



volunteerflorida

**Volunteer Florida
CERT Contract Agreement
2017-2018**

Sub-Recipient: Indian River County Department of Emergency Services
Sub-Recipient DUNS: 07-920-8989
Project Title: CERT
FY 2018 Grant Period: July 1, 2017 – June 30, 2018
Contract Total: \$7000
POC: John King
Address: 4225 43rd Ave
City, State, ZIP: Vero Beach, FL 32967
Work Phone: 772-226-3859
E-Mail: jking@ircgov.com

This contract agreement is hereby made and entered into as of this August 1, 2017 (the "Effective Date"), by and between the Florida Commission on Community Service, doing business as Volunteer Florida (the "Commission"), having its principle place of business at 3800 Esplanade Way, Suite 180, Tallahassee, FL 32311, and Indian River County Department of Emergency Services, an entity organized under the laws of the State of Florida with its principal place of business located at 4225 43rd Ave Vero Beach, FL 32967 (the "Provider") (collectively, the "Parties") and referred to herein as the "Contract Agreement."

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-Recipient a contract in the amount shown above.

In consideration of the contracted services by the Commission and of the advantages and benefits received by the Provider 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 will be a cost reimbursement contract. Reimbursement for the contracted services will be contingent upon the documented allowable expenditures for the specified contract period. The Volunteer Florida performance and obligation to pay for services rendered under this contract is contingent upon available funding from FEMA and the State of Florida.

- II. **PAYMENT OF FUNDS.** The Award Letter must be signed by the Official Authorized to Sign in the space below and the original returned to Volunteer Florida before execution of your contract. The sub-recipient should not expend any funds until a fully executed contract has been received from Volunteer Florida. Contract funds will be disbursed to sub-recipients (according to approved project budget) upon receipt of evidence of expenditures and receipts of deliverables delivered according to the terms and conditions of the contract.
- III. **CONTRACT AMENDMENTS.** All amendments to the contract must be in writing and 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-recipient.
- IV. **DEPLOYABLE CAPABILITIES.** All assets and capabilities achieved or sustained with EMPG contract funds are deployable and shareable at the direction of Volunteer Florida, with cost potentially reimbursable in conformance with Emergency Management Assistance Compact (EMAC) or other Statewide Mutual Aid/Assistance (SMAA) agreements. Assets should be available to utilize in multiple jurisdictions, regions, and the Nation; any asset that is physically mobile can be used anywhere in the United States and territories via EMAC or other mutual aid/assistance agreements.
- V. **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:
 - i. Attachment A – Program Budget
 - ii. Attachment B – Scope of Work / Deliverables
 - iii. Attachment C – Allowable Cost and Eligible Activities
 - iv. Attachment D -- Reports
 - v. Attachment E – Reporting Forms
 - vi. Attachment F – Program Statutes and Regulations
 - vii. Attachment G – Certification Regarding Debarment
 - viii. Attachment H – Criminal History Check Status Form
- VI. **PAYMENTS.**
- A. Invoices shall be submitted quarterly and shall include the supporting documentation for all costs of the project or services as well as compliance with the deliverables. **The final invoice shall be submitted no later than thirty (30) days after the expiration date of the contract.**
 - B. If the necessary 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-Recipient shall submit its closeout report no later than thirty days of receiving notice from Volunteer Florida.
- VII. **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-Recipient 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-Recipient, cause the termination of this Contract and the release of Volunteer Florida from all its obligations to the Sub-Recipient.
 - 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-Recipient 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 proposal 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-Recipient is unable to certify to any of the statements in this certification, then the Sub-Recipient shall attach an explanation to this Contract
- F. **In addition, the Sub-Recipient shall send to Volunteer Florida (by email or by facsimile transmission) the completed attachment titled: "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" for each intended subcontractor which Sub-Recipient plans to fund under this Contract.**
- G. Volunteer Florida reserves the right to unilaterally cancel this Contract if the Sub-Recipient 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-Recipient 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-Recipient 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. 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.

