

STATE FISCAL YEAR 2009-2010



SUBGRANT APPLICATION GUIDE

FOR

US Department of Homeland Security  
Citizen Corps/CERT Program Subgrant

INSTRUCTIONS FOR PREPARATION  
AND  
SUBMISSION OF APPLICATIONS

State of Florida  
Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

## APPLICATION INSTRUCTIONS

This application package provides the forms and information to apply for a Citizen Corps/CERT Subgrant from the Florida Division of Emergency Management ("FDEM") under the Homeland Security Grant Program.

### **NOTE: THE FOLLOWING INSTRUCTIONS MUST BE FOLLOWED IN PREPARING AND ASSEMBLING AN APPLICATION FOR FUNDING UNDER THIS PROGRAM.**

1. Applications will only be accepted from eligible applicants.
2. All Applications must be received by the date and time, and at the place, specified below.
3. No Applications will be accepted by electronic mail or facsimile. Applications not received on time at the specified place will be rejected.
4. All applications must fit in a three-ring binder. Please provide one (1) original copy of the completed application and three (3) photocopies. The original must be labeled "Original" and must contain an original signature in ink of the authorized official as stated in below.
5. All requested information must be included in minimum threshold requirements in order for the application to be reviewed.
6. Applications must be tabbed with each Exhibit labeled and each page must be consecutively numbered.
7. Applications must be submitted in a sealed envelope to:

Citizen Corps Office - Subgrant Application  
Florida Division of Emergency Management  
Contracts and Grant Unit  
2555 Shumard Oak Boulevard- Sadowski Building  
Tallahassee, Florida 32399-2100

### **NOTE:**

**If the applicant is a local government, the application must be signed by the Chief Elected Official of the local government, or by another officer of the local government acting under a resolution or other formal delegation of authority from the governing body of that local government to bind the local government to contracts. If the applicant is a fire tax district, the application must be signed by the Chairperson of the Board of Fire Commissioners or Fire Chief (if the chief has been given authority in writing by the Board). If the application is submitted by any other entity, the Chairperson or President of the body must sign it or another individual who has been authorized to sign by the governing board. (IMPORTANT NOTE: ANY APPLICATION SIGNED BY OTHER THAN THE MAYOR, CHAIRPERSON OF THE COUNTY BOARD OF COMMISSIONERS, PRESIDENT OR CHAIRPERSON OF THE FIRE TAX DISTRICT MUST BE ACCOMPANIED BY A COPY OF THE OFFICIAL AUTHORIZING RESOLUTION OR LETTER FROM THE MAYOR OR COMMISSION INDICATING THAT THE SIGNATOR HAS THE AUTHORITY TO SIGN CONTRACTS FOR THE ORGANIZATION OR JURISDICTION.**

