



volunteerflorida

Florida FY 2018-2019  
Emergency Management Performance Grant Program  
CERT/Citizen Corps Program  
Grant Funding Opportunity

Grant Applications Due 5:00 PM EDT, June 15, 2018

Complete and submit via MicroEdge



## OVERVIEW

In anticipation of receipt of federal funding for the FY 2018-2019 Community Emergency Response Team (CERT)/Citizen Corps Program, Volunteer Florida will make available through a funding application process, up to \$300,000 for disaster preparedness, training and education needs of Floridians. Funding amounts are awarded by Volunteer Florida to sub-grantees based on sub-grant application scoring criteria as outlined herein. The maximum amount per sub-grant is \$10,000 for training, exercise, equipment, and operations for their participation in the FY 2018-2019 CERT/Citizen Corps Program. 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 sub-grant application must be electronically submitted for each via MicroEdge. Each sub-grant application may request up to \$10,000.

The Emergency Management Performance Grant (EMPG) Program grant application contained herein has been developed to comply with the procedures and requirements contained within Federal and State regulations for the EMPG program.

Included in this document are the forms and necessary information required to apply for the Florida FY 2018-2019 Emergency Management Performance Grant Program CERT/Citizen Corps Program funding. The funding is administered by Volunteer Florida through 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, includes provisions for funding states and local governments to support efforts to engage citizens in all-hazards prevention, protection, response, and recovery. Volunteer Florida, which serves as the State Administrative Agency for these funds in Florida. Volunteer Florida has been designated to assist and support local CERT/Citizen Corps activities and training.

The mission of Citizen Corps program 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. Citizen Corps is coordinated nationally by the Department of Homeland Security's Federal Emergency Management Agency. In this capacity, FEMA works closely with other federal entities, state and local governments, first responders and emergency managers, the volunteer community, and the Corporation for National & Community

Service. Citizen Corps was created to coordinate volunteer activities that will make local communities safer, stronger, and better prepared to respond to any emergency situation.

The Community Emergency Response Team (CERT) program is a training program that prepares citizens to help themselves, their families, and their neighbors in the event of a disaster in their community. Through CERT, citizens can learn about disaster preparedness and receive training in basic disaster response skills such as fire safety, light search and rescue, and medical operations. With this training, volunteers can provide critical support by giving immediate assistance to victims before emergency first responders arrive on scene.

Federal funding and state point of contact information this funding opportunity are as follows:

**1. GRANT FUNDING**

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

**2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER**

97.042

**3. CFDA TITLE**

Emergency Management Performance Grant (EMPG) Program

**4. NOTICE OF FUNDING OPPORTUNITY TITLE**

Emergency Management Performance Grant Program

**5. 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.).

**6. APPROPRIATION AUTHORITY FOR PROGRAM**

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

**7. VOLUNTEER FLORIDA - CERT/CITIZEN CORPS POINT OF CONTACT**

For information regarding the CERT/Citizen Corps Program, please contact the Volunteer Florida CERT Program Manager, Christy Rojas, at [christy@volunteerflorida.org](mailto:christy@volunteerflorida.org) or 850-414-7400. **For information or questions related specifically to this grant funding opportunity, please direct all correspondence to [cert@volunteerflorida.org](mailto:cert@volunteerflorida.org).**

## ELIGIBILITY

1. Eligible applicants are limited to local units of government as defined by DHS, counties and cities within the State of Florida, Fire Tax Districts, other tax districts, regional planning councils, state-supported community colleges, colleges and universities, and federally recognized tribes, or nations within the State of Florida. Please note that 501(c)3 non-profit organizations are not directly eligible; however, local jurisdictions may subcontract with 501(c)3 organizations to perform these functions.
2. Sub-grants 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.
3. Recipients must have an active Data Universal Numbering System (DUNS) number in order to apply for federal assistance. The Federal government requires that all recipients of 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.

## APPLICATION PROCESS

Volunteer Florida is responsible for managing the CERT/Citizen Corps program. All sub-grant applications for funding 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 applicants who:
  - a. Demonstrate high cost efficiency;
  - b. Show a high level of partnership activities;
  - c. Demonstrate significant involvement in all-hazard emergency preparedness;
  - d. Demonstrate strong sustainability plans to sustain the program 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 sub-grants;
  - b. Demonstrate timely and sound compliance with reporting, expenditures, and effectiveness of current program; and
  - 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 the following 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.

