be available to conduct activities funded by sub-grant.

PLANNING

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

All-of-Nation/Whole Community Engagement/Planning

- Developing/enhancing emergency operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation
- Engaging the whole community in public education and awareness activities
- Planning to foster public-private sector partnerships, including innovation for disasters initiatives that support the Citizen Corps mission. www.ready.gov/citizencorps
- Executing an America's PrepareAthon! activity to engage the whole community in a hazard-specific activity on the National Day of Action
- 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; assist in outreach and education of community members in preparedness activities; and build volunteer capability to support disaster response, recovery, and mitigation
- Delivering the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager course (strongly encouraged)
- Developing or enhancing mutual aid agreements/compacts, including required membership in EMAC

Resource Management Planning

- Developing/enhancing logistics and resource management plans
- Developing/enhancing volunteer and/or donations management plans

All public education and outreach materials must include Volunteer Florida's logo, tagline and website, and comply with logo standards. For more information please reference link to VF, all public education and outreach materials must be approved by VF, to include language, content, and method of communication.

Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response. Citizen Corps funding may be used to establish, expand, or maintain volunteer programs that support disaster preparedness and/or response including but not limited to: Neighborhood Watch/USAonWatch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps, Citizen Corps Affiliate Programs and Organizations, and jurisdiction specific volunteer efforts.

ORGANIZATION

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.

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.

TRAINING

Training activities should be posted at <http://trac.floridadisaster.org/trac/loginform.aspx> 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.

Additional types of training or training related activities include, but are not limited to, the following:

- Developing/enhancing systems to monitor training programs
- Conducting all hazards emergency management training
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
- Attending other FEMA-approved emergency management training
- State-approved, locally-sponsored CERT training
- Mass evacuation training at local, state, and tribal levels

Allowable training-related costs include the following:

- Funds Used to Develop, Deliver, and Evaluate Training
- Overtime and Backfill
- Travel
- Hiring of a Full or Part-time Staff or Contractors/Consultants
- Certification/Recertification of Instructors

EXERCISE

Allowable exercise-related costs include:

- Funds Used to Design, Develop, Conduct and Evaluate an Exercise
- Hiring of a Full or Part-time Staff or Contractors/Consultants
- Overtime and Backfill
- Travel
- Supplies
- 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, prior to the rental of space/locations. 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.

EQUIPMENT:

Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) at <http://www.fema.gov/preparedness-non-disaster-grants> or <http://www.fema.gov/grants>. 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.

Allowable equipment includes equipment from the following AEL categories:

- Information Technology (Category 4)
- Interoperable Communications Equipment (Category 6)
- Power Equipment (Category 10)
- Physical Security Enhancement Equipment (Category 14)
- Other Authorized Equipment (Category 21)

The list above highlights the allowable equipment categories for this sub-grant award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, can be found on the web-based Authorized Equipment List at: <https://www.llis.dhs.gov/knowledgebase/authorized-equipment-list-ael>.

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.

MANAGEMENT & ADMINISTRATION (M&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 EMA chooses to assign personnel to specific M&A activities. **Management and administration costs shall not exceed 5% percent of the total grant award.**

TRAINING EVENTS

CERT training events should be posted on the National Citizen Corps Calendar Website www.ready.gov/citizen-corps/training, SERTTrac State Calendar <http://trac.floridadisaster.org/trac/loginform.aspx> and approved by the VF Citizen Corps/CERT Coordinator.

The following are required items for the CERT Basic Training Course to be taught under this sub-grant:

- A. Use of the Full FEMA/EMI/VF CERT Basic Training Course – G317 including the terrorism module and showing the Sheltering-In-Place Video (DVD);
- B. 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;
- C. Use of the CERT Program Manager Course – G427 Qualified Individual (A graduate of the CERT TTT or Trainer Course) as Program Manager; and
- D. Use of an adequate training facility.

It is the responsibility of the sub-grant awardee to arrange and compensate course managers for CERT trainings and course manuals. It is required to maintain and monitor a database to track the number of trained volunteers.

REPORTING FORMS

For each grant awarded applicants are required to submit Quarterly Status Reports as indicated in the signed sub-grant agreement, or separate schedule. The Quarterly Status Report should include extensive training data, explanation of expenditures for each quarter, and any Citizen Corps/CERT activities that took place during the quarter.

