

Florida Disaster Fund Grant Overview and Requirements FINANCE

October 15, 2025



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Session Objectives

- Understanding Grant and Contract Requirements
- Understanding Allowable vs. Unallowable Costs
- Understanding the Match Requirements
- Understanding Supporting Documentation Requirements
- Understanding the Budget Preparation Requirements



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Grant Overview

- The Florida Disaster Fund Grants are overseen by the Volunteer Florida Foundation, Inc.
- Funding is provided by Private Donations designated to the Florida Disaster Fund.
- The funding purpose is to make financial resources available to support recovery in communities impacted by Hurricane Helene and/or Hurricane Milton and those counties who received a federal declaration for Individual Assistance.
- The purpose of funding is not administrative based, but rather project based to address unmet disaster recovery needs for Hurricane Helene and/or Milton Only.
- Preference will be given to projects supporting recovery efforts from Hurricane Helene.



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Grant Overview

- The total funding available is \$4,400,000.
- Grants can range from \$100,000 to \$500,000.
- There is a 50% match of the grant funds required.
- These are Cost Reimbursement Grants. Grant funds will be provided for approved and documented expenditures incurred. (Expenses must be paid before a reimbursement can be requested)
- All electronic applications must be complete and include all the required documents as noted in the NOFO and must be submitted in Blackbaud no later than 5:00 p.m. on Tuesday, October 28, 2025.
- The proposed contract period is December 1, 2025, to November 30, 2026.



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Grant and Contract Requirements

- Must follow all applicable Federal or State administrative and audit requirements;
- Must follow all specific terms and conditions stated in the award notification letter and contracts;
- Must follow all applicable Florida Statutes and current policies of the State of Florida;
- Must maintain all grant project records for at least five (5) years after the end of the fiscal year in which the grant agreement is finalized or after audit has been finalized; and
- Must pay attention to all Due Dates and Required Reporting and adhere to them.



Allowable – What does it mean?

- To be allowable under the grant, the cost must:
 - Be included in your approved budget
 - Be reasonable and allocable for the specified project or projects in the approved application
 - Be consistent with your policies and procedures of the organization
 - Be given consistent treatment within the entire organization
 - Not be included as a cost or used to meet cost-sharing or matching requirements of any other program
 - Must be able to be adequately documented!

****REMEMBER IF IT'S NOT DOCUMENTED IT DIDN'T HAPPEN!**

Budget - Allowable Costs

- Costs that are eligible for approval:
 - Costs MUST be related Long Term Recovery Activities
 - Costs MUST support the Approved Project or Projects in the application
 - Costs MUST be in the approved budget

Budget - Allowable Costs

- Section A. General Administrative and Operating Costs
 - Salaries, Benefits, Travel, Rent (non-tangibles); hired for purpose of the grant to carry out the function of the approved project;
 - Administrative Costs must not exceed up to 10% of the budget (for example, if your total budget (includes FDF and Match) is \$500,000 then you may have up to \$50,000 in administrative expenses).
- Section B. Contractual Costs
 - Hiring of contractors to complete tasks and projects in approved application.
- Section C. Materials and Products
 - Purchasing of direct supplies/materials to complete tasks and projects in approved application.
- Section D. Equipment/Furniture/Fixtures
 - Purchasing of direct equipment/furniture/fixtures to complete tasks and projects in approved application.



Unallowable Costs

- Any costs not associated with the approved projects for Long Term Recovery Activities;
- Meals reimbursed over the State of Florida Meal and Per Diem Rates;
- Mileage reimbursed over the State of Florida Mileage Rates;
- Refreshments, food or beverages, entertainment, staff retreats, etc.;
- Trainings or other expenditures that do not relate directly to the scope of your project and benefit long term recovery;
- Taxes of any kind;
- And any costs that are not in your approved budget.



Supporting Documentation

➤ Personnel Expenses

- Supporting documentation required:
 - **Timesheets** – signed and dated by employee and supervisor, have a certification statement and must clearly note the FDF hours – must match the pay periods for the pay dates.
 - **Payroll registers, payroll journals or copies of salary warrants** (paystubs, etc.) – must note the pay period dates and the pay dates and provide proof it cleared the bank.

➤ Personnel Fringe Benefits

- Supporting documentation required:
 - **Payroll registers, payroll journals or copies of salary warrants** - showing FICA withholdings for that pay period
 - **Invoice(s)** for health care and other benefits with complete listing of employees and premiums – must note the coverage period
 - **Proof of Payment** (example: copies of cleared checks, ACH online confirmation of payment, bank statement, etc.) – must have payment date and amount paid and show they cleared the bank.



