



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

Sub-Grantee: Nassau County Board of Commissioners

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

CFDA Number: 97.042

Contract Total: \$10,000.00

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 Nassau County Board of Commissioners, an entity organized under the laws of the State of Florida with its principal place of business located at 77150 Citizens Circle, Yulee, FL 32097 (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 15th 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
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: _____
Name: Jeff Gray
Title: Chairman
Date: _____

VOLUNTEER FLORIDA

By: _____
Name: Erin Sjostrom
Title: Chief Operating Officer
Date: _____

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: Tim Cooper
Address: 77151 Citizens Circle, Yulee, FL 32097
Phone: 904-548-0900
E-mail: tcooper@nassauso.com

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

Name: Carol Gilchrist
Address: 96135 Nassau Place, Ste 2, Yulee, FL 32097
Phone: 904-530-6020
E-mail: cgilchrist@nassaucountyfl.com

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
1. Planning Costs (Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel and per diem related to planning activities)					
Subtotal Planning			\$ -	\$ -	\$ -
2. Organizational Costs (Allowable organization costs: salaries and fringe benefits, office supplies/materials, postage)					
t)			-		-
			-		-
Subtotal Organization			-	-	-
3. Equipment Acquisition Costs (Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and request only allowable items under EMPG Funding. Please include AEL# each item. For example: CERT Response Kits AEL# (ZIGN-00-CCEQ))					
			-		-
			-		-
Subtotal Equipment			-	-	-
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)					
			-		-
			-		-
Subtotal Training			-	-	-
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)					
			-		-
			-		-
Subtotal Exercise			-	-	-
6. Allowable Management and Administration Costs - Up to 5% of total award (Allowable M&A costs: salaries and fringe benefits)					
			-		-
			-		-
Subtotal M&A			-	-	-
Total					
Total Budget			\$ -	\$ -	\$ -
Signature of Applicant					
Date of Application					
VF Approval					
Date of Budget Approval					

See Attached Budget

CERT/Citizens Corps Proposed Budget – Nassau County CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Cost	CERT/Citizen Corps Costs	Grantee Match	Total Costs
1. Planning Costs					
Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel, lodging, and M&IE related to planning activities					
Resilience Planning & Volunteer Recognition Event	1	\$ 820.00	\$ 820.00		\$ 820.00
(Omni Amelia Island Facility and Awards - March)			\$ -		\$ -
Subtotal for Planning			\$ 820.00	\$ -	\$ 820.00
2. Organizational Costs					
Allowable organization costs: staff salaries and fringe benefits, office supplies/materials, postage					
30% of NCEM's Volunteer Coord's Time for CERT	0.3	\$ 34,069.79		\$ 10,220.94	\$ 10,220.94
(position is fully funded by County General Budget)					\$ -
Subtotal for Organizational			\$ -	\$ 10,220.94	\$ 10,220.94
3. Equipment Acquisition Costs					
Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and specify in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS)					
Equipment for Citizen Corps (21GN-00-CCEQ)	1	\$ 1,550.00	\$ 1,550.00		\$ 1,550.00
Fire Suppression Training System (21GN-00-CCEQ)	1	\$ 4,530.00	\$ 4,530.00		\$ 4,530.00
TrueClot Hemorrhage Training Kit (21GN-00-CCEQ)	1	\$ 650.00	\$ 650.00		\$ 650.00
Damage Assessment Data Collection Go-Kit	2	\$ 750.00	\$ 1,500.00		\$ 1,500.00
(04HW-01-MOBL)					
Subtotal for Equipment			\$ 8,230.00	\$ -	\$ 8,230.00
4. Training Costs					
Allowable training costs: development and delivery of training, workshops, and conferences, certification/recertification of instructors, travel for training, training supplies					
Registration for annual CERT Summit	1	\$ 175.00	\$ 175.00		\$ 175.00
Travel/Fuel for Vol Coord to attend CERT Summit	1	\$ 43.00	\$ 43.00		\$ 43.00
Nightly Lodging for Vol Coord at CERT Summit	3	\$ 160.00	\$ 480.00		\$ 480.00
Class A M&IE for Vol Coord to attend CERT Summit	1	\$ 108.00	\$ 108.00		\$ 108.00
M&IE to attend EMI CERT TTT & CERT Prog Mgr	1	\$ 144.00	\$ 144.00		\$ 144.00
Subtotal for Training			\$ 950.00	\$ -	\$ 950.00
5. Exercise Costs					
Allowable exercise costs: designing, developing, conducting, and evaluating exercises in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise workshops, travel, and supplies					
			\$ -		\$ -
			\$ -		\$ -
Subtotal for Exercise			\$ -	\$ -	\$ -
6. Management and Administration Costs - Up to 5% of total award					
Allowable M&A costs: salaries and fringe benefits for person managing and administering the grant					
			\$ -		\$ -
			\$ -		\$ -
Subtotal for M&A			\$ -	\$ -	\$ -
Totals					
Total Budget			\$ 10,000.00	\$ 10,220.94	\$ 20,220.94
Signature of Applicant <i>Du L. S. 508</i>					
Date of Application <i>9/29/22</i>					
VF Approval					
Date of Budget Approval					