## GENERAL INSTRUCTIONS AND BACKGROUND

1. Only applications that include the following completed items will be scored:
  - A. Application Coversheet & Title Page
  - B. Application (Sections I, II, III, IV & V)
  - C. Letter of Support or acknowledgement from Corresponding Emergency Management Office (or justification why not included)
2. Contracts for start up or maintenance of a Citizen Corps Council & Program will be made available in the range of \$4,000 to \$15,000. Subgrantees are not required to provide cash or in-kind match for FY 2009 funds. **Priority points will be given in the scoring of applications to applicants that can currently demonstrate strong sustainability plans for after Subgrant continuation.** At the discretion of FDEM, based upon funding availability, priorities and other factors, a Subgrantee may be funded at less than their requested amount.
3. Eligible Applicants are counties and cities in the State of Florida, Fire Tax Districts, other tax districts, regional planning councils, state-supported community colleges, colleges & universities, and Native American Tribes or nations within the State of Florida. (Note: 501c3 groups are not directly eligible; however, local jurisdictions can “subcontract” with a 501c3 group to perform these functions.)
4. A letter of support from your County Emergency Management Office is necessary. Failure to have such a letter will disqualify the application from consideration. (NOTE: If the Citizen Corps Council sub-grant is being directly applied for by the County Emergency Management Office then no letter is needed - but clearly state that fact in the question or application areas that ask for County EM involvement).
5. The scoring of applications is based on the following point system:
  - A. The maximum amount of points possible is 100
  - B. Only applicants receiving a minimum score of 50 points will be considered for funding from this Subgrant.
  - C. Applicants must have, or be in the process of establishing a Citizen Corps Council registered in their jurisdiction (county or city) to be eligible for DHS/FDEM funding
6. Applicants must demonstrate the following:
  - A. Show high cost efficiency
  - B. Show high partnership activities
  - C. Demonstrate significant involvement in all-hazard emergency preparedness
  - D. Demonstrate a high degree of excellence in past grants (existing programs only)
  - E. Demonstrate timely & sound compliance with reporting, expenditure and effectiveness of current program (existing programs only)
  - F. Demonstrate willingness to “Mentor” new programs in nearby or distant areas or to expand their own programs to encompass significantly more adjacent geographic area than currently covered (existing programs only)
  - G. Demonstrate strong sustainability plans for after Subgrant continuation
  - H. Geographic distribution- 1<sup>st</sup> round pick will cover each of the 7 EM regions, then direct statewide competition for remainder of funds. (NOTE: If a viable application is not received from an EM region, or if all applications from an EM region score below the minimum of 50 points, then the State Citizen Corps Office will move those funds to another EM region, the general consideration funding area or another Citizen Corps program.)

7. If an Indian Tribe or Nation applies, the Chairperson of the Tribe, or a tribal official holding a formal written authorization from the tribal governing body that delegates to that official the authority to bind the Indian Tribe or Nation, must sign.
8. Following initial scoring and ranking of submissions, a listing of the submissions being considered for final funding will be posted on the Florida Citizen Corps Website at [www.FloridaDisaster.org/CitizenCorps](http://www.FloridaDisaster.org/CitizenCorps).
9. Applicants shall address all questions regarding this solicitation to the Citizen Corps/ CERT office. Questions from prospective applicants will be accepted by email or by phone to the contact person through the application deadline date. FDEM bears no responsibility for any delays, or resulting impacts, associated with a prospective Recipient's receipt of this information.
10. If an accommodation is needed for a disability in order to participate in this solicitation, please contact the Citizen Corps Office at least five days prior to the date that the accommodation is needed.
11. Any modification or withdrawal of an Application, except a modification resulting from a request of FDEM, must be received by the Closing Date for Receipt of Applications. Applicants may not modify applications after the submission deadline. Applications may be withdrawn, written or telegraphic notice, within 72 hours after the date and time of application opening.

### **SUBGRANT APPLICATION DETAILS**

1. **SUBGRANT AMOUNTS:** Subgrant amounts are capped at a maximum of \$15,000. Initial Subgrant period will be September 1, 2009 – May 31, 2011. (All applicants must be able to expend of all funds by September 15, 2010 or the date indicated in the actual sub grant agreement).
2. Application Schedule: The time frame and anticipated due dates are:
  - Date for submission of the application: July 20, 2009
  - Closing Date for Receipt of Applications: August 27, 2009
  - Intent to Award Contract Posted: September 17, 2009
  - Anticipated Contract Award: September 1, 2009

(NOTE: FDEM reserves the right to revise the application schedule provided above. Any revisions or changes of the schedule shall be posted on the FDEM website. Applicants are responsible for checking the FDEM website for any changes or amendments to the terms of this Application Guide.)

3. The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members and organizations in emergency preparedness, planning, mitigation, response, and recovery.

The FY 2009 Citizen Corps Program (CCP) application should demonstrate the following:

- Bring together the appropriate leadership to form and sustain a Citizen Corps Council.
- Develop and implement a plan and amend existing plans, such as EOPs, to achieve and expand citizen preparedness and participation.
- Conduct public education and outreach.
- Ensure clear alerts/warnings and emergency communications with the public.
- Develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities.
- Facilitate citizen participation in exercises.
- Implement volunteer programs and activities to support emergency responders.
- Involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes.
- Conduct evaluations of programs and activities.