4. 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, Volunteer Florida will move those funds to another region, general consideration funding area, or another program.
5. Following initial scoring and ranking of applications, a listing of the intended awards will be posted on the Volunteer Florida website, [www.volunteerflorida.org](http://www.volunteerflorida.org) for 72 hours prior to final award.
6. Applications recommended for funding will be approved by Volunteer Florida and applicants will be notified in writing of the intent by Volunteer Florida to issue the sub-grant award. At the discretion of Volunteer Florida, based upon funding availability, priorities, and other factors, a sub-grantee may be funded at less than their requested amount.
7. Electronic applications for the FY2018-2019 CERT/Citizen Corps Program sub-grant applications must be submitted electronically via MicroEdge/Blackbaud and received no later than 5:00 PM EDT, June 15, 2018. If seeking funding for both CERT and Citizen Corps, separate application must be submitted for each via MicroEdge.
8. If an accommodation is needed for a disability in order to participate in this solicitation process, please contact Christy Rojas at [christy@volunteerflorida.org](mailto:christy@volunteerflorida.org) 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. Electronic applications must be submitted via MicroEdge/Blackbaud and received no later than 5:00 PM EDT, **June 15, 2018**
2. Sub-grant applications for CERT and for Citizen Corps must be submitted separately via MicroEdge.
3. Exhibits for applications shall be labeled and numbered consecutively.
4. The application shall include a signature from the individual/officer with signature authority for the applicant.
  - a. 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.
  - b. If the applicant is a local government, or any other entity, the application must be signed by the Chief Elected Official, 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.
  - c. 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.
5. 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 (except in the case where the applicant is the County Emergency Management Office).
6. Sub-grantees are required to provide cash or in-kind match **dollar for dollar for state FY 2018-2019 funds**. Agreement letters documenting the source of any cash and/or in-kind contributions shall be submitted with the application. If cash match



is from a particular funding source, the applicant should provide documentation of the funding source.

7. A request to modify or withdraw an application, (except a modification resulting from a request by Volunteer Florida) must be provided in writing and received by Volunteer Florida by 5:00 PM EDT, June 15, 2018 to [cert@volunteerflorida.org](mailto:cert@volunteerflorida.org).
8. Modification to applications shall be consistent with the scope of the project and sub-grant guidelines.

## APPLICATION TIMELINE

1. **In anticipation of receipt of federal funding** for the FY 2018-2019 Community Emergency Response Team (CERT)/Citizen Corps Program, Volunteer Florida will make available through a funding application process, up to \$300,000 for disaster preparedness, training and education needs of Floridians. Funding amounts are awarded by Volunteer Florida to sub-grantees based on sub-grant application scoring criteria as outlined herein. The maximum amount per sub-grant is \$10,000 for training, exercise, equipment, and operations for their participation in the FY 2018-2019 CERT/Citizen Corps Program. 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 sub-grant application must be submitted for each. Each sub-grant application may request up to \$10,000.

2. **SUB-GRANT AMOUNTS**

Sub-grantee awards are capped at a maximum of \$10,000 per grant application. The sub-grant period will be from the date of contract execution through June 30, 2019. 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 contract agreement.

3. **APPLICATION SCHEDULE**

- |   |   |
|---|---|
| a. Application Release:                                       | May 14, 2018                            |
| b. Technical Assistance Call:                                 | May 24, 2018<br>2:30 EDT                |
| c. Technical Assistance Responses Posted:                     | May 31, 2018                            |
| d. <b>Deadline for Receipt of Applications via MicroEdge:</b> | <b>June 15, 2018</b><br><b>5:00 EDT</b> |
| e. Intent to Award Posted:                                    | June 29, 2018                           |
| f. Anticipated Contract Award:                                | July 1, 2018                            |

4. Interested parties may attend the Technical Assistance Conference Call held on May 24, 2018, at 2:30 p.m. EDT by dialing **888-670-3525** and entering PIN number **3661407113#**
  
5. Volunteer Florida reserves the right to revise the application schedule provided above. Revisions to this schedule will be posted on the Volunteer Florida website, [www.volunteerflorida.org](http://www.volunteerflorida.org). Applicants are responsible for checking the Volunteer Florida website for updates to the schedule listed above.