VIII. LEGAL AUTHORIZATION.

- A. The Sub-Recipient 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-Recipient also certifies that the undersigned person has the authority to legally execute and bind Sub-Recipient 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 above. I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the 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 that once the contract has been sent to sub-recipient, the contract will be executed by December 31, 2017. 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.

SUB-RECIPIENT:

By: _____

Name and title: Joseph E. Flescher, Chairman

Date: November 07, 2017

FID# 59-6000674

**Attest: Jeffrey R. Smith, Clerk of
Court and Comptroller**

VOLUNTEER FLORIDA

By: _____

Name and Title: Chester W. Spellman, Chief Executive Officer

Date: _____

By: _____
Deputy Clerk

APPROVED

County Administrator

IX. **POINT OF CONTACT INFORMATION.**

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

Christy Rojas-Kasten, CERT Program Manager
3800 Esplanade Way
Suite 180
Tallahassee, FL 32311
(850) 414-7400
Christy@VolunteerFlorida.org

Or

Ken Skalitzky, Emergency Management Director
3800 Esplanade Way
Suite 180
Tallahassee, FL 32311
(850) 414-7400
Ken@VolunteerFlorida.org

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

Name: John King
Address: 4225 43rd Avenue
City, State ZIP: Vero Beach, FL 32967
POC Work Phone #: 772-226-3859
Email Address: jking@ircgov.com

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

Name: Michael Smykowski
Address: 1801 27th Street
City, State ZIP: Vero Beach, FL 32960
POC Work Phone #: 772-226-1214
Email Address: msmykowski@ircgov.com

CONTRACT AWARD NOTICE: THIS AWARD IS SUBJECT TO THE FINAL APPROVAL OF SUB-RECIPIENT'S PROPOSED BUDGET BY VOLUNTEER FLORIDA.

All Terms and Conditions Included. This Sub-recipient 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 Emergency Management Performance Grant is intended for use by the Sub-Recipient to perform eligible activities as identified in Notice of Funding Opportunity (NOFO), Fiscal Year 2016 EMPG, Appendix B – FY 2016 EMPG Funding Guidelines [http://www.fema.gov/media-library-data/1464196875293-190ed88e1b63940c87121a3f0b97b8a5/EMPG Multi Year Program Guidance Final.pdf](http://www.fema.gov/media-library-data/1464196875293-190ed88e1b63940c87121a3f0b97b8a5/EMPG_Multi_Year_Program_Guidance_Final.pdf) 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.

Grant	Sub-Recipient Agency	Category	Amount Allocated
FY 2018 – Emergency Management Performance Grants - CERT	Indian River County Department of Emergency Services, CERT	Planning	\$650.00
		Training	\$4,050.00
		Exercise	\$500.00
		Equipment	\$1,800.00
		Management & Administration (M&A), the dollar amount cannot exceed 5% of the total award amount.	\$0.00
Total Award		\$7,000.00	

**Attachment B
SCOPE OF WORK / DELIVERABLES**

Quarterly Period Milestones		Project Timeline or Deliverable Description	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Estimated Cost
1 st Quarter	1	Execute CERT sub-grant agreement. Develop plans to create new CERT Council/Policy Board and recruit council members. Recruit CERT volunteer leaders for key organizational positions. Hold one Council meeting.	8/1/2017	10/31/2017	\$0
1 st Quarter	2	Finalize plans for revitalizing CERT program & arrange for training facilities. Create and purchase marketing & recruiting materials for use in community outreach activities.	8/1/2017	9/30/2017	\$330
1 st Quarter	3	Hold one information update meeting with CERT alumni that can be contacted. Order CERT equipment kits for new trainees.	8/1/2017	10/31/2017	\$1,840
1 st Quarter	4	Conduct one CERT Train-the-Trainer course. Submit 1st Quarterly Report (QSR) to Volunteer Florida.	8/1/2017	10/31/2017	\$0
2 nd Quarter	5	Conduct at least three community outreach activities this quarter for recruiting and public awareness. Hold two update meetings with CERT alumni. Conduct one basic CERT class.	11/1/2017	1/31/2018	\$1,030
2 nd Quarter	6	Conduct one CERT refresher training course.	1/1/2017	1/31/2018	\$810
2 nd Quarter	7	Hold one CERT Council meeting. Conduct detailed planning for exercise participation. Submit 2nd QSR to Volunteer Florida.	11/1/2017	1/31/2018	\$0