- Establishing and sustaining bodies to serve as Citizen Corps Councils
- Assuring that State and local government homeland security strategies, policies, guidance, plans, and evaluations include a greater emphasis on government/non-governmental collaboration, citizen preparedness, and volunteer participation
- Developing and implementing a community preparedness strategy for the State/local jurisdiction
- Developing or reproducing public education and outreach materials to: increase citizen preparedness and knowledge of protective actions (to include the national Ready Campaign materials); promote training, exercise, and volunteer opportunities; and inform the public about emergency plans, evacuation routes, shelter locations, and public alerts/warnings. All public education and outreach materials must include the national or jurisdiction's Citizen Corps logo, tagline or website or the Ready logo, tagline, or website and comply with logo standards. For more information go to <https://www.citizencorps.gov>. In addition, all public education and outreach materials should incorporate special needs considerations, to include language, content, and method of communication. Allowable expenditures include:
  - Media campaigns: PSAs, camera-ready materials, website support, newsletters
  - Outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers
  - Promotional materials: pens/pencils, pins, patches, magnets, souvenir clothing/headwear, etc. Expenditures for promotional items must not exceed 15 percent of the total Citizen Corps Program allocation (see CCP Equipment for information on equipment caps.)
  - Establishing, enhancing or expanding volunteer programs and volunteer recruitment efforts. Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response. Citizen Corps funding may be used to establish, enhance or expand volunteer programs and volunteer recruitment efforts for Neighborhood watch/USAonWatch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), and Fire Corps; for the Citizen Corps Affiliate Programs and Organizations; and for jurisdiction specific volunteer efforts.

Examples include:

- Recruiting, screening, and training volunteers (e.g. background checks)
  - Retaining, recognizing, and motivating volunteers (e.g. volunteer recognition items, such as certificates or plaques).
  - Purchasing, maintaining, or subscribing to a system to track volunteers (to include identification and credentialing systems, and to track volunteer hours) and other available resources in compliance with applicable privacy laws
  - Necessary non-structural accommodations to include persons with special needs (i.e. sign language interpreters)
  - Evaluating volunteers
4. Allowable Volunteer Service and Involvement Costs: One of the goals for Citizen Corps programs is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety and local disaster relief. Citizen Corps funding may be used to enhance an existing volunteer program or to launch certain federally chartered programs.
- A. CERT – a separate Sub-grant pool has been set up to fund CERT specific programs. However, some CERT operating costs (such as PPE, training, etc.) can also be funded using part of a Citizen Corps Council General Sub-grant if so desired by the Citizen Corps Council.
  - B. Neighborhood Watch, Volunteers in Policing (VIPs), and/or Medical Reserve Corps (MRC) can receive operating funds from other federal sources than this Citizen Corps Subgrant. Therefore, funds under this Subgrant should not be spent on operational costs of these programs but recruiting, screening, limited equipment, exercises and certain other costs can be considered. See national guidance document for full listing of permissible funding items.
  - C. Fire Corps, has begun and can receive Citizen Corps Council funding consideration. Councils can consider “start-up seed” money for such programs. (Councils may want to consider not duplicating functions where a Fire Department CERT team currently functions in some of the areas outlined for Fire Corps (non-suppression/administrative) but consider initially Fire Corps requests from Fire Departments that have no CERT Program assisting them. However, this is a local decision.)

- D. To assist communities with engaging volunteers, Citizen Corps Council Sub-grant funds may be used to pay for certain costs to start-up or enhance CERT, Neighborhood Watch, VIP, MRC or the new Fire Corps programs and other Council partnership programs.