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 through 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	
<p>■ Please provide a brief description of how volunteers have been engaged in meaningful activities.</p>	✓
<p>■ Discuss at least one success you have encountered during this period.</p>	✓
<p>■ Volunteer Florida wants to share more of your story! Please share 2-3 unique outcomes.</p>	✓

Pictures	
<p>■ <input type="checkbox"/> 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.</p> <p><small>Please right click HERE to upload the pictures in a different tab or copy and paste this link: https://www.volunteerflorida.org/emdropbox/</small></p>	

QUARTERLY PERIODIC EXPENDITURE REQUEST (PER)

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

Attachment E



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 Nassau County Board of County Commissioners
Attn: Carol Gilchrist
Address 96135 Nassau Place, Suite 2
Address Yulee, FL 32097
Phone Number 904-530-6020

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
Jeff Gray

Chairman

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. 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>

Lead Organization:	
Program Name:	
Program Start Date:	

I, Jeff Gray, 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
					(+/-) Increases/(-) Decreases						
		CERT	Match	Total	CERT	Match	Total	CERT	Match	Total	
A. Planning Costs											
		\$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	
	A. Subtotal Planning Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
B. Organizational Costs											
		\$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. Subtotal Organizational Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
C. Equipment Costs											
		\$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	
	C. Subtotal Equipment Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
D. Training Costs											
		\$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	
	D. Subtotal Training Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
E. Exercise Costs											
		\$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	
	E. Subtotal Exercise Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
F. Management and Admin Costs											
		\$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	
	F. Subtotal Management and Admin Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
BUDGET TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
APPROVED BY:											
Date Revision Request sent to VF:											
(Following lines to be filled out by VF staff Only)											
Date Revision Request received by VF:											
VF APPROVAL:											
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).

20220901170221222.pdf

Organization Information

Organization Name

Nassau County, FL

Other Name(s)

Nassau County Board of Commissioners

Federal Employer Identification Number

FEIN

59-1863042

DUNS/UEI

829978514

Emergency Management Director/CEO First Name

Tim

Emergency Management Director/CEO Last Name

Cooper

Title

Director

Emergency Management Director/CEO Phone

(904) 509-3687

Emergency Management/CEO E-mail Address

tcooper@nassauso.com

Applicant First Name

Jami

Applicant Last Name

McCormick

Applicant Title

Volunteer Coordinator

Applicant E-mail

JA1503@nassauso.com

Applicant Phone

(904) 206-3262

Physical Address

77150 Citizens Circle

City

Yulee

State

FL

Postal Code

32097

Mailing Address

77150 Citizens Circle

City

Yulee

State

FL

Postal Code

32097

Fiscal Information

Fiscal Agent Name (as applicable)

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

Fiscal Contact First Name

Aida

Fiscal Contact Last Name

Washburn

Fiscal Contact Email

ai1545@nassauso.com

Fiscal Address

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

77150 Citizens Circle

City

Yulee

State

FL

Postal Code

32097

Request Type/Status

Contributions-CERT

General

Organization

Type of Organization

Expansion

CERT/Citizen Corps

CERT

County Served

Nassau

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

NE Florida-Nassau County

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

Nassau County Sheriff's Office, Emergency Management Division

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?

Yes

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.

Background checks are covered by the Nassau County Sheriff's Office

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.

Nassau County Emergency Management is a whole community program that operates as an organizational division of the Sheriff's Office in a jurisdiction of approximately 90,000 residents. Key partners in the Emergency Management Program include the departments of public safety (law, fire, health) and public works, and the school district; but stakeholders include elected officials, area businesses, civic and faith-based organizations, as well as the general public. The EM Program's mission is to increase resilience to local hazards, primarily through educational outreach programs like CERT/CC. NCEM has partnered with several local organizations to provide CERT disaster preparedness and response courses to their members. The local Eight Flags Jeep Club and Church of Latter Day Saints now have active CERT-trained teams that hold their own in preparedness drills and have been called upon to assist professional responders with missing person searches.