## FUNDING 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 this grant funding opportunity.

### **1. 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: [www.ready.gov/citizen-corps](http://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; assist in outreach and education of community members in preparedness activities; and build volunteer capacity to support disaster response, recovery, and mitigation
  - vi. 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)

- vii. 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
- c. 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 Volunteer Florida. All public education and outreach materials must be approved by Volunteer Florida, including language, content, and method of communication.
- d. 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, CERT, Volunteers in Police Service, Medical Reserve Corps, Fire Corps, Citizen Corps Affiliate Programs and Organizations, and jurisdiction specific volunteer efforts.

## 2. 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.

## 3. TRAINING

- a. 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:

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

#### **4. 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.

## 5. EQUIPMENT

- a. 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/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.
- 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. 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.fema.gov/authorized-equipment-list>
- d. 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.

## 6. 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.**

## **7. TRAINING EVENTS**

- a. CERT training events should be posted on the National Citizen Corps Calendar Website <https://www.ready.gov/training>, SERTrac State Calendar <http://trac.floridadisaster.org/trac/loginform.aspx> and approved by the Volunteer Florida CERT/Citizen Corps Coordinator.
- b. 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.
- c. It is the responsibility of the sub-grantee to arrange and compensate course managers for CERT trainings and course manuals. Sub-grantees must maintain and monitor a database to track the number of trained volunteers.

## **8. REPORTING FORMS**

- a. Each sub-grantee is required to submit Quarterly Status Reports as indicated in the signed sub-grant contract agreement. Reporting forms will be submitted through MicroEdge.
- b. The Quarterly Status Report should include extensive training data, explanation of expenditures for each quarter, and any CERT/Citizen Corps activities that took place during the quarter.

## **9. REIMBURSEMENTS**



- a. A request for reimbursement, along with supporting documentation, will be required before a reimbursement will be made to sub-grantee.
- b. Requests for reimbursements should be submitted in the invoice period during which they occurred.

## **10. COMPLIANCE**

- a. CERT/Citizen Corps programs must comply with NIMS compliancy. Applicants should reference [www.fema.gov](http://www.fema.gov).
- b. A letter from the County EMA or the sponsoring agency indicating compliance with NIMS requirements must be completed by the deadline outlined in the contract.

## SCORING CRITERIA

### 1. GENERAL

- a. THE COMPLETENESS OF AN APPLICATION SHALL BE DETERMINED BASED UPON THE DOCUMENTS SUBMITTED WITH THE APPLICATION. AN INCOMPLETE APPLICATION WILL NOT BE CONSIDERED. Incomplete applications include, but are not limited to the following:
  - i. Applications that are not in compliance with the requirements and instructions in this application guide;
  - ii. Applications that are submitted without required signatures;
  - iii. Applications that do not contain the required forms, or contain incomplete forms;
  - iv. Applications that are not received on, or before the closing deadline;
  - v. Applications that propose a project that cannot be completed within the grant period; and/or
  - vi. 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.
- b. Volunteer Florida 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.

### 2. SCORING

Scoring will be based on point values as stated in Sections I through V herein.

- a. Each application will be reviewed by a review committee of at least three (3) members, including at least one (1) Volunteer Florida employee with knowledge of the solicited services.
- b. Each of the applications will be evaluated in accordance with the terms of this application.
- c. Total point scores for each application shall be calculated based on the scores of the review committee.
- d. Awards will be made based on the application scores.

## TERMS AND CONDITIONS

Upon submission of a FY 2018-2019 CERT/Citizen Corps grant application, the applicant agrees:

1. To adhere to all Volunteer Florida, FDEM, and FEMA grant application and award requirements.
2. To be familiar with the following federal sources for the grant funding:
  - a. Federal agency: U.S. Department of Homeland Security/Federal Emergency Management Agency.
  - b. Catalog of Federal Domestic Assistance title and number: Emergency Management Performance Grant #97.042.
3. To be responsible for understanding the requirements of the following as they apply to this grant program:
  - a. Chapter 252, Florida Statutes (F.S.); [www.leg.state.fl.us](http://www.leg.state.fl.us)
  - b. Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code (F.A.C.); [www.flrules.org](http://www.flrules.org)
  - c. 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.
  - d. 2019 EMPG Notice of Funding Opportunity [www.fema.gov](http://www.fema.gov)
4. To receive funds through the process of cost 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 state FY 2018-2019 CERT/Citizen Corps grants will be from the date of contract execution through June 30, 2019.