



**INTEROFFICE MEMORANDUM**

October 14, 2022

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**THROUGH:** Daniel P. Banks  
Deputy County Administrator

**FROM:** James M. Fitzgerald, Fire Chief *JMF*  
Fire Rescue Department

**CONTACT:** Lauraleigh Avery, Division Chief  
Emergency Manager  
Office of Emergency Management  
PHONE NUMBER: 407-836-9151

**SUBJECT:** November 15, 2022 - Consent Agenda Item  
Volunteer Florida Community Emergency Response Team Citizens Corps  
Contract 2022-2023

In accordance with provisions of Federal Emergency Management Performance Grant Program funding, Volunteer Florida, serving as the Administrative Agency, has awarded Orange County Emergency Management a contract in the amount of \$5,000. The period of performance for this contract is October 1, 2022 through August 31, 2023.

This contract requires a match and will allow Orange County's Community Emergency Response Team program to purchase equipment needed to conduct basic disaster preparedness and response training in order to assist communities to prepare for, respond to, and recover from disasters.

The Office of Emergency Management will provide an in-kind match for grant oversight valued at \$5,000.

**ACTION REQUESTED:** Approval and execution of Volunteer Florida Community Emergency Response Team Citizens Corps (CERT/CC) Contract 2022-2023 by and between the Florida Commission on Community Service, d/b/a Volunteer Florida and Orange County Emergency Management in the amount \$5,000. An in-kind match is required.

attachments

c: Byron W. Brooks, AICP, County Administrator

BCC Mtg. Date: November 15, 2022



# volunteerflorida

**Volunteer Florida  
Community Emergency Response Team  
Citizens Corps  
(CERT/CC) Contract  
2022-2023**

Sub-Grantee: Orange County Emergency Management

FY 22-23 Grant Period: October 1, 2022 – August 31, 2023 (Contract Period of Performance)

CFDA Number: 97.042

Contract Total: \$5,000.00

This contract is hereby made and entered into as of this (the "Effective Date"), by and between the Florida Commission on Community Service, otherwise known as, Volunteer Florida, having its principal place of business at 1545 Raymond Diehl Road, Suite 250, Tallahassee, FL 32308, and Orange County Emergency Management, an entity organized under the laws of the State of Florida with its principal place of business located at 6590 Amory Ct, Winter Park, FL 32792 (the "Sub-Grantee") (collectively, the "Parties") and referred to herein as the "Contract."

In accordance with the provisions of Federal Emergency Management Performance Grant Program (EMPG) funding, Volunteer Florida, serving as the Administrative Agency, hereby awards to the Sub-Grantee a contract in the amount shown above.

In consideration of the contracted services by Volunteer Florida and of the advantages and benefits received by the Sub-Grantee by virtue of such relationship, the receipt and adequacy of all of which considerations are hereby acknowledged; NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth herein, the Parties agree as follows:

- I. **TYPE OF CONTRACT.** This is a cost reimbursement contract. Reimbursement for the contracted services will be contingent upon the documented allowable expenditures for the specified contract period. Volunteer Florida's performance and obligation to pay for services rendered under this contract is contingent upon available funding from the Federal Emergency Management Agency (FEMA) and the State of Florida.
- II. **PAYMENT OF FUNDS.** The Contract must be signed by an official authorized to sign on behalf of the Sub-Grantee and returned to Volunteer Florida before execution of the contract. The Sub-Grantee should not request reimbursement for any funds spent outside the period of performance of the contract. Contract funds will be disbursed to Sub-Grantee (according to approved program budget) upon receipt of evidence of expenditures and receipt of deliverables according to the terms and conditions of the contract.
- III. **REIMBURSEMENT.**

- A. Periodic Expenditure Reports (PER) shall be submitted quarterly, due on the 15<sup>th</sup> of the month following the end of the quarter, and shall include the supporting documentation for all costs of the project or services, as well as be in compliance with the deliverables.
  - i. A PER, along with supporting documentation (invoices and proof of payment in the form of canceled checks, paid credit card statements, etc.), will be required before a reimbursement will be made to Sub-Grantee.
  - ii. Sub-grantees will be **required** to attend a PER 101 training during the contract period.
  - iii. An expense should be submitted on a PER in the quarter in which that expense is **paid**.
- B. **The final PER shall be submitted no later than thirty (30) days after the expiration date of the contract.**
- C. If funds are not available to fund this contract as a result of action by the United States Congress, the federal Office of Management and Budgeting, or the State Chief Financial Officer, all obligations on the part of Volunteer Florida to make any further payment of funds shall terminate, and the Sub-Grantee shall submit its closeout report no later than thirty days of receiving notice from Volunteer Florida.

IV. **MATCH REQUIREMENTS AND CASH OR IN-KIND CONTRIBUTIONS.**

- A. Sub-Grantees are required to provide cash or in-kind match **dollar for dollar for this grant funding**. If the Sub-Grantee is unable to meet their contracted match amount, Volunteer Florida reserves the right to hold payments and utilize the Sub-Grantee's reimbursement request to meet the required match.
- B. Match must be stated as a dollar amount on the PER. Sub-Grantees shall be required to document the source of any cash and/or in-kind contributions. Volunteer hours (valued at \$27.68/hour), that are directly related to Planning, Organizational, Training and/or Exercise programs, may be used to meet the match requirement.

V. **AUDITS.**

- A. The Sub-Grantee's performance under this Contract is subject to the applicable requirements published in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Title 2 of the United States Code of Federal Regulations (C.F.R.) part 200 hereinafter referred to as the "Uniform Guidance."
- B. The Sub-Grantee shall retain all records pertaining to this Contract, regardless of the form of the record (e.g. paper, film, recording, electronic), including but not limited to financial records, supporting documents, statistical records, and any other documents (hereinafter referred to as "Records") for a period of five State fiscal years after all reporting requirements are satisfied and final payments have been received, or if an audit has been initiated and audit findings through litigation or otherwise.
- C. If the Sub-Grantee's expenditures of Federal awards during its applicable fiscal year(s) require it to conduct a single audit in accordance with the Uniform Guidance, the Sub-Grantee shall ensure that the required single audit is performed timely by an independent auditor.

- VI. **CONTRACT AMENDMENTS.** All amendments to the contract must be in writing and must utilize the format provided herein and incorporated by reference. Further, any such amendments must be executed by authorized representatives of Volunteer Florida and the Sub-Grantee.

VII. **ATTACHMENTS.**

- A. All Attachments to this Contract are incorporated as if set out fully.
- B. In the event of any inconsistencies or conflict between the language of this Contract and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.
- C. This Contract has the following attachments:

Attachment A	Program Budget
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Attachment B	Allowable Cost and Eligible Activities
Attachment C	Reports
Attachment D	Reporting Forms
Attachment E	Contract Amendment
Attachment F	Program Statutes and Regulations
Attachment G	Certification Regarding Debarment
Attachment H	Criminal History Check Status Form
Attachment I	Budget Revision Form

VIII. **MANDATED CONDITIONS.**

- A. The validity of this Contract is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Sub-Grantee in this Contract, in any later submission or response to a Volunteer Florida request, or in any submission or response to fulfill the requirements of this Contract. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of Volunteer Florida and no later than thirty days written notice to the Sub-Grantee, cause the termination of this Contract and the release of Volunteer Florida from all its obligations to the Sub-Grantee.
- B. This Contract shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Contract shall be in the Circuit Court of Leon County. If any provision of this Contract is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Contract.
- C. Any power of approval or disapproval granted to Volunteer Florida under the terms of this Contract shall survive the term of this Contract.
- D. Any Sub-Grantee which is not a local government or State agency, and which receives funds under this Contract from the Federal government, certifies, to the best of its knowledge and belief, that it and its principals:
- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
  - ii. Have not, within a five-year period preceding this Contract been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and,
  - iv. Have not within a five-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.
- E. If the Sub-Grantee is unable to certify to any of the statements in VIII.D above, then the Sub-Grantee shall attach an explanation to this Contract.
- F. **In addition, the Sub-Grantee shall send to Volunteer Florida by email the completed Attachment G titled: "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" for each intended subcontractor which sub-grantee plans to fund under this Contract.**
- G. Volunteer Florida reserves the right to unilaterally cancel this Contract if the Sub-Grantee refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, which the Sub-Grantee created or received under this Contract. Volunteer Florida shall be permitted to inspect and monitor the records

and facilities of funded projects and award recipients. Such inspections may occur without notice at any reasonable time, which shall be presumed to be normal business hours.

- H. Volunteer Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. Volunteer Florida shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Sub-Grantee of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Contract by Volunteer Florida.
- I. The Contractor (and its subcontractors) have an obligation to utilize the U.S. Department of Homeland Security's (DHS) E-Verify system for all newly hired employees. By executing this Contract, the Contractor certifies that it will register with, and use the E-Verify system for all newly hired employees. The Contractor must obtain an affidavit from its subcontractors in accordance with paragraph (2)(b) of section 448.095, F.S., and maintain a copy of such affidavit for the duration of the Contract. In order to implement this provision, the Vendor shall provide a copy of its DHS Memorandum of Understanding (MOU) to the Commission within five days of Contract execution of hiring new employees, whichever is later.
- J. All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Contract must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

IX. **LEGAL AUTHORIZATION.**

- K. The Sub-Grantee certifies that it has the legal authority to receive the funds under this Contract and that its governing body has authorized the execution and acceptance of this Contract. The Sub-Grantee also certifies that the undersigned person has the authority to legally execute and bind Sub-Grantee to the terms of this Contract.

I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as listed in Attachment A. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of this contract; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit to these requirements; and that all agencies involved with this project understand that all Federal funds are limited to the period of performance and date stipulated in the funding contract.

I certify that I understand and agree the contract must be executed by December 31, 2022. I understand if the contract is not executed in that time frame, the awarded amount is considered declined and funds returned to Volunteer Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

By: *Jerry L. Demings*  
Name: *for* Jerry L. Demings  
Title: Orange County Mayor  
Date: November 15, 2022



**VOLUNTEER FLORIDA**  
By: *Erin Siostron*  
Name: Erin Siostron  
Title: Chief Operating Officer  
Date: 11-22-2022

4. Each Commissioner is responsible for assigning work to his/her administrative support staff and monitoring work habits and performance. The individual Commissioner is responsible for any needed discipline.

5. Each Commissioner may approve salary increases for his/her administrative support staff provided:

a. A performance evaluation has been completed.

b. The salary increase would not cause the employee's salary to be above the maximum of the pay range.

c. Salary increase percentage is within the guidelines established for these employees (guidelines for non-classified service established annually).

d. Salary increases above the guidelines may be approved by the Commissioner in recognition of exemplary performance; however, the increase cannot result in a salary which exceeds the pay range.

6. County Commissioners and the Mayor may elect to provide up to two weeks severance pay to appointed staff at the time of staff members separation.

7. Each administrative support staff member will be expected to carry out all of the duties and responsibilities of the job description and be responsible for the clerical and administrative support for his/her District Commissioner.

8. If additional assistance is required, volunteers may be used. However, such volunteers shall not give direction to County staff.

9. The Mayor reserves the right to adjust this delegation of authority as may be deemed appropriate in the future.

*Pay Ranges:* Administrative support staff members have a specified salary range. These ranges will be reviewed and adjusted when market conditions dictate, as are all other pay ranges in this series.

*Absences from Office:* Administrative support staff members may fill in for one another on a voluntary basis, with the concurrence of the supervising Commissioner. Telephone calls will be routed directly to Commission offices. The voice mail system will

record telephone calls for future response.

*Authority for Receptionists:* The receptionists in the Board of County Commissioners office are not subject to this delegation and will be supervised by the Vice Mayor. The Vice Mayor will be in charge of the work directed to them and will arrange for backup coverage needed at the front desk.

*Decorum and Common Areas:* The Vice Mayor is delegated the authority to set rules from time to time regarding the following matters:

1. the use of common areas and equipment (for example, the lobby, the conference room, the coffee room, the restrooms, and the copy and facsimile machines);

2. the presence of persons other than visitors and County employees;

3. the County Commissioner reading file, and;

4. any other matter not covered by this Executive Order.

**EFFECTIVE DATES:** August 1, 2006  
**ORDERED** this 27th day of June, 2006.  
**By:** Richard T. Crotty, Orange County Mayor

#### **06.004 DELEGATION OF AUTHORITY TO SIGN CONTRACTS, RESOLUTIONS, PLATS, DEEDS, ORDINANCES AND OTHER LEGAL DOCUMENTS AFTER BOARD APPROVAL**

##### **I. PURPOSE AND BACKGROUND**

Section 302(D)(4) of the Orange County Charter allows the Orange County Mayor to designate to certain individuals the authority to sign contracts, resolutions, plats, deeds, ordinances and other documents and instruments on his/her behalf after approval by the Board of County Commissioners where applicable. In an effort to expedite the processing of documents and legal instruments which frequently must be signed by the County Mayor on short notice, a memorialization evidencing that certain individuals have authority to sign contracts, ordinances, resolutions, plats, deeds, ordinances and other legal documents and other instruments, after Board approval where applicable, in the absence of the Orange County Mayor, has been created.

## II. ORDER

As expressly permitted by Section 302(D)(4) of the Orange County Charter, the Orange County Mayor, hereby delegates to the following individuals the authority to sign contracts and grants on my behalf after Board approval:

A. Vice Mayor of the Board of County Commissioners, or

B. County Administrator or Acting County Administrator.

C. Pursuant to Article III of the Orange County Code, the Purchasing Manager is authorized to sign all contracts and agreements on behalf of the Board of County Commissioners.

As expressly permitted by Section 302(D)(4) of the Orange County Charter, the Orange County Mayor, hereby delegates to the following individuals the authority to sign resolutions, plats, deeds, ordinances, and other documents and instruments on my behalf after Board approval:

A. Vice Mayor of the Board of County Commissioners

B. County Administrator or Acting County Administrator,

C. Deputy County Administrator.

Following Board approval of any such contracts, resolutions, plats, deeds, ordinances, grants, and other documents and instruments, the persons named herein are hereby authorized to sign on my behalf any and all additional documents, including closing statements, grant conditions, or other instruments related to consummating the action the Board authorized so long as any such instrument does not increase the financial commitment of the County specified in such board authorization.

Pursuant to Section 302(D)(4), the authority to acknowledge receipt of any summons or service of process to be served on Orange County as part of the filing process to be served on Orange County as part of the filing or prosecution of a civil action is hereby delegated to and vested in the County Attorney's Office, as long as those individuals are located at their place of business at the time service is attempted, thereby waiving the right of the County to be served as

required by Florida law and the rules of civil procedure in state and federal courts (and any other tribunals with jurisdiction). The County Attorney shall exercise such delegated authority at his or her discretion and may delegate the authority further to any assistant county attorney or to any special counsel representing the County in any proceeding.

A subpoena served on an employee in his or her official capacity shall be served directly on that individual named on the subpoena. In the absence of an individual being named on the subpoena, the subpoena shall be served on the County Attorney's Office.

EFFECTIVE DATE: August 1, 2006  
ORDERED (this 27<sup>th</sup> day of June, 2006.  
REVISED: 05/19/08  
By: Richard T. Crotty, Orange County Mayor

## 10.001 TOBACCO IN THE WORKPLACE I. PURPOSE AND BACKGROUND

The purpose of this section is to provide employees with an understanding of Orange County's rules governing tobacco use in County facilities. The rules are designed to foster the health and safety of all employees and the public as well as reduce adverse impacts and maintenance to mechanical equipment. After careful review and consideration of all the available information, Orange County has decided to take additional positive steps towards providing a tobacco-free environment for all employees. Use of tobacco poses a significant risk to the health of the user. It can damage sensitive technical equipment and can be a safety hazard. The 1986 Surgeon General's report on involuntary smoking states that second hand smoke is a cause of disease, including lung cancer, in healthy non-smokers. The report continues by saying that the simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke. Under Section 386.204, Florida Statutes, a person is prohibited from smoking in any enclosed indoor workplace. The following rules are provided to demonstrate Orange County's desire to improve the health of its employees and citizens alike.

## II. ORDER

A. Upon the effective date of this Executive Order, Executive Order 91.002 and 06.002, which pertain to smoking in the workplace, are repealed.



I. **POINT OF CONTACT INFORMATION.**

- A. The name, address, and telephone number of the Volunteer Florida CERT Program Manager:

Shanelle Del Pino, Grants and Contracts Manager  
1545 Raymond Diehl Road  
Suite 250  
Tallahassee, FL 32308  
(850) 901-7362  
Shanelle@volunteerflorida.org

OR

Tommy Cleversy, Emergency Management Coordinator  
1545 Raymond Diehl Road  
Suite 250  
Tallahassee, FL 32308  
(850) 414-7400 ext. 119  
Tommy@volunteerflorida.org

- B. The name, address, and telephone number of the Sub-Grantee's Program Contact is:

Name: Lauraleigh Avery, OEM Manager  
Address: 6590 Amory Ct, Winter Park, FL. 32792  
Phone: 407-836-9151  
E-mail: Lauraleigh.Avery@ocfl.net

- C. The name, address, and telephone number of the Fiscal Contact is:

Name: Karina Zevallos, OEM Sr. Fiscal Coordinator  
Address: 6590 Amory Ct, Winter Park, FL. 32792  
Phone: 407-836-9097  
E-mail: Karina.zevallos@ocfl.net

All Terms and Conditions Included. This contract and its attachments as referenced below and incorporated herein contain all the terms and conditions agreed upon by the parties.

**Attachment A**

**PROGRAM BUDGET**

- I. Funding from the EMPG is intended for use by the Sub-Grantee to perform eligible activities as identified in Fiscal Year 2022-2023 Emergency Management Performance Grant and programs that are consistent with 2 C.F.R. Part 200, State Rule Chapter 27P-6, Florida Administrative Code and Chapter 252, Florida Statutes.
- II. Below is a fixed budget which outlines eligible categories and their allocation under this award.
- III. The transfer of funds between the categories listed in the Program Budget is not permitted, unless approved by Volunteer Florida.
  - a. Budget revision can be requested by a subgrantee, and must be completed on the Budget Revision Request form. In order to transfer funds between categories, or request new allowable costs, the Budget Revision Form must be approved by the Grants Contracts Manager (Found on page 20, Attachment I).

CERT/Citizens Corps Proposed Budget – INSERT TEAM Name CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
<b>1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel) and per diem related to planning activities</b>					
<b>Subtotal Planning</b>			\$ -	\$ -	\$ -
<b>2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)</b>					
<b>Subtotal Organization</b>					
<b>3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a> and request only allowable items under EMPG Funding. Please include AEL# each item. For example: CERT Response Kits AEL# (ZIGN-00-CCEQ)</b>					
<b>Subtotal Equipment</b>					
<b>4. Training Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)</b>					
<b>Subtotal Training</b>					
<b>5. Exercise 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)</b>					
<b>Subtotal Exercise</b>					
<b>6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&amp;A costs: salaries and fringe benefits)</b>					
<b>Subtotal M&amp;A</b>					
<b>Total</b>					
<b>Total Budget</b>			\$ -	\$ -	\$ -
<b>Signature of Applicant</b>					
<b>Date of Application</b>					
<b>VF Approval</b>					
<b>Date of Budget Approval</b>					

## Attachment B

**ALLOWABLE COSTS AND ELIGIBLE ACTIVITIES****I. CATEGORIES AND ELIGIBLE ACTIVITIES.**

The Fiscal Year 2022 Emergency Management Performance Grant allowable costs are divided into the following categories: **Planning, Organizational, Equipment, Training, Exercise, Management and Administration Costs.**

**II. PLANNING.**

Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and community-based approach to preparedness. Allowable planning costs include, but are not limited to the following:

**A. All-of-Nation/Whole Community Engagement/Planning**

- i. Developing/enhancing emergency operations plans to integrate citizen/volunteer organizations and other non-governmental organization resources and participation
- ii. Engaging the whole community in public education and awareness activities
- iii. Planning to foster public-private sector partnerships, including innovation for disasters initiatives that support the Citizen Corps mission
- iv. Executing an America's PrepareAthon! Activity to engage the whole community in a hazard-specific activity on the National Day of Action
- v. Establishing a Citizen Corps Council that brings together representatives of the whole community to provide input on emergency operations plans, risk assessments, mitigation plans, alert and warning systems, and other plans; assisting in outreach and education of community members in preparedness activities; and building volunteer capacity to support disaster response, recovery, and mitigation
- vi. Developing or enhancing mutual aid agreements/compacts, including required membership in EMAC.

**B. Resource Management Planning**

- i. Developing/enhancing logistics and resource management plans.
- ii. Developing/enhancing volunteer and/or donations management plans.
- iii. Establishing, expanding or maintaining volunteer programs that support disaster preparedness and/or response, including but not limited to: Neighborhood Watch/USAonWatch, CERT, Volunteers in Police Service, Medical Reserve Corps, Fire Corps, Citizen Corps Affiliate Programs and Organizations.

**III. ORGANIZATION.**

- A. Per the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (42 U.S.C. §§ 5121-5207), EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, including staffing CERT and Citizen Corps positions at the state and local levels in order to promote whole community engagement in all phases of emergency management. Proposed staffing activities should be linked to accomplishing the activities outlined in the EMPG Program Work Plan.
- B. Personnel costs, including salary, overtime, compensatory time off, and associated fringe benefits, are allowable costs with EMPG Program funds. These costs must comply with 2 C.F.R. Part 200, Subpart E – Cost Principles.
- C. Reimbursement for services by a person(s) who is not a regular or full-time employee filling established positions. This includes but is not limited to temporary employees, student or graduate assistants, fellowships, part-time academic employment, board members, consultants, and other services.
- D. Position descriptions for funded EMPG personnel and any position being used as match;
- E. Office Supplies/Materials, memberships, postages.

**IV. TRAINING.**

Training funds may be used for a range of emergency management-related training activities to enhance the capabilities of local emergency management personnel through the establishment, support, conduct, and attendance of training. Training Focus Areas: Damage assessment, shelters, disaster survivor assistance, emergency operation training, and management of donations for counties and states.

- A. Training events should be registered on the Citizens Corps Council Calendar though the FEMA Citizens Responder website: <https://community.fema.gov/Register>, the SERTrac State Calendar: <http://trac.floridadisaster.org/trac/loginform.aspx> and approved by the Volunteer Florida Grants and Contracts Manager.
- B. Training should foster the development of a community-oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.
- C. Additional types of training or training related activities include but are not limited to the following:
  - i. Developing/enhancing systems to monitor training programs.
  - ii. Conducting all hazards emergency management training, delivering the CERT Basic Training Course and supplemental training for CERT members who have completed the basic training, the CERT Train-the-Trainer Courses, and the CERT Program Manager course.
  - iii. Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
  - iv. Attending other FEMA-approved emergency management training or conferences
  - v. State-approved, locally-sponsored CERT training or conferences
  - vi. Mass evacuation training at local, state, and tribal levels
- D. Allowable training-related costs include the following:
  - i. Funds used to develop, deliver, and evaluate training
  - ii. Overtime and backfill
  - iii. Travel
  - iv. Hiring of a full or part-time staff or contractors/consultants
  - v. Certification or recertification of instructors
- E. The following are required items for the CERT Basic Training Course to be taught under this sub-grant:
  - i. Use of the Full FEMA/EMI/Volunteer Florida CERT Basic Training Course – G317, including the terrorism module and showing the Sheltering-In-Place Video;
  - ii. Use of a CERT Train-the-Trainer (TTT) – G428 Qualified Individual (A graduate of the CERT TTT or Trainer Course) as Program Manager, Course Manager, or Lead Instructor;
  - iii. Use of the CERT Program Manager Course – G427 Qualified Individual (A graduate of the CERT TTT or Trainer Course) as Program Manager
  - iv. Use of an adequate training facility.
- F. It is the responsibility of the Sub-Grantee to arrange and compensate course managers for CERT trainings and course manuals.
- G. Sub-Grantees must maintain and monitor a database to track the number of trained volunteers (Merit, MS Excel, or other similar volunteer management database)

**V. EXERCISE.**

- A. Allowable exercise-related costs include:
  - i. Funds used to design, develop, conduct and evaluate an exercise
  - ii. Hiring of a full or part-time staff or contractors/consultants
  - iii. Overtime and backfill
  - iv. Travel
  - v. Supplies
  - vi. Other Items - These costs are limited to items consumed in direct support of exercise activities, such as the rental of space/locations for planning and

conducting an exercise, rental of equipment, and the procurement of other essential nondurable goods. Recipients are encouraged to use free public space/locations, whenever available. Costs associated with inclusive practices and the provision of reasonable accommodations and modifications that facilitate full access for children and adults with disabilities are allowable. When conducting an exercise that shall include meals for the attendees, the Sub-recipient shall submit a request for approval to Volunteer Florida no later than twenty-five (25) days prior to the event to allow for both the Florida Division of Emergency Management and the Department of Financial Services to review. The request for meals must be submitted on letterhead and must include the date of exercise, agenda, number of attendees, and costs of meals.

VI. **EQUIPMENT.**

- A. Allowable equipment categories for the EMPG Program are listed on the web-based version of the Authorized Equipment List (AEL) at: <https://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.
- B. Allowable equipment includes equipment from the following AEL categories:
- i. Information Technology (Category 4)
  - ii. Cybersecurity Enhancement Equipment (Category 5)
  - iii. Interoperable Communications Equipment (Category 6)
  - iv. Detection Equipment (Category 7)
  - v. Power Equipment (Category 10)
  - vi. Physical Security Enhancement Equipment (Category 14)
  - vii. CBRNE Logistical Support Equipment (Category 19)
  - viii. Other Authorized Equipment (Category 21)
- C. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316.
- D. All requests to purchase Small Unmanned Aircraft System (SUAS) must comply with Information Bulletin (IB) 426 and must include the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties in the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment.
- E. As defined in section 200.310 Insurance Coverage: The non-Federal entity must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds as provided to property owned by the non-Federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the Federal award.

VII. **MANAGEMENT & ADMINISTRATION (M&A).**

- A. M&A activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local emergency management agency chooses to assign personnel to specific M&A activities.
- B. **M&A costs shall not exceed 5% percent of the total grant award.**

**Attachment C  
REPORTS**

Sub-grantees shall provide Volunteer Florida with a Quarterly Program Report (found on page 14) and a quarterly Periodic Expenditure Report (PER) (found on page 15).

- I. Quarterly Program and Financial reports are due to Volunteer Florida **no later than fifteen (15) days after the end of each quarter of the program year**; and shall continue to be submitted each quarter until submission of the fourth quarter report. The ending dates for each quarter of this program year are, December 31, March 31, June 30, and August 31.
  - a. Quarter 1: October 1- December 31
  - b. Quarter 2: January 1- March 31
  - c. Quarter 3: April 1- June 30
  - d. Quarter 4: July 1- August 31
- II. **Sub-grantees shall expend and request reimbursement for: 50% of the sub-grant agreement funds no later than June 30th; and 100% of the sub-grant agreement funds no later than August 31, 2023.**
- III. **The sub-grantee shall provide Volunteer Florida with complete supporting documentation for the PER. Volunteer Florida will accept documentation via the Laserfische portal: <https://volunteerfl.mccicloud.io/forms/sgp>. Required documentation includes, copies of invoices/receipts, canceled checks, and/ or bank/credit card statements and proof of credit card payment.**
  - A. **Planning Costs:** copies of completed plan, contracts or agreements with consultants or sub-contractors, providing services and documenting hours worked and proof employee was paid (paystubs, earning statements, payroll expenditure reports), Copies of invoices, receipts and cancelled checks, credit card statements, bank statements for proof of payment.
  - B. **Organization Costs:** For salaries, provide copies of certified timesheets with employee and supervisor signature documenting hours worked and proof employee was paid (paystubs, earning statements, and payroll expenditure reports), Expense items need to have copies of invoices, receipts and cancelled checks, credit card statements, and/or bank statements for proof of payment. All documentation for reimbursement amounts must be clearly visible and defined (i.e., highlighted, underlined, and/or circled on the required supporting documentation).
  - C. **Training Costs:** Provide copies of contracts, MOUs or agreements with consultants or sub-contractors providing services, and a copy of the agenda and sign in rosters (if using pre-populated sign in sheets they must be certified by the Emergency Management Director verifying attendance). May also request any training materials provided.
  - D. **Exercise Costs:** Provide copies of contracts, MOUs or agreements with consultants or sub-contractors providing services, and a copy of the agenda and sign in rosters (if using pre-populated sign in sheets they must be certified by the Emergency Management Director verifying attendance). Copies of Exercise Plan (EXPLAN), After-Action Report/Improvement Plan (AAR/IP) and sign in sheets for conducted exercises (if using prepopulated sign in sheets they must be certified by the Emergency Management Director or Lead Exercise Planner verifying attendance).
  - E. **Equipment Acquisition Costs:** Provide copies of invoices, receipts and cancelled checks, credit card statements, bank statements for proof of payment. Provide the Authorized Equipment List (AEL) Number (#) for each equipment purchase.
  - F. **Management and Administration Costs:** Copies of certified timesheets with employee and supervisor signature documenting hours worked or FDEM Division Form 6 - Time and Effort and proof employee was paid (paystubs, earning statements, and payroll expenditure reports); **Costs for M&A activities are allowed up to 5% of the total award amount.**
  - G. For travel and conferences related to EMPG activities, copies of all receipts must be submitted (i.e., airfare, proof of mileage, toll receipts, hotel receipts, car rental receipts, etc.) Receipts must be itemized and match the dates of travel/conference. If a conference, a copy of the agenda must be provided. Proof of payment is also required for all travel and

- conferences. Any travel costs that exceed the amounts stated in section 112.061(6)(b), Florida Statutes (\$6 for breakfast, \$11 for lunch, and \$19 for dinner) may be used as match.
- H. Failure to submit reports in a timely manner will cause reimbursement to be withheld or delayed.
  - I. Sub-grantees shall provide supporting documentation to justify all amounts in the reimbursement and match columns on the budget submitted to Volunteer Florida for approval. Sub-Grantees' can match using cash or in-kind goods or services.
  - J. The last quarter report is due no later than thirty (30) days after termination of this Contract. Federal funds provided under this contract shall be matched by the sub-grantee either by Cash Match or In-Kind Match from non-federal funds. Appropriate back-up/supporting documentation needs to be provided (i.e. copies of invoices, receipts and cancelled checks, and/or credit card statements, bank statements for proof of payment).

**Attachment D**  
**REPORTING FORMS**

- A. Quarterly Program Report page 14
- B. Quarterly Periodic Expenditure Report (PER) page 15



### QUARTERLY PROGRAM REPORT

**I. Demographics**

**Trainings & Classes Details**

# of Trainings/Classes: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Outreach Activities & Events Details**

# of outreach activities/events: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Exercise Activities**

# of Exercises: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Conference Details**

# of Conferences: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Materials Distributed Details**

# of Materials: \_\_\_\_\_ # of Participants: \_\_\_\_\_

**Equipment Details**

**Management & Admin Details**

**Community Volunteer Hours**

**Quarterly Program Report Summary**

**Additional Comments/notes**

**II. Activities**

■ Please provide a brief description of how volunteers have been engaged in meaningful activities.

\_\_\_\_\_ ✓

■ Discuss at least one success you have encountered during this period.

\_\_\_\_\_ ✓

■ Volunteer Florida wants to share more of your story! Please share 2-3 unique outcomes.

\_\_\_\_\_ ✓

**Pictures**

■  By checking this box, I verify I have uploaded pictures. Important: Please label photos with the name of your organization. Upload your pictures to Dropbox HERE.  
Please right click HERE to upload the pictures in a different tab or copy and paste this link: <https://www.volunteerflorida.org/emdropbox/>

**QUARTERLY PERIODIC EXPENDITURE REQUEST (PER)**

<b>LEGAL APPLICANT (LEAD AGENCY):</b>			
<b>PROGRAM:</b>			
<b>INVOICE DATES</b>		<b>TO</b>	
<b>PROGRAM YEAR:</b>		<b>2022-2023</b>	
<b>MONTHLY BUDGET</b>			
	<b>CERT / Citizens Corps</b>	<b>Match</b>	<b>Total</b>
<b>A. Planning</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>A. Planning</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>B. Organization</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>B. Organization</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>C. Training</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>C. Training</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>D. Exercise</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>D. Exercise</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>E. Equipment</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>E. Equipment</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>F. Management and Administration</b>			
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	<b>F. Management and Administration</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SUBTOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PER AMOUNTS:</b>		<b>\$0.00</b>	<b>\$0.00</b>
<b>CERT / Citizens Corp / Match Share:</b>		<b>#DIV/0!</b>	<b>#DIV/0!</b>
<b>APPROVED BY (must be typed or signed by program):</b>			
<b>Date PER sent to Volunteer Florida</b>			

Attachment E



volunteerflorida

CERT/CITIZENS CORPS CONTRACT AMENDMENT

An Agreement BETWEEN: Florida Commission on Community Service (Volunteer Florida)  
1545 Raymond Diehl Road, Suite 250  
Tallahassee, FL 32308  
850-414-7400

AND

Organization  
Attn:  
Address  
Address  
Phone Number

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the date set forth below.

\_\_\_\_\_  
Erin Sjostrom  
Chief Operating Officer  
Volunteer Florida

\_\_\_\_\_  
CERT/CC Designated Authority

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Attachment F

## PROGRAM STATUTES AND REGULATIONS

- I. Age Discrimination Act of 1975 42 U.S.C. § 6101 *et seq.*
- II. Americans with Disabilities Act of 1990 42 U.S.C. § 12101-1221
- III. Chapter 473, Florida Statutes: Chapter 215, Florida Statutes: Chapter 252, Florida Statutes: Emergency Management
- VI. Chapter 119 Florida Statutes: Public Records
- VII. Title VI of the Civil Rights Act of 1964 42 U.S.C. § 2000 *et seq.*
- VIII. Title VIII of the Civil Rights Acts of 1968 42 U.S.C. § 3601 *et seq.*
- IX. Copyright notice 17 U.S.C. §§ 401 or 402 also Section 1004.23, Florida Statutes
- X. Assurances, Administrative Requirements and Cost Principles 2 C.F.R. Part 200
- XI. Debarment and Suspension Executive Orders 12549 and 12689
- XII. Drug Free Workplace Act of 1988 41 U.S.C. § 701 *et seq.*
- XIII. Duplication of Benefits 2 C.F.R. Part 200, Subpart E
- XIV. Energy Policy and Conservation Act 42 U.S.C. § 6201
- XV. False Claims Act and Program Fraud Civil Remedies 31 U.S.C. § 3729 also 38 U.S.C. § 3801-3812
- XVI. Fly America Act of 1974 49 U.S.C. § 41102 also 49 U.S.C. § 40118
- XVII. Hotel and Motel Fire Safety Act of 1990 15 U.S.C. § 2225a
- XVIII. Lobbying Prohibitions 31 U.S.C. § 1352 also 2 C.F.R. § 200.950 also Section 216.347 Florida Statute and Section § 1352, Title 31 US Code
- XIX. Patents and Intellectual Property Rights 35 U.S.C. § 200 *et seq.*
- XX. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act) U.S.C. § 1681 *et seq.*
- XXI. Trafficking Victims Protection Act of 2000 22 U.S.C. § 7104
- XXII. Rehabilitation Act of 1973 Section 504, .29 U.S.C. § 794
- XXIII. USA Patriot Act of 2001 18 U.S.C. § 175-172c
- XXIV. Whistleblower Protection Act 10 U.S.C. § 2409, 41 U.S.C. 4712, and 10 U.S.C. § 2324, 41 U.S.C. § § 4304 and 4310
- XXV. 2324, 41 U.S.C. § § 4304 and 4310
- XXVI. Rule Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code
- XXVII. 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- XXVIII. To the extent that 2 C.F.R. Part 200 supersedes any provision outlined above, 2 C.F.R. Part 200 shall apply
- XXIX. Contracting with Small and Minority Businesses, Women's Business, and Labor Surplus 2 C.F.R. § 200.321

Attachment G

**CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

**Subcontractor Covered Transactions**

- (1) The prospective subcontractor of the sub-grantee, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the sub-grantee's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Sub-Grantee's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

## Attachment H

**CRIMINAL HISTORY CHECK STATUS FORM**

Each Contract shall require the Sub-Grantee to certify that every volunteer who is a part of an Official Citizen Corps or CERT Program funded through this Contract has successfully passed a level 2 background screening, prior to deployment in an emergency or disaster.

This Criminal History Check Status Form must be completed and submitted in Blackbaud within 60 days of the program start date. Florida Department of Law Enforcement state criminal history checks and National Sex Offender Public Registry (NSOPR) checks must be completed prior to any staff serving with or without accompaniment. Failure to submit this form may result in withholding of additional funds, or the requirement to reimburse already disbursed grant funds.

**National Sex Offender Public Registry:** <https://www.nsopw.gov/>

**Florida Department of Law Enforcement Criminal History Information:**

<https://www.fdle.state.fl.us/Criminal-History-Records/Obtaining-Criminal-History-Information>

<https://www.fdle.state.fl.us/Criminal-History-Records/Record-Check>

<b>Lead Organization:</b>	
<b>Program Name:</b>	
<b>Program Start Date:</b>	

I, \_\_\_\_\_, certify compliance with all applicable requirements, policies, regulations, and laws that apply to Florida Criminal History Background Check. I understand that providing any misrepresentation or false information could result in Volunteer Florida recouping any costs associated with the entity, individual, including travel costs, training expenses, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

## Attachment I

### Budget Revision Form

LEAD AGENCY:										
PROGRAM:										
PROGRAM YEAR: 2022-2023										
DATE REVISION SUBMITTED:										
	Original Budget			Budget Changes			Revised Budget			Justifications and Calculations
	CERT	Match	Total	(+)/Increases/(-)/Decreases			CERT	Match	Total	
<b>A. Planning Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>A. Subtotal Planning Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>B. Organizational Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>B. Subtotal Organizational Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>C. Equipment Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>C. Subtotal Equipment Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>D. Training Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>D. Subtotal Training Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>E. Exercise Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>E. Subtotal Exercise Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>F. Management and Admin Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>F. Subtotal Management and Admin Costs</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>BUDGET TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>APPROVED BY:</b>										
Date Revision Request sent to VF:										
(Following lines to be filled out by VF staff)										
Date Revision Request received by VF:										
<b>VF APPROVAL:</b>										
Date Revision Request Approved by VF:										

## FY 22-23 CERT/Citizens Corps Application

### Cover Page

#### Request for Proposals

Volunteer Florida is proud to announce the availability of FY 22-23 Community Emergency Response Team (CERT)/Citizen Corps Program funding. Volunteer Florida is anticipating awarding up to \$140,000 in sub-grant awards.

Interested parties may apply for funding for a CERT program, a Citizen Corps program, or both. If seeking funding for both CERT and Citizen Corps, a separate application must be submitted for each. Each sub-grant application may request a minimum of \$5,000 or a maximum of \$10,000. Applications are due to Volunteer Florida by **by 5:00 PM EDT September 1, 2022** via Blackbaud.

For questions on how to complete the CERT/Citizens Corps Request for Proposal, please contact: Shanelle Del Pino, Grants and Contracts Manager, 850-417-7400 ext 120 or Shanelle@volunteerflorida.org.

#### Before You Begin

##### Letter of Support

Letter of Support or acknowledgment from Corresponding Emergency Management Office (except in the case where the applicant is the County Emergency Management Office).

#### Organization Information

##### Organization Name

Orange County Office of Emergency Management

##### Other Name(s)

##### Federal Employer Identification Number

FEIN

59-600073

##### DUNS/UEI #

064797251

##### Emergency Management Director/CEO First Name

Lauraleigh

##### Emergency Management Director/CEO Last Name

Avery

##### Title

Manager

##### Emergency Management Director/CEO Phone

407 836-9151



Emergency Management/CEO E-mail Address

lauraleigh.avery@ocfl.net

Applicant First Name

Jason

Applicant Last Name

McMillan

Applicant Title

Emergency Management Specialist

Applicant E-mail

jason.mcmillan@ocfl.net

Applicant Phone

4078369051

Physical Address

6590 Amory Ct

City

Winter Park

State

FL

Postal Code

32792

Mailing Address

6590 Amory Ct

City

Winter Park

State

FL

Postal Code

32792

## Fiscal Information

### Fiscal Agent Name (as applicable)

Name of the fiscal organization, if different from the applicant organization.

### Fiscal Contact First Name

Karina

### Fiscal Contact Last Name

Zevallos

### Fiscal Contact Email

karina.zevallos@ocfl.net

### Fiscal Address

The physical mailing address where financial and administrative records are maintained.

Orange County Office of Emergency Management

6590 Amory Ct

Winter Park, FL 32792

### City

Winter Park

### State

FL

### Postal Code

32792

### Request Type/Status

Contributions-CERT

## General

### Organization

Type of Organization

Expansion

CERT/Citizen Corps

CERT

County Served

Orange

### Total Amount Requested

Each sub-grant application may request what they anticipate is needed (not to exceed \$10,000), but awards may be restricted to \$5,000.

10000

General (Maximum 5 points)

1. Program Geographical Area

Orange County Florida

2. Name of the applicant's sponsoring agency/group

Orange County Office of Emergency Management

3. Please indicate the type of sponsoring agency/group

County Emergency Management; Fire/Rescue Services; Fire Tax District; City Emergency Management Office; Citizen Corps Council; Native American Tribe; Sheriff/Police Agency

County Emergency Management

4. Is a letter of support from the corresponding County Emergency Management Agency included with this application?

No, the Orange County Office of Emergency Management is compliant with the National Incident Management System (NIMS) and is the agency applying for this grant. Therefore, this application serves as a letter of support from the emergency management office.

5. I certify that my organization will comply with the requirement that if funding is received, a Level 2 Background Check for members will be required prior to deployment in an emergency or disaster.

Yes

a. How will you pay for these background checks? (i.e. in-kind, match, etc.) Please explain.

Orange County CERT/CCorps volunteers do not deploy to emergency disasters. We will use Orange County General Fund in case we have to deploy our volunteers

### Program Narrative

2. Program Narrative (Maximum 40 Points)

Are you a previous CERT/CC grantee?

Yes

Is this applicant a new Citizen Corps Council?

Yes or No

No

1. Provide a general overview of your program (new or existing) to include experience and abilities to be utilized.

The Orange County Community Emergency Response Team (OCCERT) has served the fifth largest population in the state. The CERT program is coordinated by a CERT Program Manager and a CERT Coordinator who are Orange County Office of Emergency Management staff members. Volunteers within the program support that program needs as available.

OCCERT members receive training in the basic core curriculum within the CERT program and have the opportunity to gain further skills and knowledge through Orange County CERT Continuing Education classes offered throughout the year. The team also has the opportunity to practice their skills through a variety of quarterly and annual tabletop and full scale exercises.

The CERT program seeks to build involvement in disaster preparedness, response and recovery efforts through training and engagement with the community. OCCERT are often called on to serve as force

multipliers to support a variety of situations such as during public outreach events, training events and exercises. We encourage collaboration between public and non-public sectors through various activities, meetings and exercises to bridge gaps between community partners and OCCERT members bring ready resources together.

2. Describe your organizations history with CERT/CC. Briefly describe how you intend to use awarded funds

The Orange County Citizen Corps program was founded in 2004 which led to the creation of the Orange County Community Emergency Response Team program. While the program was put on hold during the COVID-19 pandemic, it was reactivated in late 2021 and has trained over 100 new CERT team members since that time. The program has also sought to re-engage past volunteers in the area through outreach and training opportunities.

Our current training plan provides the potential to add an additional 300 CERT team members in 2023 covering a wide variety of geographic areas in the county. The sought after grant funds will provide training equipment, CERT packs to support program growth plan.

Please describe the implementation plan/narrative for the program.

a. Strategy and methodology for recruitment

The target audience for recruitment continues to be communities and neighborhood organizations that are most vulnerable to the hazards identified by Orange County OEM. The intent is to train and retain all team members. OCOEM uses social and traditional media outlets to recruit new program members. We also rely heavily on outreach events such as safety fairs, community events and public presentations to reach prospective members. This program has recently begun to develop a variety of multi-lingual team members and volunteer instructors in order to reach segments of the population that have faced barriers to accessing and completing the CERT training.

b. Plans to utilize members in emergency situations.

CERT members are primarily organized within their neighborhoods and are trained to respond to the

specific needs of their neighborhoods. They also have the opportunity to train in other areas of need such as localized community emergencies, post disaster supply distribution support and communications support. Prospective roles and responsibilities, as well as methods of activation are detailed in the Orange County CERT Plan.

c. How you will measure outcomes and indicators.

Growth of the program will be evaluated based on total number of team members participating in training and outreach events. This evaluation will include review of participants geographic locations in order to target areas of the county that may need specific outreach. We will also set a target number for new CERT members and review the number of overall participants at the end of the year. This will help us develop outreach strategies, as well as provide indicators into needed training for the team.

e. Any additional programmatic information specific to the program.

Orange County has a large number of theme parks, high rise hotels and resorts, colleges, which bring in large numbers of multi-national visitors and tourists which support its economy. Volunteers are made aware and receive training in order to help both residents and visitors during and following a disaster. When a disaster strikes, it is understood that resources will need to be distributed as quickly and efficiently as possible to a variety of people from. The Citizen Corps/CERT concept is welcomed by the high-rise hotels, resorts and theme parks as a risk management incentive and may be used to minimize the impact to their customers.

d. How will you track and utilize volunteer hours?

Volunteers must register for each training and exercise event. These hours are tracked by the CERT Program Manager and provided to the OCOEM Finance Administrator.

f. Identify the emergency management and partner organizations, or the targeted population area whose emergency management needs will be directly benefited by this program.

Orange County Office of Emergency Management, Orange County Fire Rescue, Orange County Sheriff's Office and all of the residents of Orange County, as well as the City of Orlando.

3. Please list any measures of productivity that will support how this investment will be successful at the conclusion of the period of performance.

The program seeks to encourage continued interaction with the team members throughout the county. The number of participants in each training, exercise and outreach activity will be tracked throughout the year and calculated for a year end report.

4. Please explain your plans to maintain your program/members if current funding should end.

Orange County Office of Emergency Management (OEM) will continue to provide In-Kind/Cost Match coordination for recruitment and scheduling of Citizen Corps presentation and training courses for citizens

through its General Fund. Other State and or Federal Grants, such as the Emergency Management Preparedness and Assistance (EMPA) Grant or the Emergency Management Preparedness Grant (EMPG) may also be used to sustain or supplement the citizen Corps Program in the future. OEM may also be forced to pursue other grant funds, foundations, or funding streams if these funds were to end.

## **Cost Effectiveness**

### **Cost Effectiveness (Maximum 10 points)**

1. Does the applicant's program (e.g. CERT, MRC, etc) plan to obtain, or currently receive "in-kind" local support, or other non-federal funding sources in order to extend or sustain outreach/training/volunteer capabilities?

Please respond yes or no

Yes

2. Please list in detail the source of cash or in-kind match and estimated dollar value in the section provided below. Also list the source and dollar amount from additional Homeland Security Grant Program grants (including other portions/sub-grant agreements from USAI, SHSGP, MMRS, etc.)

In-Kind/Cost Match contributions will come from Orange County General Fund. Match includes the salary and benefits for the Program Coordinator (Estimated at \$32,000) that provides oversight for the Citizen Corps/CERT Activities, recruitment, management of a volunteer database, mentoring teams, and transport of equipment and volunteer materials. Also, the CERT Coordinator is responsible for training CERT volunteers.

## **Proposed Budget**

### **Proposed Budget (Maximum 30 points)**

Proposed budgets must be completed using the CERT/Citizens Corps Proposed Budget Form. Budgets should include only those costs associated with allowable activities under the RFP. Each budget line item should be itemized and clearly defined. All amounts should be rounded to the nearest whole dollar (do not

include cents). \*Non-expendable equipment is not allowed under the training category. Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc. Non-expendable equipment should be entered in the Equipment category.

## Proposed Budget Template

### Budget

Please attached budget. Describe how budgeted costs relate to program narrative. Points will be deducted if program goals do not match budget.

2022-2023 CERT OC Proposed BUDget Worksheet and Milestones\_2022-08-30.pdf

#### 1. Proposed Budget Narrative

Summarize how your budget supports your project design and activities.

1. Planning Costs: No costs allocated to this category
2. Organization Costs: Salaries and Benefits for the CERT/CCORPS Program Coordinator - MATCH - Orange County General Fund (\$10,000)
3. Equipment Costs: Equipment will be used during training and exercises. CERT Backpacks will be distributed to our volunteers upon completion of the CERT Basic Training Course. Total estimated costs for equipment \$9,500.00
  - Cert Backpacks Kits (125 units @ \$57.00 = \$7,125.00)
  - Moulage Makeup Kits ( 2 units @ \$150.00 = \$300.00)
  - Urban Search and Rescue Kit (1 unit @ \$2,065.00 = \$2,065.00)
  - EpiPen Injector Training Device (1 unit @\$10.00 = \$10.00)
4. Training Costs: No costs allocated to this category.
5. Exercise Activities Costs: No costs allocated to this category
6. Management and Indirect Costs: M&A Indirect Costs for Orange County Comptroller's. Total M&A Costs \$500.00

#### 2. Key Activities

Please provide a description of quarterly milestones that will lead to the milestone event(s) over the FY 2022-2023 EMPG CERT/Citizen Corps period of performance. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will occur. Applicants should provide 5-10 but no more than 15 milestones for the period of performance.

##### A. FIRST QUARTER: From Oct 1, 2022 to December 31, 2022

- 1). Sign and Execute CERT/CCORPS contractual agreement
- 2). Schedule the training classes for the year
- 3). Submit quarterly Report and match report

Total amount spent on this quarter \$0.00

##### B. SECOND QUARTER: From January 1, 2023 to March 31, 2023

- 4). Start the procurement to acquire all the equipment needed to support the training classes: CERT Backpacks, Moulage Makeup Kits, Rescue Kit and EpiPen Injector
- 5). Prepare outreach and educational materials
- 6). Get the equipment and process the invoices for payment
- 7). Start the CERT Basic Training Course according to the following schedule:

Sector One: One class per week beginning on January 12, 2023 and ending with the final exercise on February 18, 2023

Sector Two: One class per week beginning on March 9, 2023 and ending with the final exercise on April 8, 2023

- 8). Submit quarterly report and match report

Total amount for this quarter report \$9,500.00

##### 3. THIRD QUARTER: Continue with the training classes: From April 1, 2023 to June 30, 2023

9). Sector Three: One class per week beginning on May 11, 2023 and ending with the final exercise on June 17, 2023

10). Submit quarterly report and match report

Total amount for this quarter \$0.00

4. FOURTH QUARTER: July 1, 2023 to August 31, 2023

10). Submit M&A for Indirect Costs

11). Submit quarterly report and closeout. (FINAL)

Total amount for this quarter report \$500.00 and match report

## **Community Integration**

### **Community Integration (Maximum 15 points)**

The Citizen Corps mission is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

1. Briefly describe how CERT/Citizen Corps training promotes partnership efforts between emergency services in your community and the people you serve.

CERT members appreciate the dangers the fire personnel and deputies face every day when they hear real world anecdotes. "Hands on Training" side by side with real world responders helps both groups appreciate the vulnerabilities in attempting to do what is right during an overwhelming disaster. CERT members learn how limited their training is compared to the training of professionals that face larger scale challenges day today. Techniques for mitigating potential damages and loss of life from all hazards are demonstrated through videos, handouts, web links, and PowerPoint presentations. Partnerships with local responders are promoted through various methods, such as live presentation from 9-1-1 Dispatcher, a State Fusion Center Instructor and the showing on the "Firewise Community" video. Our CERT member routinely train with the Orange County Fire Department.

2. Briefly describe how your CERT/Citizen Corps program assists or will assist families, neighborhoods, and businesses with preparing, responding, and recovering from major disasters/incidents in a neighbor-helping-neighbor community spirit.



The Citizen Corps/ CERT program assists Orange County families, neighborhoods and business with preparation, response, and recovery from major disasters/incidents in a neighbor-helping neighbor community spirit by using several methods, like special events, training programs, and emergency planning projects. Special events include Mission Possible, Mock Terrorism, CERT Disaster Drills, Public Safety Days, National Night Out, National Preparedness Month, Back to School Events, and Hurricane Expositions. These events are scheduled annually by various communities participating in one or more Citizen Corps programs. Some neighborhoods have representation in all four Citizen Corps volunteer training programs and Citizen Corps Council members assist in creating a Neighborhood Emergency Response Plan (NERP). The Citizen Corps supports emergency planning and the template for the NERP is available on the Orange County website or through the Office of Emergency. The template is filled in by the respective Citizen Corps volunteers living within their neighborhood. This planning tool is used to assist neighbors before a disaster. Orange County CCORPS/CERT volunteers may be called during the Emergency Operation Center level one activations to assist by coordinating with our volunteer and donations Emergency Support Function 15 (ESF 15) or by assisting with a joint effort with the American Red Cross (ARC) and/or the Salvation Army. The Citizen Corps Council may also be called to assist the Emergency Management Office during major disasters or incidents.

3. Please describe how the applicant's mission will be integrated into a strategy plan, either by adoption of the CERT/Citizen Corps mission or integration into the Community Emergency Management Plan.

Both the Orange County Office of Emergency Management and the Orange County Citizen Corps Council consider the Orange County CERT program a major part of the Citizen Corps National mission. The Citizen Corps in Orange County creates a more unified community where volunteers can choose to join one or all four of the volunteer training programs such as MRC, CERT, COPS, and Neighborhood Watch. Citizen Corps Council members attend all major CERT events such as volunteer recognition, exercise drills, and any preparedness information sharing and recruiting activities held within Orange County. Volunteers from CERT are part of the Orange County Citizen Corps Strategic Plan and By-Laws.

5. Briefly describe the applicant's level of support for accepting this CERT/Citizen Corps Program as valid documentation of the role of CERT to partially meet education/training/auxiliary preparedness, response, and recovery mission role for Citizen Corps in the jurisdiction.

During hurricane Irma, trained CERT teams were able to assist their communities before the impact of the storm. They also played a major part during the recovery phase assisting Orange County Fire Department by going door to door. Major disasters affect our community all the time. Without trained CERT members, particular response and recovery phases of a disaster may have a completely different outcome. Questions

from citizens can be posed to the professional instructor so immediate answers or solutions can specifically meet a CERT community's requirements for the preparation, response and recovery. Techniques for mitigation potential damages and loss of life from all hazards are demonstrated through film, handout, web links, and PowerPoint presentations. Discussion of how to prepare a family or business for any disaster includes the concept of replenishing the first aid kit whenever it is used.

If the applicant has a Florida Registered Citizen Corps Program within its community/jurisdiction, please complete the following information:

Name of CERT/Citizen Corps Program  
Contact Person  
Email  
Phone Number

Please note N/A if not applicable

Orange County CCORPS/CERT Program  
Jason McMillan/ Karina Zevallos  
Jason.McMillan@ocfl.net/ karina.zevallos@ocfl.net  
407-836-9051/ 407-836-9144

## **Submission**

To the best of my knowledge, the data in this proposal is true and correct and the governing body of the applicant has duly authorized the enclosed documents. I understand that incomplete proposals or proposals submitted after the deadline may not be accepted or reviewed.

By signing below, the undersigned acknowledges having read and understood the disaster program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management. Applicant also acknowledges that if a funding recommendation is made for less than the full amount applied for, additional documentation to include but not limited to a revised budget, scope of work and proposed accomplishments may be requested prior to final funding determinations.

Electronic Signature

Jason McMillan

Application Submission Date

August 30, 2022

**Note- Once the proposal is submitted you will receive an automated e-mail from Volunteer Florida with a copy of the submission and a tracking number. If no tracking number is received, the proposal was not submitted.**

CERT/Citizens Corps Proposed Budget Revised – Orange County CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Costs	CERT / Citizen	Grantee Match	Total
<b>1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)</b>					
			\$ -		
			\$ -		
Subtotal Planning			\$ -	\$ -	
<b>2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)</b>					
			-		
Salaries and Benefits for Orange County CERT Program Coordinator (400 hrs @ \$25.00 per hour)	200	\$ 25.00		\$ 5,000.00	\$ 5,000.00
Subtotal Organization				\$ 5,000.00	\$ 5,000.00
<b>3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a> and specifically refer to in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS))</b>					
			-		
CERT Kits (Backpacks) - AEL #: 21GN-00-CCEQ	42	\$ 57.00	\$ 2,394.00		\$ 2,394.00
Moulage Makeup Kit (Supplies) - AEL #: 21GN-00-CCEQ	2	\$ 150.00	\$ 300.00		\$ 300.00
Urban Search and Rescue Kit (Cribbing Kits) AEL#: 21GN-00-CCEQ	1	\$ 2,056.00	\$ 2,056.00		\$ 2,056.00
Subtotal Equipment			\$ 4,750.00	\$ -	\$ 4,750.00
<b>4. Training Costs (Allowable training costs: salaries and fringe benefits, develop, deliver training, workshops and conferences, workshops and conferences, certification/recertification of instructors, travel, supplies)</b>					
			-		
Subtotal Training			-	-	
<b>5. Exercise 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)</b>					
			-		
Subtotal Exercise			-	-	
<b>6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&amp;A costs: salaries and fringe benefits)</b>					
			-		
Management and Indirect Cost for CERT Grant	1	\$ 250.00	\$ 250.00		\$ 250.00
***Orange County Indirect Cost 5% of the amount of the Grant (\$10,000*5%=\$500.00)					
Subtotal M&A			\$ 250.00	\$ -	\$ 250.00
<b>Total</b>					
Total Budget			\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
Signature of Applicant	<i>[Handwritten Signature]</i>				
Date of Application	9/22/22				
VF Approval					
Date of Budget Approval					