

**Citizen Corps & CERT  
CONFERENCE CALL SUMMARY**

Monday, August 4, 2008

10:00 am – 11:00 am EST/ 1:00 – 2:00 pm EST

**AGENDA**

**Greetings & Introductions** - Welcome New Program Managers – (State Introductions)

Princess Ousley  
Handles programmatic questions, grants and contracts  
850-413-9939  
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Nikki Hines  
Manages CCP grants and contracts  
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Tina Mazanek  
Reviews and approves Budget Detail Worksheets, reimbursement request and quarterly reports  
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Tina Quick  
Program Administrator  
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Rudy Ferguson  
State Training Officer  
[Rudolph.Ferguson@em.myflorida.com](mailto:Rudolph.Ferguson@em.myflorida.com)

**State Updates**

- **NEW INFORMATION** – A new instructor database has been added to the CCP webpage. New and Existing Instructors should submit their request to be on the state instructor list by filling out the on-line form. The local CERT coordinator or trainer will verify whether the recipient has met all local requirements. A notification will be sent to inform whether the recipient has been approved.
- Fiscal Year 2007 Modifications

- Returning sub grantees should submit all 2007 modifications as soon as possible. The State CCP office would like to finalize all changes needed for the Fiscal Year 2007 agreements prior to the execution of the new agreements.
- Contract Process
  - A Request for Preview Form is completed and sent to the programmatic reviewers. If there is a Training and Exercise piece the request is then sent to the Training and Exercise section for review and approval.
  - If returned “Not Approved”, contact is made to the recipient to provide additional information.
  - Once information is received, it is sent back to the programmatic reviewers
  - If returned “Approved”, the program manager has to review and approve payment
  - It is then routed for Division Approval
  - It is then routed to Finance and Accounting for payment
- Reporting Requirements – Please see attachment
- BSIR
  - Sub grantees are required to enter their Citizen Corps and CERT agreement information into the BSIR starting December 2008. Training will be held at a later date for all sub grantees.
- Partnerships
  - A Memorandum of Understanding (MOU) and/or a contract must be established for all partnerships and sent to the State CCP Office for review.
- National Preparedness Month – Please go to [www.Ready.gov](http://www.Ready.gov) to register your program. We would like programs to host an event and/or training in the month of September. Please send a write-up to the Citizen Corps office for inclusion in a statewide press release.

Note: Agreements must be executed before sub grantees can request reimbursement.

### **Announcements**

- Citizen Corps/CERT website and email account
  - The new web address is [www.Floridadisaster.org/CitizenCorps](http://www.Floridadisaster.org/CitizenCorps).
  - Please check the State CCP website to get the latest updates.
  - The new State email account is [CitizenCorps@em.myflorida.com](mailto:CitizenCorps@em.myflorida.com)

- Please post all community events and trainings on the National CCP Calendar. The calendar is available on the State CCP website.
- New Program Initiatives
  - Become a Mentor Initiative – The local Citizen Corps and CERT programs individually and collectively, have a vast wealth of knowledge and experience. Mentors will share practices and lessons learned to assist other programs. If you are currently participating in the Mentor Program please submit your program logo and a brief write-up of your program to the CCP office at [CitizenCorps@em.myflorida.com](mailto:CitizenCorps@em.myflorida.com).

### **Question and Answers from CCP Conference Call**

#### **When will we receive agreements?**

Agreements will be sent out in the no later then September 13, 2008.

#### **Can food be purchase with CCP funds?**

No. The Florida Administrative Code (69I-40.103 F.A.C. and Dept. of Financial Services Reference Guide for State Expenditures, P-3 & 4) restricts the purchase and/or reimbursement of food. Expenditures from state funds for items as listed below are prohibited unless “expressly provided by law.” (See Attorney General opinion 71-28):

- (1) Congratulatory telegrams;
- (2) Flowers and/or telegraphic condolences;
- (3) Presentment of plaques for outstanding service;
- (4) Entertainment for visiting dignitaries
- (5) Refreshments such as coffee and doughnuts; and
- (6) Decorative items (globes, statue, potted plants, picture frames, etc.).

