

CERT/Citizens Corps

FY 2026-2027 Request for Proposals

Technical Assistance Webinar: Finance



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Session Objectives

- Understanding the Grant Requirements
- Understanding the Grant Match Requirement
- Understanding what is Allowable vs. Unallowable
- Understanding the Budget Requirements
- Understanding the Application Review and Budget Clarification Process



CERT/Citizens Corp Grant

- Volunteer Florida anticipates awarding up to \$100,000;
- The maximum amount an applicant may apply for is \$10,000 and the minimum is \$5,000;
- Applicants may apply for funding a CERT Program, a Citizens Corps Program, or may apply for both;
- If applying for both, a separate application and budget must be submitted for each;
- Applicants must comply with Federal and State of Florida regulations;
- All applications submitted must be complete or will be disqualified from consideration;
- Applicants must opt-in to a July 1st start date.

****PLEASE NOTE**** At the discretion of Volunteer Florida, based upon funding availability and other factors, an applicant may be funded at less than their requested amount.



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CERT/Citizens Corp Grant

- Previous CERT/CC grantees who did not expend 100% of funds and/or submit timely report are eligible to apply, but final scoring maybe adjusted to reflect actual spending and adherence;
- Current CERT/CC grantees under the 2025-2026 contract are eligible to apply providing they have expended at least 50% of their current funding prior to submitting a subsequent application;
- Current and Previous CERT/CC grantees must be in full compliance with ALL required reporting (Quarterly PER's, Quarterly and Closeout Reports);
- Cash and In-kind or Volunteer Match can not be duplicated across the 2025-2026 and 2026-2027 contract years; and
- All reporting during the overlapping portion of the grant will need to be documented separately.



CERT/Citizens Corp Grant

This grant will be a “Cost Reimbursement” grant.

A cost reimbursement grant is a grant that requires all expenditures to be **PAID** for prior to requesting reimbursement for or presenting expenditures for match purposes.

Sub-grantees who are awarded will be required to submit quarterly invoices to request reimbursement and present match and will be required to provide supporting documentation, such as but not limited to, timesheets, payroll documentation, invoices, proof of payments, etc.



Match Requirements

- There is a 100% match requirement with this grant.
- Match can be cash or in-kind.
- The use of State and Federal funds to match is allowable as long as the funders are aware and have approved the use. (Must provide approval and/or agreement letter(s)).
- EMPA grant expenditures may be used as approved.
- All match **MUST** be documented and be included in the approved budget, or it will not be allowable.



Match Requirements

Volunteer hours are allowable and can be used for match if ALL the following conditions are met:

- The hours must be served within the FY 26-27 contract period (July 1, 2026 – May 31, 2027);
- Hours must be documented and be provided along with the quarterly invoices (documentation should include name of volunteer, dates and times of volunteer hours served and should be certified with a signature);
- Hours must be valued at the **\$34.88** per hour which is the Florida independent sector rate for the value of volunteer hours at this time; and
- May only be used when directly related to Trainings, Outreach, Deployment or Exercises.



Allowable Costs

The use of 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.

The following is a list of all the allowable Cost Categories:

- **Planning** – Allowable planning expenses that support the CERT mission can be found at <https://www.ready.gov/citizen-corps>
 - All-of-Nation/Whole Community Engagement/Planning
 - Resource Management Planning
- **Organization** – Staffing Activities linked to accomplishing the activities outlined in Program’s Work Plan including personnel costs and associated fringe benefits.



Allowable Costs

- **Training and Outreach** – Funds used to develop, deliver and evaluate trainings, travel, hiring contractors/consultants and certification or recertification of instructor for training purposes. (CERT Basic Training Course)
- **Exercise and Deployment** - Funds used to design, develop, conduct and evaluate exercises, hiring contractor/consultants, travel, supplies to conduct exercises and other items consumed in the direct support of the exercise activity. (Space rental and nondurable goods)
 - Required to participate in three exercises in a 12- month period.
 - If meals are going to be provided a request must be submitted for approval to VF no later than twenty-five (25) days prior to the event to allow for review/approval. (SEE NOFO)



Allowable Costs

- **Equipment** - Only equipment allowable for the Emergency Management Performance Grants (EMPG) on list will be allowable. You must also provide the AEL number in the budget if you are planning on including these in your budget.

