

CERT/Citizens Corps

**FY 2022-2023 Request for
Proposals**

**Technical Assistance Webinar:
Finance**



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Session Objectives

- Understand Grant and Contract Requirements.
- Understand Allowable vs. Unallowable Costs.
- Understand the Match Requirements.
- Understand the budget section of the application.
- Understand budget clarification and budget revision.
- Understand quarterly and financial reporting requirements.



Grant and Contract Requirements

- The contract is a “cost reimbursement” contract.
 - This means that all costs requested for reimbursement must be paid out prior to requesting for reimbursement.
- All required documentation must be on file with Volunteer Florida before reimbursements will begin.
 - Signed Contract;
 - W9;
 - EFT Form;
 - Most Recent Audited Financial Statements;
 - Approved Budget, and;
 - Other Documents as Required per Contract.



Budget

- Grantees are required to provide a 100% in kind and/or cash match. The use of volunteer hours can be used toward match. Currently, volunteer hours are valued by the Independent Sector at \$28.54/hr.

Budget Clarification

- After the notice of award, Volunteer Florida will provide clarification and feedback on the proposed budget during the week of September 15 – September 23, 2022, to the applicant.
 - 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.



Budget Revisions

You will be allowed to submit Budget Revisions during the contract year if you find that you **need to revise your original approved budget.**

- You must request approval from Volunteer Florida for any costs not in the approved budget prior to purchasing.
- The Budget Revision Request Form should be completed and include signatures and dates and should be sent directly to your Program Manager for review and approval.
- Budget Revision can not include costs that were already incurred and paid for prior to the revision request date that were not in the original budget.



Other Requirements

Financial Reporting:

Successful sub-grantees will request reimbursement of expenditures using the Volunteer Florida Volunteer Florida Periodic Expenditure Report (PER) and appropriate supporting documentation of expenditures AND match on a quarterly basis

- After submission of an invoice, Volunteer Florida will have 40 days to review and process the reimbursement to the organization.
- Sub grantees will be required to attend a PER 101 webinar shortly after executed contracts are received.



Allowable Costs

- Costs eligible for reimbursement:
 - All Costs MUST be in your approved budget.
 - All Cost MUST be related to:
 - **Planning** – Allowable planning that support the CERT mission can be found at <https://www.ready.gov/citizen-corps>
 - **Organization** - Staffing Activities linked to accomplishing the activities outlined in Program Work Plan.
 - **Training** – NIMS trainings can be found at <https://www.fema.gov/nims-training>
 - **Exercise** – Requires to participate in three exercises in a 12 month period.
 - **Equipment** – Allowable equipment can be found at <https://www.fema.gov/authorized-equipment-list>
 - **M&A** – Not to exceed 5% of total grant award.



Unallowable Costs

- Costs that are not in the approved budget.
- Food and beverages purchased, but not sent to VF for processing through the Division of Emergency Management at least 25 days prior to the event.
- Per diem claimed over the State of Florida rate.
- Mileage claimed over the State of Florida rate.
- Trainings that do not relate directly to the scope of your project and benefit CERT.
- Taxes of any kind.
- Volunteer hours claimed over the Independent sector rate of **\$28.54/per hour.**



State of Florida Travel

- The State of Florida's maximum mileage reimbursement rate is \$0.445 per mile.
- No reimbursement for mileage and gas (one or other).
- Lodging should not exceed \$160 per night.
- Meals cannot exceed state of Florida per diem rates.
 - Breakfast – cannot exceed \$6 per person;
 - Lunch – cannot exceed \$11 per person;
 - Dinner – cannot exceed \$19 per person.

To claim breakfast travel must begin before 6:00 a.m. and go beyond 8:00 a.m.

To claim lunch travel must begin before 12:00 p.m. and go beyond 2:00 p.m.

To claim dinner travel must begin before 6:00 p.m. and go beyond 8:00 p.m.



Match Requirements

- There is a 100% match requirement.
- Can be cash or in-kind.
- Can use State and Federal funds to match as long as the funders are aware and have approved.
- Must be documented.
- Volunteer hours can be used for match.
 - Hours must be within the contract period;
 - Hours must be documented and provided along with quarterly invoices (VF can provide a sample form to be used; should include name of volunteer, dates and times of volunteer hours and should be certified with a signature);
 - Hours must be valued at the \$28.54 per hour which is the Florida independent sector rate for the value of volunteer hours.



Questions? Comments? Concerns?



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