5. Allowable Volunteer and Citizen Equipment/Training/Exercise Costs:

- A. **Equipment Requirements** - States and Urban Areas are encouraged to fully leverage all HSGP resources for equipment to support volunteer personnel in preparedness and response. All allowable equipment costs are listed in the AEL, available at <https://www.rkb.us>. Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. CCP funding is intended only to be used for specific preparedness or volunteer training or by trained volunteers in carrying out their response functions. Examples of equipment used to support training and exercises for citizens include items such as burn pans or sample preparedness kits. Expenditures for kits used in volunteer response (e.g., CERT or MRC kits / backpacks) or clothing for official identification must not exceed 30 percent of the total Citizen Corps Program allocation. Clothing for official identification includes those items that volunteers are required to wear when engaging in public safety activities or disaster response (e.g., t-shirts for CERT members, baseball caps for Neighborhood Watch/USAonWatch Program foot patrol members).
- B. **Training Requirements** - Training funded through the CCP includes but is not limited to: all hazards safety, such as emergency preparedness, basic first aid, life saving skills, crime prevention and terrorism awareness, school preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, community relations, volunteer management, serving people with disabilities, pet care preparedness, any training necessary to participate in volunteer activities, any training necessary to fulfill surge capacity roles, or other training that promotes individual, family, or community safety and preparedness.

There is no cap on the number of deliveries State or local jurisdictions may conduct of non-responder community-based training workshops, seminars, demonstrations, or conferences. Examples include: CPR/AED training, identity theft workshops, terrorism awareness seminars, chain-saw safety demonstrations, and community preparedness conferences.

Funding for CERT training includes the delivery of the CERT Basic Training Course, supplemental training for CERT members who have completed the basic training, and the CERT Train-the-Trainer training. Any CERT Basic training conducted by State or local entities must: 1) include the topics covered in the FEMA CERT Basic Training Course; 2) be instructor-led; and 3) and classroom-based, using lecture, demonstration, and hands-on practice throughout. Note that the Independent Study course, "Introduction to CERT" (IS 317) must not be substituted for classroom delivery of CERT basic training. There is no cap on the number of deliveries State or local jurisdictions may conduct of the CERT Basic Training, the CERT Train-the-Trainer, Campus CERT Train-the-Trainer, or Teen CERT Train-the-Trainer courses, or supplemental/advanced training for CERT program participants. Any training supported with these CCP funds should be delivered with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations at venues throughout the community, to include schools, neighborhoods, places of worship, the private sector, non-governmental organizations, and government locations. Expenditures to provide necessary non-structural accommodations for persons with special needs is allowable (i.e. sign language interpreters). Jurisdictions are also encouraged to leverage existing training provided via educational/professional facilities and to incorporate non-traditional methodologies such as the Internet, distance learning, or home study whenever such delivery supports training objectives. Pilot courses and innovative approaches to training citizens and instructors are encouraged. Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY 2009 CCP funding.

- C. **Exercises Requirements** - Exercises specifically designed for or that include participation from non-governmental entities and the general public are allowable activities and may

include testing public warning systems, evacuation/shelter in-place capabilities, family/school/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, State, or national level, to include the Top Officials Exercise (TOPOFF).

7. Allowable Evaluation Costs: Funds may also be used to evaluate Citizen Corps programs (CERT, Neighborhood Watch, VIPS, MRC and the Citizen Corps Council) and Citizen Corps Council partner programs. To the extent possible, expenditures should be made to benefit multiple programs.

Evaluations should include:

- A. cost/benefit analysis of programs;
- B. how programs can share resources
- C. hiring of staff or Recipient /consultants to assist with evaluations

8. Unauthorized Program Expenditures: Unauthorized expenditures included, but are not limited to:

- A. Items such as general-use software (word processing, spreadsheet, graphics, etc.), general use computers and related accessories, vehicles, licensing fees, weapons systems, ammunition or law enforcement items;
- B. Activities unrelated to the completion and implementation of the specific Citizen Corps programs;
- C. Other items not in accordance with previously allowable costs (vehicles, defibrators, etc.)
- D. Construction or renovation of facilities
- E. 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).
- F. Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

(Note: Permission should be obtained from the Florida Citizen Corps Office for any single purchase over \$2,500.)