3 rd Quarter	8	Conduct at least three community outreach activities this quarter for recruiting and public awareness. Hold three update meetings with CERT alumni. Conduct one basic CERT class.	2/1/2018	4/30/2018	\$1,070
3 rd Quarter	9	Conduct one CERT refresher training course. Conduct one CERT neighborhood exercise.	2/1/2018	4/30/2018	\$910
3 rd Quarter	10	Hold one CERT Council meeting. Conduct detailed planning for hurricane exercise participation. Submit 3rd QSR to Volunteer Florida.	2/1/2018	4/30/2018	\$0
4 th Quarter	11	Conduct one CERT refresher training course.	5/1/2018	7/31/2018	\$830
4 th Quarter	12	Conduct at least three community outreach activities this quarter for recruiting and public awareness. Hold two update meetings with CERT alumni.	5/1/2018	7/31/2018	\$80
4 th Quarter	13	Conduct county-wide neighborhood CERT hurricane preparedness exercise.	5/1/2018	6/1/2018	\$100
4 th Quarter	14	Submit the close-out report to Volunteer Florida once final reimbursement is received.	7/15/2018	7/31/2018	\$0
				Total	\$7,000

I. **PROGRAM NARRATIVE**

- A. Implementation plan for the program. This should include the:
- i. Strategy and methodology for recruitment;
 - ii. Plans to utilize members in emergency situations;
 - iii. Any additional programmatic information specific to the program.
- B. Identify the emergency management and partner organizations, or the targeted population area whose emergency management needs will be directly benefited by this program.

CERT of Indian River County – Ambassadors of Preparedness

Vision – Prepared and Resilient Indian River County Neighborhoods

Mission – Using Community Emergency Response Team (CERT) volunteers as “Ambassadors of Preparedness”, promote and increase personal and community emergency readiness and disaster preparedness within Indian River County neighborhoods in order to improve resilience to likely hazards and speed recovery from disasters.

Strategic Imperatives – These three imperatives shape and influence the approach used in building the program and achieving its goals.

- Take a whole-community approach to emergency readiness and disaster preparedness
- Be resident-centric in developing and delivery of the program
- Foster knowledge and empowerment for all county residents

Priorities – There are two priorities for this revitalized CERT of Indian River County Program that exemplify our most critical needs.

- **Priority 1** – Educate, motivate and empower neighborhood residents in preparation for disasters or emergency situations.
- **Priority 2** – Build a capability to respond in individual neighborhoods to disasters and emergencies

Overview

A community’s ability to respond to or recover from a disaster depends on the level of preparedness of every member of the community. However, in a complex disaster, first responders and emergency workers may not be able to reach everyone right away and utility providers may not be able to restore critical services, such as power, immediately. It is therefore in the best interest of each individual, household, and neighborhood to be as prepared as possible so as to minimize potential hardships and recover quickly when faced with emergencies, disasters or other hazards.

Previous efforts and activities to improve preparedness in individual county neighborhoods using the Community Emergency Response Team (CERT) program have focused primarily on training a small team of volunteers to conduct limited, immediate emergency assessment and response operations until professional emergency responders, such as fire, police, EMT, etc., arrive on the scene. The effort was at first met with great enthusiasm, but after the loss of key volunteer leaders and a lack of a clear

organizational priorities, the CERT program unfortunately lost its momentum and became dormant in Indian River County.

The CERT revitalization program builds on the basic CERT training foundations and then expands the focus of volunteer efforts toward motivating, empowering, and engaging all residents of their own neighborhoods with the education and training they need to better prepare themselves for disasters and emergency situations. At the same time, this revamped program plans to increase participation of Indian River County neighborhoods in the CERT volunteer training program such that large neighborhoods, as well as, clusters of small neighborhoods, are encouraged to maintain a cadre of CERT volunteers that can offer additional and immediate assistance before, during, and after a disaster or emergency situations.

In addition, with increased emphasis on communications, CERT volunteers will become the eyes and ears of Indian River County's Department of Emergency Services both prior to, and immediately after, a disaster situation so that IRCES can better prioritize its own scarce resources in support of the areas of greatest need. As a supplement to basic CERT training, neighborhood CERT members will have opportunities for more advanced training in communications, first aid, organizing community awareness and education efforts, and managing spontaneous volunteers.

Guiding this effort will be a partnership of community leaders from around the county with extensive emergency preparedness and disaster readiness experience. This group may include representatives from Indian River County Department of Emergency Services (IRCES), the Support Alliance for Emergency Resilience (SAFER) of Indian River County, emergency response organizations, local law enforcement officials and first responder organizations, and training and communications experts, all with experience in program management, training development, volunteer coordination, and emergency management. In addition, the group will have access to other key officials and expertise at the local, state, regional, and federal levels with experience in the various aspects of emergency planning.

All this combined will empower CERT members of Indian River County to become Ambassadors of Preparedness to the neighborhoods in which they live, and will move our community closer to the vision of having prepared and resilient Indian River County neighborhoods.

Implementation

As with any new program, plans for implantation are just as important as the activities they support. The mission statement, strategic imperatives and priorities stated in the overview above begin to speak to the specifics of how the CERT program in Indian River County will be reinvigorated. And the vision statement – Prepared and Resilient Indian River County Neighborhoods – lays out the outcome we are seeking from this program.

By recruiting, training and using CERT volunteer members in the role of Ambassadors of Preparedness, we will ultimately infuse each Indian River County neighborhood with the knowledge, training and empowerment they need to be ready for all likely hazards and emergencies and to be able to recover quickly from disasters. When developing program plans, we will take a whole-community approach to implementation by working closely with county residents, community leaders, first responders and emergency personnel, as well as other local stakeholders and resources to create a preparedness

program that uses multiple resources from the widely varied fields of emergency management, and with differing delivery methods, so as to bring information, training, assistance to the largest number of county residents possible.

We will create a CERT program that is resident-centric. This means, understanding, and making the program flexible to the needs of individual neighborhoods and communities, rather than a cookie-cutter, one-size-fits-all implementation. In Indian River County, we have neighborhoods that are HOA governed and gated, non-HOA and open, within and outside city limits, large and small, affluent and underserved, aged and younger. We have diversity in our neighborhoods, just as with our county's residents, and our program must be flexible enough to work for all of them. After level-setting each CERT member with basic skills training, the program will then allow CERT members to tailor their neighborhood teams to respond to the specific needs of their own community. Some neighborhoods may need greater first aid capabilities for example, while others may want to concentrate more on damage assessment and communications. Each neighborhood team will be unique to its own environment, with reach back to the CERT program coordinators and county emergency management programs for assistance, guidance and additional training.

The revitalized CERT program will foster knowledge and empowerment of all Indian River County residents through the CERT volunteers. CERT members know their neighborhoods and their neighbors' needs better than anyone. Prior to disasters or emergencies, the tailored neighborhood programs run by neighborhood-based CERT teams can create neighbor-to-neighbor enthusiasm around activities that encourage all residents to participate in, learn about, and contribute to improving their own neighborhood's resiliency to disasters, emergencies, and hazards, in ways best suited to the neighborhood.

Neighborhood CERT volunteers can, for example, plan for and help deliver emergency readiness and disaster preparedness education classes and training in their own neighborhoods. They might invite subject matter experts from emergency management partners in the surrounding community to give presentations or conduct the training themselves depending on their situation. Topics might include:

- Creating household disaster plans and emergency kits
- How to stay safe if evacuation is not an option
- Understanding different hazards and disasters, and how to prepare for them
- The disaster is over...what now...How to recover from disaster

Neighborhood CERT members can encourage even greater resident participation by first ensuring that the needs of neighborhood residents are clearly understood. Soliciting ideas and information from neighbors regarding their interests in specific topics, conducting voluntary surveys to establish a neighborhood disaster readiness database, and obtaining feedback at each event or activity to assess its effectiveness and value to the community, are all ways to gain a greater understanding and to garner support and enthusiasm from residents.

CERT members and neighborhood teams will also be vital to Indian River County's ability to respond as a community to disasters and emergencies. Using CERT volunteers to help assess a neighborhood's situation and report on damage and injuries in the immediate aftermath of a disaster will allow emergency management professionals from the IRCES Department to prioritize its limited resources, and can help relief agencies, such as the United Way, the American Red Cross, and other SAFER member

organizations direct the flow of critical supplies, food, water, and shelter to the areas of greatest need. In addition, maintaining communications through CERT members increases the flow of critical information to neighborhood residents who may be without power and unable to otherwise get important updates and notices.

In addition, as a part of the CERT program implementation, we plan to increase the number and use of Amateur Radio operators throughout the county both before and during emergencies. By partnering with the Vero Beach Amateur Radio Club and the Amateur Radio Emergency Service (ARES), we will not only improve radio communication skills of volunteers, but will also ensure neighborhood CERTs have solid, reliable communications back to the Emergency Operations Center during emergencies.

Prior to disaster situations, having CERT volunteers participate in exercises and drills, armed with in-depth understanding of the needs of their own neighborhoods, helps with pre-disaster planning efforts by county emergency management personnel and relief organizations, and increases the chances of success during actual emergency situations. In addition, CERT volunteers, deployed inside their own neighborhoods, and using the skills they learned in CERT training, can provide immediate assistance to their neighbors until professional help arrives, administer first aid as the situation warrants, and organize and mobilize the ad-hoc, spontaneous volunteers that will undoubtedly come out to help once the danger has passed. Neighborhood CERT teams will be able to do this while continuing to maintain communications with local authorities, keeping them updated on the local situation.

In order to pull all of this together, CERT of Indian River County will primarily use volunteers to plan, manage and implement the program with support from the IRCES staff as required. A volunteer program manager has been named who has assembled a small initial planning team to begin work on the program's organizational structure and positions descriptions, and to begin recruiting volunteers to fill key leadership roles. In addition, planning is underway for CERT training and exercises, community outreach and internal messaging, both pre- and post-disaster operations, and the various administrative functions of the program. This year's training offerings will include a Train-the-Trainer class, refresher training classes for previously trained volunteers, two Basic CERT training sessions for new volunteers, and a variety of advanced skills training CERT members. For all activities, training and exercises, safety considerations are being built in to the plan.

Recruiting and Retention

Three major challenges are inherent in all volunteer programs; community outreach and recruiting, meaningful engagement of volunteers, and robust communications. CERT of Indian River County addresses each challenge with an eye toward building a viable, sustainable program. Recruiting is the life-blood of any volunteer organization. A comprehensive recruiting strategy that reaches each neighborhood in the county will be developed by program leaders to garner support and interest in the program, to generate fresh ideas about how best to implement the program, and to ensure a continual flow of new volunteers. Recruiting will start by contacting everyone in the county who had previously attended CERT training in order to reignite their interest in the program.

To that end, a letter was sent in July by the Director of IRCES to each former CERT member with information about the revitalization project that is now underway, encouraging them to get reconnected with the program. In addition, email contact listings have been generated, the CERT of

Indian River County Facebook page has been refreshed, and a new Twitter account has been created; all with the objective of staying connected with those interested in the CERT program.

Enlisting previously trained CERT volunteers is a great kick start to the program's recruiting effort, but it cannot stop there. Program leaders and volunteers will conduct extensive outreach to HOAs and their Boards of Directors, neighborhood Community Watch organizations, SAFER member organizations, faith-based groups, youth organizations and schools, and other volunteer community and civic groups interested in emergency preparedness, with presentations and information about the CERT program and its benefits to the community. During the year, CERT members will also set up information display booths at various events in the county to increase program visibility, generate interest in CERT activities, and recruit new trainees.

To ensure the program maintains its momentum and retains its volunteer members, the CERT program will include engaging, informative, and fun activities, training, and events designed to prepare CERT volunteers for emergencies and disasters. Perhaps even more importantly, the program's activities will be aimed at challenging CERT members to use the knowledge and skills they learn to create neighborhood-based programs that reach an even larger audience with emergency preparedness and disaster readiness information. In doing so, the CERT program becomes even more meaningful to participants and more valuable to entire community. The program must also be careful not to rely solely on a small number of volunteers, but instead, delegate and decentralize tasks where possible. Our program plans will include recruiting and maintaining a larger pool of volunteer leaders that are cross-trained and willing to step in to leadership roles when needed. This type of volunteer engagement empowers all participants to succeed and helps prevent volunteer burnout and program fatigue.

Poor or infrequent communications with participants can quickly derail a program, causing confusion and frustration for volunteers and residents, and contribute to, rather than help to alleviate, dangerous situations during emergencies. Using local print and broadcast media sources, email, and various online social media, CERT of Indian River County will actively promote program activities and keep the community informed about training and special events. The program plans call for regular, frequent contact with volunteers in order to keep them informed, increase a sense of engagement, and to help improve retention of trained volunteers.

Summary

To sum it up, the CERT of Indian River County program will motivate, empower, and engage the whole community to work together to prepare for disasters and emergencies. The CERT Ambassadors of Preparedness are neighbors helping neighbors promote and increase personal and community emergency readiness and disaster preparedness with tailored neighborhood programs. In doing so, emergency professionals benefit, local support organizations benefit, volunteers benefit, and, most importantly, the whole community benefits from prepared and resilient Indian River County neighborhoods.

Attachment C
ALLOWABLE COST AND ELIGIBLE ACTIVITIES

I. **CATEGORIES AND ELIGIBLE ACTIVITIES**

The 2016 EMPG Funding Guidance allowable costs are divided into the following categories: **organizational, planning, training, exercise, and equipment.**

A. **Organization**

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. 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.

Mandatory Training and Exercise Requirements for EMPG funded employees only

All EMPG Program funded personnel shall complete the following training requirements and record proof of completion: NIMS Training, Independent Study (IS) 100, IS 200, IS 700, and IS 800.

Eligible “Organization” items include:

- i. Travel to/from meetings and conferences related to emergency management
- ii. Travel to training and/or exercises related to emergency management
- iii. Other Personal/Contractual Services
 - a. 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.
 - b. Consultant Services require a pre-approved Contract or purchase order by Volunteer Florida. These requests should be sent to the grant manager for Volunteer Florida for review.

B. **Planning**

Planning spans all five National Preparedness Goal (the Goal) mission areas and provides a baseline for determining potential threats and hazards, required capabilities, required resources, and establishes a framework for roles and responsibilities. Planning provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness.

Plans should have prior review and approval from the respective DEM state program. Funds may not be reimbursed for any plans that are not approved.

C. **Training**

EMPG Program 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 activities should align to a current, Multi-Year TEP developed through an annual TEPW.

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.

EMPG Program funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses; Sub-Recipients are encouraged to place emphasis on the core competencies as defined in the NIMS Training Program. The NIMS Training Program can be found at <http://www.fema.gov/training-0>.

For additional information on review and approval requirements for training courses funded with preparedness grants please refer to the following policy:
http://www.fema.gov/media-library-data/1115d44e06367bb89510aafbe79c1875/FINAL_GPD+Training+Three+for+Free+Policy_09+10+13.pdf

- i. Additional types of training or training related activities include, but are not limited to, the following:
 - a. Developing/enhancing systems to monitor training programs
 - b. Conducting all hazards emergency management training
 - c. Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses
 - d. Attending other FEMA-approved emergency management training
 - e. State-approved, locally-sponsored CERT training
 - f. Mass evacuation training at local, state, and tribal levels
- ii. Allowable training-related costs include the following:
 - a. **Funds Used to Develop, Deliver, and Evaluate Training.** This includes costs related to administering the training: planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training or training gaps, including those for children and individuals with disabilities or access and functional needs, should be identified in the Multi-year TEP and addressed in the training cycle. Sub-recipients are encouraged to use existing training rather than developing new courses. When developing new courses Sub-recipients are encouraged to apply the Analysis Design Development and Implementation Evaluation (ADDIE) model for instruction design.
 - b. **Overtime and Backfill.** The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or FEMA, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
 - c. **Travel.** Travel costs (e.g., airfare, mileage, per diem, and hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
 - d. **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full or part-time staff or contractors/consultants may be hired to support direct training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or FEMA, whichever is applicable.
 - e. **Certification/Recertification of Instructors.** Costs associated with the certification and re-certification of instructors are allowed. States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses which involve training of trainers.

D. Exercises

All EMPG-funded personnel are REQUIRED to participate in no less than three exercises in a 12 month period.

- i. **Allowable exercise-related costs include:**
 - a. **Funds Used to Design, Develop, Conduct and Evaluate an Exercise.** This includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Sub-Recipients are encouraged to use free public space/locations/facilities, whenever available, prior to the rental of space/locations/facilities. Exercises should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Gaps identified during an exercise including those for children and individuals with disabilities or access and functional needs, should be identified in the AAR/IP and addressed in the exercise cycle
 - b. **Hiring of Full or Part-Time Staff or Contractors/Consultants.** Full or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or FEMA, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.
 - c. **Travel.** Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise activities.
 - d. **Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise activities (e.g., gloves, non-sterile masks, and disposable protective equipment).
 - e. **Implementation Homeland Security Exercise and Evaluation Program (HSEEP).** This refers to costs related to developing and maintaining an exercise program consistent with HSEEP.
 - f. **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. Sub-Recipients are encouraged to use free public space/locations, whenever available, prior to the rental of space/locations. 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.
- ii. **Unauthorized exercise-related costs include:**
 - a. Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
 - b. Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)
 - c. Durable and non-durable goods purchased for installation and/or use beyond the scope of exercise conduct

E. Equipment

- i. 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. Allowable equipment includes equipment from the following AEL categories:
 - a. Personal Protective Equipment (PPE) (Category 1)
 - b. Information Technology (Category 4)
 - c. Cybersecurity Enhancement Equipment (Category 5)

- d. Interoperable Communications Equipment (Category 6)
- e. Detection Equipment (Category 7)
- f. Power Equipment (Category 10)
- g. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) (Category 11)
- h. CBRNE Incident Response Vehicles (Category 12)
- i. Physical Security Enhancement Equipment (Category 14)
- j. CBRNE Logistical Support Equipment (Category 19)
- k. Other Authorized Equipment (Category 21)

If Sub-Recipients have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their CERT Program Manager for clarification.

II. **MAINTENANCE AND SUSTAINMENT**

- A. The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active grant awards, unless otherwise noted.

EMPG Program grant funds are intended to support the Goal and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide Sub-Recipients the ability to meet this objective, the policy set forth in GPD's IB 379 (<http://www.fema.gov/grant-programs-directorate-information-bulletins>) (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs, which must be in: (1) direct support of existing program; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the EMAC. Additionally, eligible costs may also be in support of equipment, training, and critical resources that have previously been purchased with either federal grant funding or any other source of funding other than DHS/FEMA preparedness grant program dollars. Additional guidance is provided in FEMA Policy FP 205-402-125-1, *Maintenance Contracts and Warranty Coverage Funded by Preparedness Grants*, located at: <http://www.fema.gov/media-library/assets/documents/32474>.