Allowable equipment can be found at the following link:

<https://www.fema.gov/authorized-equipment-list>

- **Management & Administration**– Costs for activities directly relating to the management and administration of the program, such as financial management and monitoring. This does not include salaries of state and local emergency managers unless the agency chooses to assign that personnel to specific M&A activities.

******Must** not exceed 5% of total grant award.



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Advanced Search: Authorized Equipment List

The Authorized Equipment List (AEL) is a tool for emergency managers, first responders and homeland security professionals. It contains approved equipment types allowed under FEMA's preparedness grant programs.

The list consists of 21 equipment categories, further divided into sub-categories and individual equipment items. Note that this list only includes equipment types, not commercially available products.

[Return to Authorized Equipment List landing page](#)


Search the List

Make your selection(s), then scroll down to click the "Apply" button and view results in list format at the bottom of this page.

Search

Search by item number, item title, keyword, or grant program and then click Apply. Search results display below.

FEMA Related Grant Program

Emergency Management Performance Grants (EMPG) 

Select a FEMA grant program and then click Apply.

Search by Section

01AR-01-SAR – Respirator, Supplied Air

Description

A positive-pressure respiratory protective device that delivers air to the wearer via an "air-line" connected to a remote breathable air source. SAR must be certified by NIOSH, and can be worn with multiple ensemble configurations.

More Information

FEMA Related Grant Programs

- Intercity Passenger Rail Grant Program (IPR)
- Emergency Management Performance Grants (EMPG)
- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Transit Security Grant Program (TSGP)
- Tribal Homeland Security Grant Program (THSGP)
- Urban Area Security Initiative (UASI)

Unallowable Costs

- Costs that are not in the Approved budget or not under the allowable cost categories.
- Costs that were incurred prior to the contract start date or after the contract end date.
- Food and beverages purchased but not sent to Volunteer Florida for processing and approval through the Division of Emergency Management at least 25 days prior to the event.
- Per diem/Meals claimed over the State of Florida rate of \$36 per day.
- Mileage claimed over the State of Florida rate of \$.445 per mile.
- Trainings that do not relate directly to the scope of your project and benefit your CERT/Citizens Corp program.
- Taxes of any kind.
- Volunteer hours claimed over the Independent sector rate of **\$34.88/per hour.**



State of Florida Travel

- The State of Florida's maximum mileage reimbursement rate is \$0.445 per mile.
- There can not be a reimbursement for mileage and gas
- Lodging should not exceed the maximum of \$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.



Budget Reminders

- Must only use the allowable cost categories provided;
- Must include all expenses in the correct cost category;
- Requests must be at least \$5,000 and must not exceed \$10,000;
- Must include 100% match using the same allowable cost categories;
- Must include Source of Funds for all match expenditures;
- All costs must be itemized in the budget;
- All costs must be provided in equation format and be free of calculation errors; and
- No miscellaneous costs or fillers are allowed.



CERT Budget Worksheet

CERT/Citizens Corps Proposed Budget – **ENTER NAME HERE**

Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)					
			\$ -		\$ -
			\$ -		\$ -
Subtotal Planning			\$ -	\$ -	\$ -
2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)					
			-		-
			-		-
Subtotal Organization			-	-	-
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KTFA))					
		\$ -	-	-	-
		\$ -	-	-	-
		\$ -	-	-	-
		\$ -	-	-	-
Subtotal Equipment			-	-	-
4. Training and Outreach Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)					
		\$ -	-	-	-
		\$ -	-	-	-
		\$ -	-	-	-
		\$ -	-	-	-
Subtotal Training and Outreach			-	-	-
5. Exercise and Deployment Costs (Allowable exercise costs: salaries and fringe benefits, design, develop, conduct and evaluate an exercise in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise planning workshop, travel, supplies)					
		\$ -	-	-	-
			-	-	-
Subtotal Exercise and Deployment			-	-	-
6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&A costs: salaries and fringe benefits)					
Subtotal M&A			-	-	-
Total					
Total Budget			\$ -	\$ -	\$ -
Signature of Applicant					
Date of Application					