NCEM's CERT/CC program is managed by a dedicated Volunteer Coordinator committed to increasing volunteer engagement by holding "sustainment training sessions" on various topics each month; e.g., post-disaster damage assessments, shelter operations, weather spotter training, and ham radio technician classes. To recruit younger audiences and encourage a culture of preparedness, NCEM's CERT Program has partnered with the University of Florida County Extension Office and 4-H Youth Program Coordinator to

develop a successful Youth Emergency Team (YET) training opportunity each year. Existing CERT volunteers collaborate with local subject matter experts from our county's Health, Law Enforcement, and Fire/Rescue organizations to teach disaster preparedness and a variety of emergency skills that will allow them to "be the help until help arrives." Core CERT/Citizen Corps and Medical Reserve Corps members participate in exercises hosted by NCEM and augment professional responders to provide first aid support at community events. Residents with CERT training/experience also serve as role models for our residents of all ages during NCEM outreach events; our CERT volunteers have the opportunity to share their knowledge, demonstrate skills, promote personal preparedness, and convey the importance of learning skills needed to safely respond to emergencies at home and in their own neighborhoods.

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

Nassau County Emergency Management's CERT/CC program was established over 10 years ago, before the division was moved to the Sheriff's Office, with the knowledge that volunteers are force-multipliers for local emergency responders, especially in a county with large rural sections where the population is distributed over a wide area. NCEM understands the collective value of teaching residents about local hazards and ways to reduce their impacts, encouraging neighbors to help/care for each other, and providing the skills necessary to save and sustain lives until professional help arrives. In the last 12 months, CERT/CC training has been provided to the Nassau County Sheriff's Office Explorers group, the 4-H Youth Emergency Team, and several faith-based organizations. We have initiated free community CPR and Narcan administration training using CERT and MRC members. We intend to use awarded funds to purchase additional CERT/CC supplies and training aids, recruit new volunteers, expand our program to include middle and high school students with Teen CERT, conduct courses/drills in different venues, offer advanced skills courses, and formally recognize our volunteers for their valuable contributions to the community.

Please describe the implementation plan/narrative for the program.

a. Strategy and methodology for recruitment

Target audiences for the expanded CERT/CC program are new neighborhood developments, faith-based organizations serving outlying rural communities, high schools with vocational programs, and the Boys & Girls Club. Social media platforms will be used to recruit new trainees and showcase CERT activities. By

offering a variety of supplemental skills training opportunities, we hope to increase interest in disaster preparedness and recruit additional CERT members. NCEM's Volunteer Coordinator continues to nurture strong relationships with the local 4-H program, the local Amateur Radio Emergency Services club, and the school district to support our recruitment effort.

b. Plans to utilize members in emergency situations.

CERT graduates can always act as rapid responders able to render basic first aid in remote areas around the county. The County's Comprehensive Emergency Management Plan includes leveraging the skills of CERT members during activations of the Emergency Operations Center, using them to conduct post-disaster damage assessments, operate points of distribution, help with donation management, staff emergency shelters, help with community clean-up, and staff phone banks in the Joint Information Center.

c. How you will measure outcomes and indicators.

The successful outcome of the program is directly measured through resident participation in CERT classes, skills-sustainment courses, and community events. Nassau County Emergency Management's goal is to offer one adult CERT course each spring prior to hurricane season and one youth CERT course each fall. Advanced skills and sustainment training opportunities will be offered bi-monthly; attendance will indicate success. Additionally, a long-term goal is to establish a core group of CERT-trained individuals in each "planned community" across our county.

e. Any additional programmatic information specific to the program.

Nassau County Emergency Management recognizes the importance of citizen input and support for emergency planning, response, and recovery. Therefore, educating our residents about the phases of emergency management and their potential role in each is one of our top priorities. CERT members understand the National Incident Management System, Response and Recovery Frameworks, and are therefore able to contribute more to the planning process. CERT/CC funding will be used to increase their awareness about emergency management functions and prepare them to augment local response and recovery operations. In the long-term, the Volunteer Coordinator plans to host a CERT Train-the-Trainer event in order to expand CERT course offerings in the county.

d. How will you track and utilize volunteer hours?