## PROGRAM REQUIREMENTS

1. The following are required items must be provided to participates under the CERT Subgrant: (NOTE: Special exemption can be granted by the Citizen Corps/CERT office):
  - A. PPE Equipment
    - Hard hat
    - ID tag
    - Light stick
    - Latex or nitrate gloves
    - Signal whistle
    - Work gloves
    - Roll Duck Tape
    - Cardboard or simple splint (forearm or leg)
    - Disaster medical care items for at least 3 victims such as gauze, triangles, etc.
    - Protective eyewear
    - Dust mask or simple HEPA mask
    - Reflective vest
    - Marking caulk or marking crayon
    - Bag/backpack
    - Flashlight (simple)
  - B. Participant manuals – provided by applicant
  - C. SOPs/SOGs
  - D. Certificate
2. CERT trainings and events should be posted on the National Citizen Corps Calendar Website and approved by the State Citizen Corps/CERT office.
3. The following are required items for the CERT Basic Training Course to be taught under this sub-grant:
  - A. Use of the Full FEMA/EMI/FDEM CERT Basic Training Course –317 including the terrorism module and showing the Sheltering-In-Place Video (DVD)
  - B. Use of a CERT Train-the-Trainer (TTT) Qualified Individual (FEMA/FDEM graduate of the CERT TTT-417 or 317 Trainer Course) as Program Manager, Course Manager, or Lead Instructor
  - C. Use of Adequate Training Facility
4. It is the responsibility of the applicant to arrange and compensate course managers for CERT trainings and course manuals.
5. Tracking and reporting the number of trained CERT volunteers is not only a State of Florida priority, but also a DHS/FEMA priority. A database is required to track the number of trained volunteers as well as someone to monitor/enter data to such a database.
6. Required Quarterly Reports will be due as indicated in the signed agreement, or separate schedule. The Quarterly Report should include more extended training data, explanation on the expenditure of subgrant dollars for the quarter, and any activities that took place during the quarter. FDEM reserves the right to change quarterly reporting due dates when to do so would be in the best interest of the State of Florida.
7. Citizen Corps/CERT programs must comply with the DHS requirement of NIMS compliancy. A letter from your County Emergency Management or your sponsoring agency indicating compliance with NIMS requirements must be completed by the deadline outlined in the contract.







**Section I – Questionnaire** *(maximum 10 points)*

**(NOTE: Please indicate responses with an “X”)**

1. Is a letter of support from the corresponding County Emergency Management Agency included with this application (select ONLY one):

\_\_\_ Yes

\_\_\_ No

If no, please explain why a County Emergency Management Agency corresponding letter is not included.

---

---

---

---

---

2. Do you plan to provide or expand this Subgrant to train more members or provide support beyond the Subgrant dollars requested?

\_\_\_ Yes

\_\_\_ No

Briefly detail “in-kind” functions and estimated dollar value in the section provided below.

---

---

---

---

---

**SECTION II – Questionnaire - Cost Effectiveness** (*maximum 10 points*) – for CERT programs only

1. A) **Start Up Program:** \_\_\_ Yes \_\_\_ N/A

**What is the cost per trainee for this Subgrant?**

$$\frac{\text{_____}}{\text{(Subgrant amount request) / (Number of Trainees)}} = \text{_____}$$

B) **Existing Programs:**

*Note: Expansion programs can spend **up to 40% of their Subgrant award** on refresher/advanced courses.*

**What is the cost per new trainee for this Subgrant?**

$$\frac{\text{_____} - \text{_____}}{\text{(Subgrant amount request - Refresher course amount) / Number of new Basic Avg/Trainees= Course Trainees}} = \text{_____}$$

**What is the cost of refresher and/or advanced Training for this Subgrant?**

$$\frac{\text{Refresher/Adv Course \$}}{\text{Number of trainees}} = \frac{\text{Average/trainee}}{\text{_____}}$$

2. Please provide a justification for the calculation of your cost per trainee ratio. For example, describe what factors impact the costs involved in operating the CERT program.