REIMBURSEMENTS

A request for reimbursement and other supporting documentation will be required before a reimbursement will be made for the equipment purchased and/or training and services provided. Requests for reimbursements should be submitted at the time any expenses have incurred.

COMPLIANCE

Citizen Corps/CERT programs must comply with NIMS compliancy. Applicants should reference www.FEMA.gov. A letter from the County EMA or the sponsoring agency indicating compliance with NIMS requirements must be completed by the deadline outlined in the agreement.

EVALUATION CRITERIA

GENERAL

- A. All applications properly submitted will be accepted by VF. VF reserves the right to make a final selection without further discussion of the applications submitted.

THE COMPLETENESS OF AN APPLICATION SHALL BE DETERMINED BASED UPON THE DOCUMENTS SUBMITTED WITH THE APPLICATION. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

- B. Incomplete applications include, but are not limited to:
- Applications that are not in compliance with the requirements and instructions in this application guide;
 - Applications that are submitted without signatures;
 - Applications that do not contain the required forms, or contain incomplete forms;
 - Applications that are not received on, or before the closing deadline;
 - Applications that propose a project that cannot be completed within the grant period; and/or
 - Applications proposed by a local government whose adopted comprehensive plan has not been found to be in compliance with Chapter 163, Part II, Florida Statutes.
- C. VF may waive minor irregularities in the applications received when they are merely a matter of form and not substance and the corrections of such are determined not to be prejudicial to other applicants. Variations which are material to the scoring shall not be waived.

SCORING

- A. Each application will be reviewed by a selection committee of at least three (3) members, including at least one (1) VF employee with knowledge of the solicited services. Each of the applications will be evaluated in accordance with the terms of this application for subgrant. Total point scores for each application shall be calculated by the committee in determining recommended awards.

This is the start of the application. Please do not submit the instruction pages with the application. If applying for both Citizen Corps and CERT, please submit separate applications.



volunteerflorida

Volunteer Florida strengthens Florida's communities through national service, fostering volunteerism, and leveraging resources.

VF USE ONLY

Date Received by VF:

FY 2017 Citizen Corps/CERT Sub-grant Application

Citizen Corps

CERT

Application Type (please check one):

Start-Up

Expansion/Continuance

Amount of award requested for Sub-Grant: \$

APPLICANT INFORMATION

Name of Organization:

Type of Organization:

Current Citizen Corps Council (if applicable):

Address:

City:

County:

Zip Code:

Phone:

Email:

Federal ID #:

DUNS #:

POINT OF CONTACT

Name:

Phone:

Fax:

Email:

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I, the undersigned, for and on the behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this sub-grant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

Signature of Authorized Official*:

Date:

Printed Name of Official:

Title:

*An authorized official or representative is an individual who has been authorized by the governing body of the applicant's jurisdiction organization to apply for, accept, or decline grants on behalf of the jurisdiction, or organization.

*If you don't already have a digital ID signature, you will need to create a new one by choosing "I want to sign this document using a new digital ID I want to create now"

SECTION I – GENERAL (*Maximum 10 points*)

1. Program geographical area:

2. Name of the applicant’s sponsoring agency:

Please indicate the type of sponsoring agency/group:

- | | |
|-----------------------------|----------------------------------|
| None | City Emergency Management Office |
| County Emergency Management | Citizen Corps Council |
| Fire/Rescue Service | Native American Tribe |
| Fire Tax District | Sheriff/Police Agency |

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

Yes No

If no, please explain why a letter is not included. (*Word Limit: 50 words*)

4. 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?