CERT/Citizens Corps Proposed Budget – SAMPLE SUBGRANTEE CERT – PROGRAM

Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)					
			\$ -		\$ -
			\$ -		\$ -
Subtotal Planning			\$ -	\$ -	\$ -
2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)					
Level 2 Background Checks	50	\$ 35.00	1,750.00		1,750.00
			-		-
Subtotal Organization			1,750.00	-	1,750.00
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KTFA))					
General Mobile Radios - 06CP-01-MOBL	10	\$ 45.00	450.00	-	450.00
Equipment Trailer - 12TR-00-TEQP	1	\$ 260.00	260.00	-	260.00
		\$ -	-	-	-
		\$ -	-	-	-
Subtotal Equipment			710.00	-	710.00
4. Training and Outreach Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)					
Training Facilities Rentals for Training	1	\$ 200.00	200.00	-	200.00
CPR/AED Training	10	\$ 48.25	482.50	-	482.50
Florida CERT Conference Registration	2	\$ 175.00	350.00	-	350.00
CERT Conference Travel (Hotel \$225x3 nights x 2 staff)+(Rental \$27x4 days)+(Per Diem \$36 per day x 4 days x 2 staff) =	2	\$ 873.00	1,507.50	238.50	1,746.00
Subtotal Training and Outreach			2,540.00	238.50	2,778.50
5. Exercise and Deployment Costs (Allowable exercise costs: salaries and fringe benefits, design, develop, conduct and evaluate an exercise in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise planning workshop, travel, supplies)					
Volunteer Hours for Exercise	136.511	\$ 34.88	-	4,761.50	4,761.50
			-	-	-
Subtotal Exercise and Deployment			-	4,761.50	4,761.50
6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&A costs: salaries and fringe benefits)					
			-	-	-
Subtotal M&A			-	-	-
Total					
Total Budget			\$5,000.00	\$5,000.00	\$ 10,000.00

Signature of Applicant

Date of Application

Authorized Signature

4/21/2026

CERT/Citizens Corps Proposed Budget – SAMPLE SUBGRANTEE CERT PROGRAM

Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)					
Community Outreach Event Registration Fees	4	\$ 300.00	\$ 1,200.00	\$ -	\$ 1,200.00
			\$ -	\$ -	\$ -
Subtotal Planning			\$ 1,200.00	\$ -	\$ 1,200.00
2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)					
Advertising Brochures (CERT one-pager)	5000	\$ 0.10	500.00	-	500.00
			-	-	-
Subtotal Organization			500.00	-	500.00
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KTFA))					
General Mobile Radios - 06CP-01-MOBL	10	\$ 80.00	800.00	-	800.00
Generator - 10GE-00-GENR	1	\$2,500.00	2,500.00	-	2,500.00
First Aid Kits for Training - 21GN-00-OCEQ	5	\$ 130.00	650.00	-	650.00
		\$ -	-	-	-
Subtotal Equipment			3,950.00	-	3,950.00
4. Training and Outreach Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)					
CPR/AED Training	50	\$ 75.00	3,750.00	-	3,750.00
Florida CERT Conference Registration	10	\$ 175.00	-	1,750.00	1,750.00
Training Facility Rental	1	\$ 600.00	600.00	-	600.00
			-	-	-
Subtotal Training and Outreach			4,350.00	1,750.00	6,100.00
5. Exercise and Deployment Costs (Allowable exercise costs: salaries and fringe benefits, design, develop, conduct and evaluate an exercise in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise planning workshop, travel, supplies)					
Volunteer Hours for Exercise	236.53	\$ 34.88	-	8,250.00	8,250.00
			-	-	-
Subtotal Exercise and Deployment			-	8,250.00	8,250.00
6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&A costs: salaries and fringe benefits)					
			-	-	-
Subtotal M&A			-	-	-
Total					
			\$10,000.00	\$10,000.00	\$ 20,000.00
Total Budget			\$10,000.00	\$10,000.00	\$ 20,000.00

Signature of Applicant

Authorized Signature

Date of Application

4/21/2026

Application Review and Budget Clarification Process

- Applications and all required documentation are due no later than **5:00 p.m. EDT, on Wednesday, May 6, 2026**, in the Blackbaud Portal,
- Applications are reviewed, scored and ranked during the review period **May 7 – May 20, 2026**
- Once the initial review period is completed, applicants will be notified in writing of the intent to award, and the intended awardees will be posted on the website on **May 22, 2026**
- The proposed budget provided in the application will then be reviewed by the Volunteer Florida Finance Team;
- Budget clarifications and feedback, if needed, will be provided during the budget clarification period **May 26 – June 12, 2026**
- **The Contract Period of Performance will be July 1, 2026, to May 31, 2027.**



Questions? Comments? Concerns?



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