Activated CERT members are managed by the Volunteer Coordinator who will track and report all volunteer hours daily using WebEOC. To facilitate tracking hours donated by CERT volunteers who participate in outreach activities, web-based programs such as Volunteer Sign-Up and Sign-Up Genius are used to schedule hours; volunteers can also self-report their worked hours directly to the Volunteer Coordinator. Donated volunteer hours are used in-kind match toward the cost of operating and maintaining its grant-funded programs.

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

In a county with a rapidly growing population but lagging infrastructure, including in public safety roles, trained CERT volunteers are a very valuable resource for both planned events and emergency operations. Nassau County Emergency Management and several partner organizations continue to benefit from active CERT/CC members. These volunteers donated thousands of hours during the local CoViD-19 response, supplementing the public health responders and allowing testing and vaccination services to reach our most vulnerable underserved populations. The CERT/CC program has the support of the Nassau County Sheriff's Office, Fire Rescue Department, and Health Department, as well as the local chapter of the American Red Cross.

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

Our measure of productivity will be in tracking our volunteer hours. The hours donated and the services rendered by volunteers are invaluable to Nassau County, whether they are answering community questions, conducting damage assessments, running points of distribution, or helping meet unmet needs during disaster response/recovery; or supporting charity events, like bike rides and runs, with their first aid skills. Their contributions can mean the difference between having a phone bank to answer residents' questions during disaster or not, can free up professionals to provide more advanced services, and can save lives while waiting for professional responders to arrive. The increase in our number of trained volunteers will indicate programmatic success - more trained and equipped volunteers provide a larger pool of resources for the community. Additional trained, well-equipped volunteers, and continued engagement among those volunteers at community events, drills, and real-world events will be evidence of successful investment in the program.

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

We are committed to growing and maintaining our CERT/CC program. Should funding end, we will continue to nurture the relationships we have with local businesses and organizations such as the University of Florida's Extension Office 4-H program. They have been supportive and have brought attention to our program helping us in the recruitment of volunteers and have made donations to our program.

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.)

NCEM receives funding through the county's general revenue to maintain a dedicated 0.5 FTE Volunteer Program Coordinator. Nassau County Sheriff's Office provides in-kind-match by conducting required background screenings for all CERT/CC/MRC volunteers. The National Association of City and County Health Officials has contributed \$10,000 toward the operational readiness of our Nassau County Medical Reserve Corps Unit #2678, including funds to purchase an AED-trainer unit and CPR manikins. No other funding is provided for recruitment, training, or retention of volunteers. The Volunteer Coordinator will track all volunteer hours and their corresponding monetary value to match 100% of the \$10,000 grant.

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.

Proposed Budget-CERT.docx

1. Proposed Budget Narrative

Summarize how your budget supports your project design and activities.

The total request for the CERT/CC grant proposal is \$10,000.00. The grant funds will go towards updated training equipment and educational materials, recruiting new volunteers, community outreach activities involving volunteers, volunteer recognition/appreciation, volunteer sustainment/advanced training, and travel and lodging costs associated with participation in the annual CERT Conference.

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.

9/9/2022-11/17/2022: Youth Emergency Team Training

9/20/2022-10/26/2022: HAM Radio Training

09/20/2022-09/20/2022: Intro to EM - Girl Scouts

10/8/2022-10/20/2022: MRC Hosts Hands-Only CPR

10/20/2022-10/23/2022: NE Florida Fair - CERT & Disaster Preparedness Info Booth

02/27/2022-3/2/2022: Integrated Emergency Management Training and Exercise

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.

The CERT/CC training program promotes partnership efforts between emergency services in the community and the people they serve by educating CERT/CC members about their role in disaster preparedness and response. CERT/CC members do so by teaching family members, friends and neighbors about preparedness and how to take care of themselves and their neighbors. Such an effort helps to relieve the strain on emergency services during and following a disaster.

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.

Nassau County CERT/CC program specifically supports the resilience mission in our community by fostering the spirit of community and a culture of preparedness and providing necessary training to help the residents safely respond to all kinds of disasters and threats. The CERT/CC program offered to our community uses the full Basic CERT/CC course (G-317). CERT/CC teams are educated on their roles in all

phases of emergency management including preparedness, mitigation, response, and recovery. In addition, it helps us achieve our goal of bringing together community members, neighborhoods, businesses, and the public sector for the collective benefit of all our residents.