---



---



---



---



---

**Questionnaire - Cost Effectiveness** (*maximum 10 points*) – for Citizen Corps Councils only

1. Illustrate the cost effective measures taken by your program in relation to public outreach, training and volunteer recruitment. (Add additional lines as needed)

---

---

---

---

---

**Section III - Proposed Budget** (*maximum 20 points*)

Program Name: \_\_\_\_\_

Allowable Expenditures	Quantity	Unit Cost	Total
<b>1. Planning Activities</b>			
1.1 Public Education/Outreach			
1.2 Citizen Participation			
<b>Subtotal</b>			
<b>2. Organizational Activities</b> (limited to 25% of grantee's award)			
<b>Subtotal</b>			
<b>3. Equipment Activities</b>			
<b>Subtotal</b>			
<b>4. Training Activities</b>			
<b>Subtotal</b>			
<b>5. Exercise Activities</b>			
<b>Subtotal</b>			
<b>5. Management &amp; Administration</b> no greater than 3% of total award)			
5.1 Personnel Activities			
<b>Subtotal</b>			
<b>Total</b>			

*\*Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc.*

Proposed Budget Narrative:

*Please provide more detail regarding the line items listed above including all 3 c items over \$100*

---



---



---



---



---

## Section IV - Program Narrative (maximum 40 points)

**\*\*This section cannot exceed five (5) pages.** (Note: All items mentioned below MUST be addressed in this section. EACH QUESTION & QUESTION SUB-PART MUST BE ANSWERED.)

1. Please discuss your implementation plan for the Citizen Corps or CERT program. This should include, at minimum:
  - a. Strategy and methodology for recruitment of trainees;
  - b. A tentative schedule of training classes during the contract period;
  - c. Plans to maintain members after graduation from the course;
  - d. Plans to use graduates in emergency situations;
  - e. Plans to maintain the program after funding has ended; and
  - f. Any additional programmatic information specific to your program.
2. Identify the number of emergency management organizations or the targeted population area whose emergency management needs will be directly benefited by this program.
3. Discuss why this particular method was chosen.
4. Discuss the Applicant's experience and ability applied to the program.

---

---

## Section V - Community Integration (maximum 20 points)

**(NOTE: Questions 6 through 10 require short answers. This section cannot exceed (3) pages. If attaching additional pages please clearly identify each question and section number.)**

*The Citizen Corps mission is to bring community and government leaders together to involve community members in all-hazards emergency preparedness, planning, mitigation, response and recovery.*

1. Name of Jurisdiction:

---

2. Area Covered:

---

3. Does the jurisdiction currently have a Florida Registered Citizen Corps Council or active CERT program? Please list Registered Program below.

Yes

No

---

4. Name of the Program:

---

5. Sponsoring Agency Applying for Sub-Grant:

---

6. Detail how the Citizen Corps/CERT Program specifically fulfills/supports a part of the Citizen Corps Mission in the community (see mission statement in instruction pages above):

7. Detail specifically how Citizen Corps/CERT training in your community promotes partnership efforts between emergency services in your community and the people they serve.
8. Detail specifically how the Citizen Corps/CERT program assists families, neighborhoods and businesses with preparation, response and recovery from major disasters/incidents in a neighbor-helping-neighbor community spirit.
9. Specifically indicate how Citizen Corps/CERT activities interface support for National priorities:
- Expanding regional or area collaboration
  - How does Citizen Corps/CERT support the National Infrastructure Protection Plan (NIPP) goal of bringing together various partners to enhance security, mitigation of risk and training of citizens
  - How does Citizen Corps/CERT improve information sharing and collaboration capabilities with other groups
  - How does Citizen Corps/CERT strengthen interoperability of communications
  - How does Citizen Corps/CERT strengthen CBRNE (Chemical, Biological, Radiological/Nuclear and Explosive) detection, response and decontamination understanding by citizens through education or other means
  - How does Citizen Corps/CERT strengthen Medical Surge capabilities
10. Specify how this CITIZEN CORPS/CERT MISSION has been or will be integrated into an OVERALL CITIZEN CORPS COUNCIL MISSION IMPLEMENTATION STRATEGY PLAN – either by adoption of the CITIZEN CORPS/CERT MISSION directly by the Citizen Corps Council once formed or once they complete their Plan or by what other means?
11. Does the applying governmental jurisdiction accept this CITIZEN CORPS/CERT ANNEX 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?

Yes     No

12. If your community/county has a Florida Registered Citizen Corps Program in its jurisdiction complete the follow information:

Name of Citizen Corps Program:

Contact Person:

Phone Number:

E-Mail:

## EVALUATION CRITERIA

### 1. GENERAL

- A. All applications properly submitted and responsive will be accepted by FDEM. FDEM reserves the right to make a final selection without further discussion of the applications submitted.
- B. A non-responsive application shall include, but not be limited to, those that:
  - I. are irregular or are not in conformance with the requirements and instructions in this Application Guide;
  - II. have improper or undated signatures;
  - III. fail to use or complete all required forms;
  - IV. are conditional Applications;
  - V. are incomplete Applications;
  - VI. are not received on or before the closing deadline;
  - VII. propose a project that cannot be completed within the contract period, will require additional funding to implement, or cannot be implemented upon completion for any reason; or
  - VIII. are proposed by a local government whose adopted comprehensive plan has not been found to be in compliance with Chapter 163, Part II, Florida Statutes.

**THE RESPONSIVENESS OF AN APPLICATION WILL BE DETERMINED BASED UPON THE DOCUMENTS SUBMITTED WITH THE APPLICATION. A NON-RESPONSIVE APPLICATION WILL NOT BE CONSIDERED.**

- C. FDEM may waive minor irregularities in the applications received where they are merely a matter of form and not substance, and the corrections of such ARE NOT PREJUDICIAL to other applicants. Variations which are material to the scoring shall not be waived.

### 3. SCORING

- A. Each Application will be reviewed by a selection committee of at least three (3) members, including at least three (3) FDEM employees with knowledge of the solicited services. Each of the Applications will be evaluated with reference to the terms of this Application for Subgrant, and the Evaluation Score Sheet below. Total point scores for each Application shall be calculated by the committee in determining recommended awards.

**Any requirement of this solicitation which indicates the consequence of noncompliance shall be strictly enforced.**

Number \_\_\_\_\_

Title \_\_\_\_\_

**Fiscal Year 2009/2010  
Citizen Corps/CERT Grant Program  
EVALUATION AND SCORING SHEET**

**1. Demonstrate Sustainability (Section I)**

a. Does the applicant identify what functions they plan to provide beyond subgrants dollars requested? \_\_\_\_\_

(Max 10 pts)

**2. Cost Effectiveness (Section II and III)**

a. Does the applicant identify and demonstrate cost-effectiveness in new, refresher and/or advanced trainings?  
b. Are these projects and their timeframes realistic? \_\_\_\_\_

(Max 15 pts)

**3. Proposed Budget (Section II and III)**

a. Does the proposed budget for the project describe how it is necessary and appropriate to the scope of the project? \_\_\_\_\_

(Max 15 pts)

**4. Project Method and Approach (Section IV)**

(Max 15 pts)

**5. Experience and ability applied to project (Section IV)**

(Max 10 pts)

**6. Consistency with National/State Priorities (Section IV and V)**

a. Explains consistency with State CEMP  
b. Consistency with Local CEMP  
c. Consistency with DHS Citizen Corps/CERT Community Integration Plan  
\_\_\_\_\_

(Max 35 pts)

**7. Impact by environmental clean-up initiative or Front Porch Community (Tiebreaker)**

**TOTAL POINTS**

**General Comments:**

---

---

---