Supporting Documentation

➤ Travel

– Supporting documentation required:

- **Travel Reimbursement Form** - signed and dated by employee and supervisor; should include arrival and departure times for calculation of meals and/or per diem per Florida Statutes
- **Proof of Payment** of the reimbursement (copies of cleared checks) – must have payment date and amount and proof they cleared the bank
- For credit card purchases – A copy of **credit card statement** and **proof of payment** for the credit card must be provided

➤ Contractual Costs

– Supporting documentation required:

- **Copy of Contract** -identifying services and objectives
- **Invoice(s)** – detailed receipts must identify all costs
- **Proof of Payment** – copies of cleared checks – must have payment date and amount and proof they cleared the bank
- Credit card purchases – copy of **credit card statement** and **proof of payment** for the credit card must be provided

Supporting Documentation

➤ Materials and Products/Equipment, Furniture, Fixtures

– Supporting documentation required:

- **Invoice(s)** – detailed receipts must identify all items purchased
- **Proof of Payment** – copies of cleared checks – must have payment date and amount and proof they cleared the bank (bank statement)
- For credit card purchases – copy of **credit card statement** and **proof of payment** for the credit card must be provided



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Supporting Documentation

➤ General Administrative and Operating Costs

– Supporting documentation required:

- Rent – copy of lease agreement which clearly identifies service location, rental agreement period, and monthly/annual cost
- All Invoice(s)/Billing Statements – must clearly identify the type of service, service period, and service location, and must be detailed
- Proof of payment – copies of cleared checks -- must have payment date and amount and proof they cleared the bank (bank statement)
- Credit card purchases – copy of **credit card statement** and **proof of payment** for the credit card must also be provided

**Documentation is required for all expenditures, both FDF and Match, and the same documentation is required for both.*



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State of Florida Travel

- Maximum mileage reimbursement rate is **\$0.445 per mile**
- No reimbursement for mileage and gas (one or other)
- Lodging should not exceed \$225 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.



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Match Requirements

- There is a 50% match requirement with these grants
- Can be cash or in-kind and can include documented volunteer hours
- Can use State and/or Federal funds to match as long as the funders are aware and have approved of the use (an approval letter will be required to be submitted to VF)
- Must be for actual expenditures for the project and follow the same guidelines as FDF funding.
- Must be able to be documented as noted previously



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Match Requirements

- Volunteer Hours can be used for match on these grants
 - Hours must be within the actual contract period
 - Hours must be documented and provided with monthly invoices (documentation should include name of volunteer, dates and times of volunteer hours and should be certified with a signature)
 - Hours must be valued at the \$33.00 per hour, which is the Florida independent sector rate for the value of volunteer hours at this time

Match Requirements

- **The Source of Funds Section is Required!**
 - List your Source of Funds for the match portion of your grant at the bottom of the form
 - Note whether each source is Cash or In-Kind and include the dollar amount that each source will provide for the budgeted costs.



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Budget Preparation

- All costs should include an equation for the calculation, a quote for the dollar amount provided, etc. (for both FDF reimbursable and match expenditures)
- Be sure to check your calculations and that the form is calculating correctly before you submit it
- All cost should be rounded to nearest dollar (round down for \$.49 or less and round up for \$.50 or higher)
- All costs should be itemized and be listed separately within the budget
- No miscellaneous costs or fillers allowed



Budget Preparation Reminders

- All costs **MUST** be incurred within the contract dates
 - For example, if the contract starts December 1st, an expenditure you incurred in the month of November will not meet this requirement and will not be reimbursable and can't be used as match on this grant.
- Reminder: Supporting Documentation will be **required** for both FDF Reimbursable and Match Expenditures
 - **Keep this in mind when building your budget and including costs



Budget Preparation Examples

➤ Section A

Admin Cost = 10% Max of Total Budget

In the sample budget you will see, it shows a total budget of \$749,282, so you may not exceed more than a total of \$74,928 on the budget between reimbursable and match expenditures. In this section.