Specific Authority 17.29 FS. Law Implemented 17.001, 17.03, 215.42 FS. History-New 10-21-75, Amended 1-8-95, Formerly 3A-40.103

#### **Do applicants have to send a letter notifying the state CCP office of acceptance/denial of their award amounts?**

Applicants only need to notify the state CCP office if they do not intend on accepting proposed funding.

#### **Where can we find Reporting Forms?**

Reporting forms will be available on the CCP website, under the Grants and Contract section.

#### **How do you update the National CCP database?**

The original person who registered your program is authorized to make changes to the National database. If that point of contact is no longer available, contact the State CCP office for further assistance.

**Do partnerships and sponsorships require a contract or Memorandum of Understanding (MOU)?**

Yes. All partnerships and sponsorships require a Contract or MOU outlining the agreement and scope of work for both parties. Contracts and MOU's must be submitted to the State CCP office for review and approval.

Note: A sample MOU can be found on the CCP website, under the Grants and Contract section in the near future.

Good Morning All,

With the recent Audit, there has been some confusion as to the back-up documentation required of the subgrantees. The confusion is holding up the reimbursement process. Please review the following categories and then disburse this email to your subgrantees to expedite the reimbursement process. Each category of the Budget Detail Worksheet (BDW) has a description of what documentation is required to receive an approved Reimbursement Request. The subgrantee can follow along with their individual BDW to determine what categories relate to their grant and what proper documentation is required. We are hoping for a better turnaround time on all reimbursement requests.

**The following is a list broken out by the Budget Detail Worksheet detailing the proper back-up information that must accompany any Reimbursement Request:**

**PLANNING: Please find the corresponding letter to understand what back-up documentation is required.**

- **A.** For salaries charged, please provide information describing what has been accomplished and provide a copy of the plans once the grant is complete.
- **B.** For materials purchased to conduct a planning activities please submit purchase orders and receipts and/or canceled checks. For conferences and facilities, please provide documentation describing the purpose of the conference and receipts.
- **C.** For travel, please provide the destination and present receipts and a sign-in sheet of the conferences each individual attended.
- **D.** When dealing with Outreach and Volunteer programs please provide a description of the activities conducted and proper documentation to capture those activities.

Allowable Planning Costs
<b>D.</b> Public Education/Outreach
<b>A.</b> Develop and implement homeland security support programs and adopt ongoing DHS national initiatives
<b>A.</b> Develop and enhance plans and protocols
<b>A.</b> Develop or conduct assessments
<b>D.</b> Establish, enhance, or evaluate Citizen Corps-related volunteer programs

<b>A.</b> Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
<b>B.</b> Conferences to facilitate planning activities
<b>B.</b> Materials required to conduct planning activities
<b>C.</b> Travel/per diem related to planning activities
<b>A.</b> Overtime and backfill costs – Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning activities for the development and implementation of the programs under HSGP.

**MANAGEMENT AND ADMINISTRATION: The following should be submitted:**

- **A.** For salaries and backfill charged please provide timesheets or time records to determine the correct amount of hours billed to the grant.
- **B.** For office equipment purchased please submit purchase orders and receipts and/or canceled checks. For meeting related expenses, please provide documentation describing the purpose of the meeting and submit purchase orders, receipts, and/or canceled checks .
- **C.** For travel please provide the names of the travelers along with destination and present receipts

Allowable Management and Administration Costs
<p><b>A. Hiring of full-time or part-time staff or contractors/consultants:</b></p> <ul style="list-style-type: none"> <li>o To assist with the management of FY07 HSGP.</li> <li>o To assist with design, requirements, and implementation of FY07 HSGP.</li> <li>o To assist with the implementation and administration of the State Homeland Security Strategy, as it may relate to the individual grant program.</li> </ul>
<p><b>A. Hiring of full-time or part-time staff or contractors/consultants and expenses related to:</b></p> <ul style="list-style-type: none"> <li>o HSGP application submission management activities and application requirements.</li> <li>o Meeting compliance with reporting/data collection requirements, including data calls.</li> </ul>
<p><b>B. Development of operating plans for information collection and processing necessary to respond to DHS/G&amp;T data calls.</b></p>
<p><b>A. Overtime and backfill costs</b> – Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the M&amp;A activities for the development and implementation of the programs under HSGP. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or local unit(s) of government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.</p>
<p><b>C. Travel expenses</b></p>

**B. Meeting-related expenses** (For a complete list of allowable meeting-related expenses, please review the *OJP Financial Guide* at [www.ojp.usdoj.gov/finguide06/](http://www.ojp.usdoj.gov/finguide06/)).

