

**FY 2017 CERT/Citizen Corps Grant Technical Assistance
Frequently Asked Questions**

1. Who should the letter of support be addressed to?

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

2. Is it acceptable to submit a printed, signed, scanned, and returned letter of support and then attach the file to the Grant Application?

Yes. The original, signed copy should be attached to the original document that will be mailed to Volunteer Florida and postmarked no later than July 29, 2016.

3. Can applicants be supplied a Word version of the NOFO?

No. Convert the PDF to Word, complete it, and then cut and paste it into the final PDF fillable NOFO application form.

4. The fillable form does not appear to have a space to insert responses to Section V.

Attach additional pages as necessary but do not exceed the word count for any one area as specified in the application.

5. We have a robust program which we would like to describe; is it possible to remove the word limit?

No. The purpose of the word limit is to ensure succinct applications that reflect what the applicant intends to do for the coming grant cycle using experiences gained in previous years.

6. May eligible non-profits apply directly through you?

No, the government entity needs to be the applicant but local non-profits may be the sub-grantee.

7. May we make adjustments to outputs?

Adjustments may be made as long as they do not change the intent of the original approved program grant.

8. Can the application cycle be extended?

No. All applications must be received by July 29, 2016. If a signed letter of support cannot be obtained by then, explain that with the application and submit it as soon as possible. However, no funding can be approved until that document is received.

9. What is the clarification on copies?

One electronic copy emailed to Ken@VolunteerFlorida.org received no later than 5:00 PM EST on July 29, 2016. One original copy mailed to Ken Skalitzky, Emergency Management Director, Volunteer Florida, 3800 Esplanade Way, Suite 180, Tallahassee, FL 32311 postmarked no later than July 29, 2016.

10. We have been a CERT Program in past. Do we have to apply for both grants?

You do not have to apply for both grants.

11. Can you provide further clarification of the above?

You may apply for the CERT Grant, the Citizen Corps Grant, or both. Neither may exceed \$10,000.

12. When applying for Citizen Corps Grant, is the expense of background checks eligible in the grant?

Background checks up to level two are eligible for CERT. The application for Citizen Corps Grant would have to explain who the background checks are for.

13. Where will the answers be posted?

The answers will be posted on the Volunteer Florida website:

www.VolunteerFlorida.org.

14. Will signing up for the VF Newsletter keep me posted about the CERT/Citizen Corps Program?

No. Volunteer Florida newsletters are not used to post official documents or guidance related to the CERT/Citizen Corps Grant program.

15. If we are an Emergency Management department, will we still need a support letter?

No, as long as the delegation of authority is provided showing the Emergency Manager can sign for the Board of County Commissioners.

16. How will the Statement of Work and the Accomplishments be adjusted if the total grant request was not awarded?

The Statement of Work and Accomplishments will be adjusted relative to the amount of funding that was provided.

17. For the in-kind match, what is the hourly rate for volunteer hours?

The hourly rate used should be the actual salary that an individual would receive for doing the same position for pay.

18. Since we are submitting two grant application, can we use the same hours for both applications?

You may use the same position but not the same hours. The number of hours used would need to be sufficient to cover the match amounts for each.

19. Can staff time/salary be used for the in-kind match?

Yes, as long as the position is not federally funded.

20. I understand the cap for each grant is \$10,000; we are going to ask for \$10,000 for each application. Do you then make the determination as to how much you will award?

A review team has been established and will recommend funding levels for all applicants. Adjustments will be made for ineligible expenses and to ensure that funding is available to all areas of the state based on the number of applications received.

21. If we put "X" amount of money in training but after the award decide to buy equipment or outreach materials, can we move that money and make the change after the fact?

Adjustments may be made as necessary but any changes must still reflect the goals approved in the original grant application.

22. We will be looking to purchase amateur radio equipment for Amateur Radio Emergency Services (ARES) but we are unsure exactly what we are purchasing at this time. How do we document that in the grant package?

Radios would only be eligible if they are directly related to the delivery of service for the grant requested. There would need to be a strong case made for any equipment purchase requested indicating it is necessary to fulfill the program goals.

23. We would like to provide the new ten-year battery life to seniors. Are these eligible?

Batteries for smoke detectors would not be an eligible expense.

24. Can the electronic NOFO submission include the embedded instructions with the completed application?

The electronic application submitted may include the embedded instructions. The original signed copy mailed to Volunteer Florida should not include the instructions.

25. We are applying for both grants. Are there changes from the Super Circular?

The Super Circular is a federal document that has not changed related to applying for both grants.

26. As the Emergency Management Director, am I authorized to sign the grant packages if the Board of County Commissioners approves us to apply for the grant? I am required to obtain Board of County Commission approval before we apply for any grants.

As long as the delegation of authority is provided showing the Emergency Manager can sign for the Board of County Commissioners, you may sign it. I would like to be a CERT Instructor.

Information on becoming a CERT instructor is available on SERTrac:

<http://trac.floridadisaster.org/>

27. We need an extension in order to get the approved support document signature which must go in front of the council.

All applications must be received by July 29, 2016. If a signed letter of support cannot be obtained by then, explain that with the application and submit it as soon as possible. However, no funding can be approved until that document is received.

28. May we make adjustments to outputs?

Yes, as long as the adjustments do not change the focus of the approved grant funding.

29. If I put some items on the list, but they get purchased with other funds before the award or during the grant period, can we substitute items?

Substitutions may be made as long as they remain eligible expenses.

30. If we are looking to purchase equipment and/or outreach materials but don't know exactly what or the cost; can we put "1" under the quantity and "\$10,000" for the cost and then during the reporting periods break down the expenditures?

No. You will need to provide a close estimate of what you intend to purchase and the estimated cost to purchase it.

31. Can you provide any guidance, information, or assistance on how the City's Emergency Management Division can establish a CERT?

Information on establishing a CERT may be obtained at www.Ready.gov .
Information on grant funding may be found in the NOFO posted on www.VolunteerFlorida.org.

32. In looking at the Authorized Equipment List, I'm searching in Category 4, Information Technology, for something that would match a volunteer database management system/ID maker/bar code system. Would this fit into 04AP-02-0APT System, Operations Area Personnel Tracking and Accountability?

The purchase of a volunteer database would have to be described in great detail to be an eligible expense. The purpose of the CERT and Citizen Corps Grant is to assist communities in making their residents more prepared for potential disasters.

33. The Chair of the Board of Fire Commissioners printed, signed, scanned and returned page 12 to me. Is this acceptable since it will be attached to the application return email along with a letter of support from our county Emergency Management?

Yes, that is acceptable. It should be electronically attached to the copy emailed to Volunteer Florida and included in the original that is being submitted via mail.