\$70,000 annual salary x 80% of time on grant project = \$56,000

FICA = \$56,000 x 7.65% = \$4,284

Health Insurance = \$7000 annually x 80% on grant project = \$5,600

Travel to Sites = \$.445 per mile x 1200 miles per month x 12 months = \$6,408

➤ Section B

Roofing Contractor @ \$125 per hour x 100 hours x 12 months = \$150,000

Permits and License Fees for 10 project sites @ \$3,800 per site = \$38,000

Volunteer Hours \$33.00 per hour x 55 hours x 12 mo x 8 volunteers = \$174,240

Budget Preparation Examples

➤ Section C

Metal Roofing Supplies @75 per site x 10 sites x \$45 each = \$33,750

Painting Supplies 10 sites (written quote ABC Paint Company) = \$56,000

Insulation @ \$65 roll x 10 sites x 20 per site = \$13,000

➤ Section D

Air Conditioning Units @ \$18,000 each x 10 sites = \$180,000

Stoves @ \$1,600 each x 10 sites = \$16,000

Hot Water Heaters \$1,600 each x 10 sites = \$16,000

Sample Completed Budget on Budget Form

LEGAL APPLICANT (LEAD AGENCY):	Tracie's Disaster Services		
PROGRAM:	Volunteers for Disaster Assistance		
BUDGET DATES	12/1/25	TO	11/30/26
PROGRAM YEAR:	2025-2026		
	BUDGET		
	FDRF	Match	Total
A. General Administrative and Operating Costs (Salaries, Fringe Benefits, Travel, Rent, (non-tangibles) etc. not to exceed 10% of the total grant - list each item separately below)			
Project Manager Salary \$70,000 x 80% of time = \$56,000	\$28,000.00	\$28,000.00	\$56,000.00
FICA \$56,000 x 7.65% = \$4,284	\$2,142.00	\$2,142.00	\$4,284.00
Health Insurance (\$7,000 per year x 80% of time = \$5,600)	\$0.00	\$5,600.00	\$5,600.00
Travel to Sites (\$.445 per mile x 1200 m/m x 12 months = \$6,408)	\$0.00	\$6,408.00	\$6,408.00
A. General Administrative and Operating Costs	\$30,142.00	\$42,150.00	\$72,292.00
B. Contractual Costs (includes costs for hiring of contractors in completing tasks/projects - list each item separately below)			
Roofing Contractor \$125 per hr x 100 hrs x 12 months = \$150,000	\$150,000.00	\$0.00	\$150,000.00
Permits and License Fees 10 @ \$3,800 each = \$38,000	\$38,000.00	\$0.00	\$38,000.00
Volunteer Hours (\$33/hour x 55/hrs x 12/mo x 8 vol = \$174,240)	\$0.00	\$174,240.00	\$174,240.00
	\$0.00	\$0.00	\$0.00
B. Contractual Costs	\$188,000.00	\$174,240.00	\$362,240.00
C. Materials and Products (includes supplies/materials purchased to complete tasks/projects(nails, wood, roofing, etc. - list each item separately below)			
Metal Roofing Tiles 75 per site x 10 sites x \$45 each = \$33,750	\$33,750.00	\$0.00	\$33,750.00
Painting Supplies (Quote by ABC Co attached 10 sites = \$56,000)	\$25,000.00	\$31,000.00	\$56,000.00
Insulation \$65 roll x 10 sites x 20 per site = \$13,000	\$0.00	\$13,000.00	\$13,000.00
			\$0.00
C. Materials and Products	\$58,750.00	\$44,000.00	\$102,750.00
D. Equipment/Furniture/Fixtures (includes equipment/furniture/fixtures to complete tasks/projects (air conditioning units, desks, computers, plumbing, etc. - list each item separately below)			
Air Conditioners (10 sites @ \$18,000 each = \$180,000)	\$180,000.00	\$0.00	\$180,000.00
Stoves (10 sites @ \$1,600 each = \$16,000)	\$8,000.00	\$8,000.00	\$16,000.00
Hot Water Heaters (10 sites @ \$1600 each = \$16,000)	\$8,000.00	\$8,000.00	\$16,000.00
			\$0.00
D. Equipment/Furniture	\$196,000.00	\$16,000.00	\$212,000.00
SUBTOTAL	\$472,892.00	\$276,390.00	\$749,282.00
TOTAL BUDGET AMOUNTS:	\$472,892.00	\$276,390.00	\$749,282.00
FDRF / Match Share:	63.11%	36.89%	100.00%
Match (Provide Name of Funding Sources)		Cash or In-kind	
State of Florida DOE Funding (approval letter attached) - \$42,150		Cash	
Home Depot Grant - \$60,000		Cash/In-Kind	
Volunteer Hours - \$174,240		In-Kind	