Yes No

Please list in detail the **“In-Kind/Cost-Match”** functions 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 UASI, SHSGP, MMRS, etc). (*Word Limit: 100 words*)

Please explain your plans to maintain your program/members if current funding should end.
(Word Limit: 100 words)

5. Provide a general overview of your program (new and existing) to include experience and abilities to be utilized. (Word Limit: 100 words)

SECTION II – Cost Effectiveness (*Maximum 10 points*)

A) Is the applicant a new Citizen Corps Council?
Yes No

B) New programs submit current figures

Continuing and expansion programs submit figures from previous years:

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

$$\frac{\text{_____}}{\text{(Sub-grant amount request)}} / \frac{\text{_____}}{\text{(Number of Estimated Trainees)}} = \frac{\text{_____}}{\text{_____}}$$

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

$$\frac{\text{_____}}{\text{(Refresher/Advance Course \$)}} / \frac{\text{_____}}{\text{(Number of trainees)}} = \frac{\text{_____}}{\text{(Average/trainee)}}$$

Please provide a justification for the calculation of the cost ratio. For example, describe what factors impact the costs involved in operating the program. (*Word Limit: 150 words*)

C) Returning Applicants Only:

If the applicant has received a Citizen Corps/CERT sub-grant award in the past, please provide the funding source, funding amount, funding year and investment type. Please list any measures of productivity that might support that this investment will be successful at the conclusion of the period of performance. (*Word Limit: 150 words*)

Section III - Proposed Budget (*Maximum 20 points*)

Applicant's Program Name: _____

Allowable Expenditures	Quantity	Unit Costs	Total
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1. Planning Activities

2. Organization Activities

3. Training Activities

4. Exercise Activities

5. Equipment

6. Management & Administration (No greater than 5% of total award)

Total

**Non-expendable equipment is not allowed under the training category. Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc.*

Proposed Budget Narrative:

Please provide AEL numbers for any items over \$100, relative to line item #5 listed above.

(Word Limit: 200 words)

On the next page (pg. 18), please provide a description of associated key activities that lead to the milestone event(s) over the FY 2017 EMPG Citizen Corps/CERT 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 ranging from July 1, 2016 – June 30, 2017. An example is provided below.

Example

Quarterly Period Milestones	Project Timeline or Deliverable Description	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Estimated Cost
1 st Quarter	1. Execute grant agreement while planning to purchase items for upcoming CCP trainings.	09/01/2016	10/30/2016	\$0.00
	2. Advertise for three separate trainings in this quarter to estimate real cost. Submit Quarterly Report (QSR) to VF.	09/01/2016	10/30/2016	\$0.00
2 nd Quarter	3. Purchase equipment to support 1 st POD (Points of Distribution) CERT Training for this quarter.	01/01/2017	01/31/2017	\$4500.00
	4. Support five (5) public outreach activities this quarter.	01/01/2017	03/31/2017	\$2200.00
3 rd Quarter	5. Submit program QSR and request for reimbursement in the amount of \$250.00.	04/01/2017	06/30/2017	\$250.00
	6. Expend remaining funds allowable under sub-grant award to support final CERT full-scale exercise scheduled for 7/1/2017.	05/01/2017	06/01/2017	\$6,050.00
4 th Quarter	7. Submit the close-out report to VF once final reimbursement is received.	06/15/2017	06/30/2017	\$0.00

Key Activities

Quarterly Period Milestones	Project Timeline or Deliverable Description	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Estimated Cost
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1st Quarter

2nd Quarter

3rd Quarter

4th Quarter

Section IV - Program Narrative *(Maximum 40 points)*

EACH QUESTION & SUB-QUESTION MUST BE ANSWERED. *(Word Limit: 750 words)*

1. Please describe the implementation plan for the program. This should include the:
 - a. Strategy and methodology for recruitment;
 - b. Plans to utilize members in emergency situations;
 - c. Any additional programmatic information specific to the program.
2. Please identify the emergency management and partner organizations, or the targeted population area whose emergency management needs will be directly benefited by this program.

Section V – Community Integration (Maximum 20 points)

If attaching additional pages, please clearly identify each question and section number.

(Word Limit: 750 words)

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 Citizen Corps/CERT Program specifically fulfills/supports a part of the Citizen Corps Mission in the community (Refer to the Citizen Corps mission statement above).
2. Briefly describe how Citizen Corps/CERT training promotes partnership efforts between emergency services in the community and the people they serve.
3. Briefly describe how the Citizen Corps/CERT 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.
4. Please describe how the applicant’s mission will be integrated into a strategy plan, either by adoption of the Citizen Corps/Cert mission directly by the Citizen Corps Council once formed, or by any other means.
5. Does the applicant accept this CITIZEN CORPS/CERT ANNEX 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?

Yes

No

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

Name of Citizen Corps Program:

Contact Person:

Phone Number:

E-Mail: