

DCMP Hurricane Ian

FY 2023-2024

Request for Proposal

Technical Assistance Call



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Volunteer Florida

Volunteer Florida is the Governor's lead agency for volunteerism and national service in Florida, administering more than \$43 million in federal, state, and local funding to deliver high-impact national service and volunteer programs in Florida.

Volunteer Florida promotes and encourages volunteerism to meet critical needs across the state. Volunteer Florida also serves as Florida's lead agency for volunteers and donations before, during, and after disasters.



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Disaster Case Management Program(DCMP)

The Disaster Case Management Program (DCMP) is a federally funded program administered by the Department of Homeland Security's Federal Emergency Management Agency (FEMA). Disaster Case Management (DCM) is a time-limited process that involves a partnership between a case manager and a disaster survivor to develop and carry out a Disaster Recovery Plan. The Disaster Recovery Plan includes resources, services, decision-making priorities, progress reports, and the goals needed to achieve case closure. The process involves an assessment of the survivor's verified disaster-caused unmet needs, development of a goal-oriented plan that outlines the steps necessary to achieve recovery, organization and coordination of information on available resources that match the disaster-caused need, and the monitoring of progress toward reaching the recovery plan goals, and when necessary, client advocacy.



Eligibility

An organization applying must:

- Have experience managing Federal grant programs;
- Have experience providing disaster case management in an impacted area;
- Have no adverse or ongoing legal actions regarding the alleged or proven negative performance of their services, be neither suspended or barred from contracting with the Federal Government, and shall not be in a probation status with other Federal grant programs;
- Comply with all applicable requirements of the Privacy Act of 1974 and individual confidentiality provisions;
- Comply with Federal and non-Federal entity disability and civil rights laws, requirements and provisions (including providing equal access and reasonable accommodations);
- Follow the grant management requirements of 2 CFR Parts 215, 220, 225, or 230 as appropriate; and
- Maintain grant project records for five (5) years after the end of the fiscal year that the grant agreement is finalized or until no longer needed and indicated in writing by FEMA or the State of Florida, whichever comes sooner.



2022 (4) Hurricane Ian (DR-4673-FL) individual service areas:

Group 1: Lee

Total funding available for Group 1 is approximately \$5,975,919.14.

Group 2: Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Monroe, Okeechobee, Palm Beach, Sarasota

Total funding available for Group 2 is approximately \$6,458,850.47.

Group 3: Hillsborough, Manatee, Pasco, Pinellas, Polk

Total funding available for Group 3 is approximately \$7,413,962.25.

Group 4: Brevard, Flagler, Lake, Orange, Osceola, Putnam, Seminole, St. Johns, Volusia

Total funding available for Group 4 is approximately \$8,259,727.64.

The total combined funding available for the (4) RFP's is \$28,108,459.50.

*Interested parties may apply for a more than one RFP. If seeking to apply for multiple groups, please submit separate applications and choose the group # from the drop-down menu in the application.



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Proposal Checklist

- Letter of Transmittal
- Proposed DCMP Staffing/Organizational DCMP Chart
- A copy of applicant's 501(c)(3) determination letter
- A copy of your Federal Employer Identification Number (FEIN) and copy of Tax-exempt Certificate
- Most recent audit or board approval financial statement
- Certificate of Drug-Free Workplace Requirements (Attachment G)
- Certificate Regarding Lobbying (Attachment H)
- Certificate Regarding Israel Boycott (Attachment I)



Fatal Criteria:

Proposals will not be reviewed for funding unless all of the following criteria are met:

The proposal was submitted in the Blackbaud online portal and received by Volunteer Florida no later than **Friday, March 10, 2023 by 12:00pm EST**. Note: Proposals will not be accepted via email or hard copy.

The proposal must include:

- 1. A completed application submitted via Blackbaud**
- 2. Completed Proposal Checklist with all attachments**

Budget

Grants are cost reimbursement only.

Providers may submit an advance payment request. Advance payments can not exceed 5% of the award. After the initial advance, remaining payments will be made on a cost reimbursement basis.

Budget Categories:

Program Operating Costs

- A. Personnel Expenses
- B. Personnel Fringe Benefits
- C. Travel
- D. Supplies
- E. Other Program Operating Costs

*All the above are allowable expenses that can be invoiced for reimbursement.

Other Requirements

All applicants are required to submit their most recent audit report.

Reporting:

Successful providers will report to Volunteer Florida on a weekly, monthly, and quarterly basis.

Financial Reporting:

Successful sub-grantees will report to Volunteer Florida on a monthly basis with submission of a Volunteer Florida Monthly Invoice and appropriate supporting documentation of expenditures. After submission of an invoice, Volunteer Florida has 45 days to reimburse the organization.

DCMP Anticipated Timeline

Application opens – February 9, 2023

Application technical assistance call – February 22, 2023- 2:00 PM

Volunteer Florida Response to Questions March 1, 2023 COB

Application due to Volunteer Florida – March 10, 2023 12:00 PM EST

Evaluation Committee Review Completed– March 27, 2023 COB

Notification of Award – April 10, 2023 COB

Award Notifications Via email to applicant ED/CEO and posting at

www.volunteerflorida.org

Q & A

Shanelle Del Pino
Grants and Contracts Manager
Shanelle@volunteerflorida.org

Christy Rojas
Emergency Management Director
Christy@volunteerflorida.org



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Application Instructions

Complete the following steps to submit the Hurricane Ian DCMP application.

Review the Application Instructions and Scoring Criteria (within the application) to align submission response accordingly.

Open this website in either Internet Explorer or Mozilla Firefox:

https://www.GrantRequest.com/SID_2153?SA=SNA&FID=35746



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