B. **Unallowable Costs**

- i. Prohibited Equipment: Grant funds may not be used for the purchase of Prohibited Equipment. Refer to Information Bulletin 407 *Use of Grant Funds for Controlled Equipment* for the complete *Prohibited Equipment List*. For additional information on Prohibited Equipment see Executive Order (EO) 13688 Federal Support for Local Law Enforcement Equipment Acquisition (<https://www.gpo.gov/fdsys/pkg/DCPD-201500033/pdf/DCPD-201500033.pdf>), and the Recommendations Pursuant to Executive Order 13688 (https://www.whitehouse.gov/sites/default/files/docs/le_equipment_wg_final_report_final.pdf).
 - a. Expenditures for weapons systems and ammunition
 - b. Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities
 - c. Expenditures for weapons systems and ammunition
 - d. Activities and projects unrelated to the completion and implementation of the EMPG Program

In general, Sub-Recipients should consult with their CERT Program Manager prior to making any investment that does not clearly meet the allowable expense criteria established in this Guidance.

Attachment D REPORTS

Sub-Recipient shall provide Volunteer Florida with a quarterly financial report, and a final close-out report. Reporting Forms are located in attachment titled: Reporting Forms and can be found at www.VolunteerFlorida.org/CERT

- I. Quarterly 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 final close-out report. The ending dates for each quarter of this program year are September 30, December 31, March 31 and June 30. Sub-recipients shall expend and request reimbursement for: 30% of the sub-grant agreement funds no later than March 31; and 100% of the sub-grant agreement funds no later than May 31.
The Sub-Recipient shall provide Volunteer Florida with full support documentation for the quarterly financial reports. To eliminate large files and mailings, Volunteer Florida will accept documentation via email to the VF CERT Program Manager, if desired by the Sub-Recipient. Copies of invoices/receipts and canceled checks or general ledger for proof of payment. *(Backup Documentation should reflect the amount requested on the Expenses Detail of Claims form.)*
 - A. **Planning Costs:** Provide copies of contracts, MOUs or agreements with consultants or sub-contractors providing services. May also request copies of planning materials and work products (i.e., meeting documents, copies of completed plans (if submission of plans is for Volunteer Florida then only need to provide date of submission and who submitted plan/product to), etc.).
 - B. **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.
 - C. **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). May also request any training materials provided.
 - D. **Equipment Acquisition Costs:** AEL# for each purchase (if applicable).
 - E. 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 conference, a copy of the agenda must be provided. Proof of payment is also required for all travel and conferences. If the Sub-Recipient seeks reimbursement for 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), then the Sub-Recipient must provide documentation that: The costs are reasonable and do not exceed charges normally allowed by the Sub-Recipient in its regular operations as a result of the Sub-Recipient's written travel policy; and participation of the individual in the travel is necessary to the Federal award.
 - F. If cancelled checks are NOT available, copies of the general ledger MUST be provided.
- II. Proposed Match Plan is due with the signed contract and will be used to compare with the match portion of your close out report. If your proposed match plan changes an update should be provided. Federal funds provided under this Contract shall be matched by the Sub-Recipient either by Cash Match or In-Kind Match.
- III. The final Close Out 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-Recipient either by Cash Match or In-Kind Match from non-federal funds. Appropriate back-up/supporting documentation needs to be provided (i.e. general ledger with highlighted matching non-federal funds).

**Attachment E
REPORTING FORMS**

E – a Invoice Worksheet page 14

E – b Program Quarterly Report page 15

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

Attachment G
Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion

Subcontractor Covered Transactions

- (1) The prospective subcontractor of the Sub-Recipient, _____, 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-Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

By:

 «SUBRECIPIENT»
 Signature

Sub-Recipient's

Name

 Name and Title

 «ADDRESS 1», «CITY STATE ZIP»
 Street Address

 Street Address

 Date

 City, State, Zip

 Date

Attachment H

Criminal History Check Status Form

Each sub grant agreement shall require the awardee to certify that every volunteer who is a part of an Official Citizen Corps or CERT Program funded through this Agreement 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 to the VF Volunteer Services department 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://web.fdle.state.fl.us/search/app/default?0>, or

<https://web.fdle.state.fl.us/search/app/memorandum?4>

Lead Organization:	
Program Name:	
Program Start Date:	

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 the Commission recouping any costs associated with the entity, individual, including travel costs, training expenses, etc.

Signature

Organization

Date