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.

Nassau County Emergency Management's vision is "A county that is aware, prepared, and resilient to all hazards."

NCEM's mission is "Helping the whole community before, during, and after disasters."

Both of these concepts are directly in line with the CERT/CC mission and are integral to the County's Comprehensive Emergency Management Program.

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.

Nassau County Emergency Management realizes the value of and the necessity to leverage the power of well-trained volunteers. The use of volunteers is incorporated into the Emergency Management Program's strategic plan and the integration of trained volunteers into the local incident management organization is explicitly included in the Nassau County Comprehensive Emergency Management Plan. CERT/CC/MRC volunteers will be involved in any local disaster response and recovery operation that requires the activation of the EOC and IMT.

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

Nassau County CERT

Jami McCormick

ja1503@nassauso.com

904-206-3262

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

Jami McCormick

Application Submission Date

September 01, 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 – Nassau County CERT/Citizens Corps					
Allowable Expenditures	Qty	Unit Cost	CERT/Citizen Corps Costs	Grantee Match	Total Costs
1. Planning Costs					
Allowable planning costs: planning activities, salaries and fringe benefits, supplies, travel, lodging, and M&IE related to planning activities					
Resilience Planning & Volunteer Recognition Event	1	\$ 820.00	\$ 820.00		\$ 820.00
(Omni Amelia Island Facility and Awards - March)			\$ -		\$ -
Subtotal for Planning			\$ 820.00	\$ -	\$ 820.00
2. Organizational Costs					
Allowable organization costs: staff salaries and fringe benefits, office supplies/materials, postage					
30% of NCEM's Volunteer Coord's Time for CERT	0.3	\$ 34,069.79		\$ 10,220.94	\$ 10,220.94
(position is fully funded by County General Budget)					\$ -
Subtotal for Organizational			\$ -	\$ 10,220.94	\$ 10,220.94
3. Equipment Acquisition Costs					
Please refer to FEMA's Authorized Equipment List: https://www.fema.gov/authorized-equipment-list and specify in your request for equipment. For example, First Aid Equipment and Supplies (03OE-03-KITS)					
Equipment for Citizen Corps (21GN-00-CCEQ)	1	\$ 1,550.00	\$ 1,550.00		\$ 1,550.00
Fire Suppression Training System (21GN-00-CCEQ)	1	\$ 4,530.00	\$ 4,530.00		\$ 4,530.00
TrueClot Hemorrhage Training Kit (21GN-00-CCEQ)	1	\$ 650.00	\$ 650.00		\$ 650.00
Damage Assessment Data Collection Go-Kit	2	\$ 750.00	\$ 1,500.00		\$ 1,500.00
(04HW-01-MOBL)					
Subtotal for Equipment			\$ 8,230.00	\$ -	\$ 8,230.00
4. Training Costs					
Allowable training costs: development and delivery of training, workshops, and conferences, certification/recertification of instructors, travel for training, training supplies					
Registration for annual CERT Summit	1	\$ 175.00	\$ 175.00		\$ 175.00
Travel/Fuel for Vol Coord to attend CERT Summit	1	\$ 43.00	\$ 43.00		\$ 43.00
Nightly Lodging for Vol Coord at CERT Summit	3	\$ 160.00	\$ 480.00		\$ 480.00
Class A M&IE for Vol Coord to attend CERT Summit	1	\$ 108.00	\$ 108.00		\$ 108.00
M&IE to attend EMI CERT TTT & CERT Prog Mgr	1	\$ 144.00	\$ 144.00		\$ 144.00
Subtotal for Training			\$ 950.00	\$ -	\$ 950.00
5. Exercise Costs					
Allowable exercise costs: designing, developing, conducting, and evaluating exercises in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards, exercise workshops, travel, and supplies					
			\$ -		\$ -
			\$ -		\$ -
Subtotal for Exercise			\$ -	\$ -	\$ -
6. Management and Administration Costs - Up to 5% of total award					
Allowable M&A costs: salaries and fringe benefits for person managing and administering the grant					
			\$ -		\$ -
			\$ -		\$ -
Subtotal for M&A			\$ -	\$ -	\$ -
Totals					
Total Budget			\$ 10,000.00	\$ 10,220.94	\$ 20,220.94
Signature of Applicant <i>Dr. J. S. 508</i>					
Date of Application <i>9/29/22</i>					
VF Approval					
Date of Budget Approval					