Advance Requests

- A Request for Advance Payment Form will be required to be submitted for approval with the application package.
(Attachment B)
- The Advance Request **MUST** not exceed 20% of the FDF award.
- Monthly invoices will be submitted and used to account for (offset) the advance funds.
- Once the advance funds have been accounted for then reimbursements will continue as cost reimbursement as normal.
- No other payments will be made until **ALL** of the advance funds have been accounted for.
- Advances will be issued once all start-up documents have been received, the contract has been signed, and the budget has been verified and approved

Advance Payment Request Form

Attachment B
VOLUNTEER FLORIDA FOUNDATION
ADVANCE PAYMENT REQUEST FORM

If you are requesting an advance, indicate same by checking the box below.

☐ **ADVANCE REQUESTED**

Advance payment of \$ _____ is requested.

Any advance payment request cannot exceed 20% of the total award. Advance payments will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. After the initial advance, payment shall be made on a reimbursement basis with supporting documentation.

Complete the following chart and line-item justification below.

For each line item, provide a detailed justification explaining the need for the advance payment. Support documentation should include quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Volunteer Florida Foundation reasonable and necessary support for the requested advance funds.

Authorized Signature

Printed Name

Title

Date

Advance Payment Request Form

Estimated Expenses

BUDGET CATEGORY/LINE ITEMS (list applicable line items)	Justification
<u>General Administrative and Operating Costs</u>	
<u>Contractual Costs</u>	
<u>Materials and Products</u>	
<u>Equipment/Furniture/Fixtures</u>	
TOTAL EXPENSES	

VF Emergency Management Director Signature

VF Finance Staff Initials

Date Approved

Attachment E

- Budget on the Volunteer Florida Foundation Budget Template Agreement and Certification Form Board of Director's List
- IRS Determination Letter to verify 501(c)3 status
- Organization's Annual Budget
- Recent W9 (on the 2024 Template)
- Volunteer Florida Foundation's Vendor EFT Authorization Form
- Most Recent Financial Statements or Audit
 - If your organization has an audit, we require copies of the last two years of audits with the management letter and or reports on internal controls.
 - If your organization doesn't have an audit, we require two year's worth of Balance Sheets, Statement of Financial Position, and the Statement of Cash Flows.



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Questions? Comments? Concerns?



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Contact Us

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 - (850) 688-0615
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- Tracie Lambright – Deputy Finance Director
 - (850) 294-3856
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- Jenelle Jones – Financial Analyst
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 - Jenelle@volunteerflorida.org

Q&A

Do the administrative costs specifically require a match?

No, administrative costs can be left entirely up to the grant or to the match, but the maximum on either side is 10%.

Can an organization leverage an existing grant that covers a portion of staff salary and get “match” from Volunteer Florida?

Volunteer Florida funds cannot be used as match for another grant, however, another grant can be used to fund the match, if approved by grant funder. This would work for staff salary, as long as whatever percentage that person is paid with the FDF grant, is the equivalent of percentage they work with the FDF grant. For example, if a staff member is paid 25% of their salary through the FDF grant, 25% of their work must be with the FDF project.

For match grants outside of VF, do these funds need to be secured at time of application or can they be submitted and in waiting with the prospective funds?

Match grants do not need to be secure at the time of application submission, however, that needs to be noted in the application, along with when the match grant would start/become available.



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Q&A

Are grantees able to give a more general budget, based on experience from a similar program that is currently being managed?

Yes! Rebuilding projects may have variable costs depending on ongoing projects. Budgets can be submitted with a “reliable guess” by relying on expectations from previous rebuilding projects.

Would a current grantee be required to fully expend the 75% requirement for their previous grant or can the grant funds be allocated?

Grant funds from previous FDF grants must be-at least- 75% expensed before applying for new grants. Reports must show proof of that spend-down before the grant closes. Applications can still be submitted prior to the spend-down requirement as long as the funds will be spent before the grant application closes.



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Q&A

For the 10% administrative overhead, will receipts for rent, phone bill, etc. be required for the grant?

Yes, the budget will require a formal breakdown of what the 10% is used on, and will require that proof through receipts, contracts, or other documentation.

For clarity, if a grant application is for \$100,000, how much is match and how much is the total amount to spend.

For this example, the grant request is for \$100,000. 50% match of the \$100,000 would be \$50,000. \$100,000 + \$50,000 would be \$150,000. The grant application is \$100,000, the match would be \$50,000, and the total amount to spend would be \$150,000.



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