**B. Acquisition of authorized office equipment**, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.

**B. The following are allowable only within the contract period:**

- o Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.
- o Leasing and/or renting of space for newly hired personnel to administer programs within FY07 UASI.

### **EXERCISES: The following should be submitted:**

All exercises must be posted on the National Exercise Schedule on the HSEEP web site <https://hseep.dhs.gov/toolkit.htm> They must be approved by the Exercise Administrative Authority for the state before they will be eligible for reimbursement.

- **A.** Submit invoices for all costs
- **B.** Requests for backfill and overtime must be accompanied by proof of payment to the payee and timesheets indicating the extra hours worked.
- **C.** Submit an Exercise Plan ( Operations Based) or Situation Manual (Discussion Based) along with completed After Action with Improvement Plan
- **D.** Submit copies of the sign-in sheets from the exercise

#### **Allowable Exercise Costs**

**A. C. D. Exercise Planning Workshop** - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development..

**B. Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

**B. Overtime and backfill costs** – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Grantees may also use G&T grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in G&T exercises.

**A. Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state law as highlighted in the *OJP Financial Guide*. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the *OJP Financial Guide*. For further information on federal law pertaining to travel costs please refer to [www.ojp.usdoj.gov/finguide06/](http://www.ojp.usdoj.gov/finguide06/).

**A. Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).

**A. Other Items** - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

**TRAINING: The following should be submitted**

A complete list of G&T approved courses may be found at [www.ojp.usdoj.gov/odp/docs/TED\\_Course\\_Catalog2007.pdf](http://www.ojp.usdoj.gov/odp/docs/TED_Course_Catalog2007.pdf)

- **A.** For all training workshops and conferences make sure Name, Dates, type and location of training are provided
- **B** All sign-in sheets or rosters along with a description of course details
- **C.** Submit invoices for all costs
- **D.** Requests for backfill and overtime must be accompanied by proof of payment to the payee and timesheets indicating the extra hours worked

Allowable Training Costs
<p><b>D.</b> Overtime and backfill funding for emergency preparedness and response personnel attending G&amp;T-sponsored and approved training classes.</p> <p>Grantees may also use G&amp;T grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in G&amp;T training.</p> <p>UASI funds may also be used for training citizens in awareness, prevention, protection, response and recovery skills</p>
<b>A. B. C. Training Workshops and Conferences</b>
<b>D. Full or Part-Time Staff or Contractors/Consultants</b>
<b>A. Travel</b>
<b>C. Supplies</b>

**EQUIPMENT: The following should be submitted:**

- All Authorized Equipment List ( AEL) numbers must be present per equipment category, the yellow box below details the steps to be taken to get the proper AEL numbers.
- For all equipment purchased there needs to be copies of purchase orders, canceled checks, invoices, and receipts for all reimbursable equipment.

**Eligible Equipment Acquisition Costs**

The table below highlights the allowable equipment categories for this award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, can be found on the web-based Authorized Equipment List at: [www.rkb.mipt.org](http://www.rkb.mipt.org)

- ↓ Register on the website and logon
- ↓ Click on "search the RKB"
- ↓ Click on "DHS Authorized Equipment List (AEL) – FY2007"
- ↓ If you wish to purchase a piece of equipment from any category below, then, in the space given below that category, put the "AEL item number" and "title"

Personal protective equipment

Explosive device mitigation and remediation equipment

CBRNE operational search and rescue equipment

Information technology

Cyber security enhancement equipment

Interoperable communications equipment

Detection Equipment

Decontamination Equipment

Medical supplies and limited pharmaceuticals

Power equipment

CBRNE reference materials

CBRNE incident response vehicles

Terrorism incident prevention equipment

Physical security enhancement equipment

Inspection and Screening systems

Agriculture Terrorism Prevention, Response, and Mitigation Equipment

CBRNE Response watercraft