CERT/Citizens Corps

FY 2022-2023 Request for Proposals

Technical Assistance Webinar: Finance
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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