

STATE FISCAL YEAR 2010-2011



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 be bound individually and include one original copy of the application and three (3) photocopies of the completed application. 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. Applicants must submit CERT and Citizen Corps funding request separately in order for the application to be reviewed.
8. Applications must be submitted in a sealed envelope to:

Citizen Corps Office - Subgrant Application
Florida Division of Emergency Management
Domestic Preparedness Section
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 \$5,000 to \$15,000. Subgrantees are not required to provide cash or in-kind match for FY 2010 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 shall 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 indicate that fact in those questions 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. Priority will be given to applicants who:
 - A. Demonstrate 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- 1st 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. Fifteen (15) points will be deducted from applicants that have open Fiscal Year 2008 and 2009 agreements at the time of scoring.
8. If the application is by an Indian Tribe or Nation, it must be signed by the Chairperson of the Tribe, or by 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.
9. 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.
10. 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.
11. 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.
12. 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. An applicant may not modify its Application after the period of submission deadline. Applications may be withdrawn, by 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 for 30 months. The funding cycle will begin once the funds are released from the federal government. (All applicants need to be able to execute spending of all funds on the date indicated in the actual contract).
2. **Application Schedule:** The following schedule presents the time frame and due dates anticipated:

Application Cycle Begins:	July 7, 2010
Closing Date for Receipt of Applications:	August 31, 2010
Intent to Award Contract Posted:	September 30, 2010
Anticipated Contract Award:	No earlier than October 1, 2010

(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. **Allowable Planning & Program Development Costs:** Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness. To meet this important objective, HSGP funds may be used to support the following:
 - ✓ 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 accessible 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 <http://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: Public Service Announcements (PSAs), camera ready materials, website support, and newsletters
 - ✓ Outreach activities and public events: Booth displays, event backdrops or signs, displays and demonstrations, utilizing translation services, 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, expanding, and maintaining volunteer programs and volunteer recruitment efforts that support disaster preparedness and/or response.

- 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, expand, or maintain volunteer programs that support disaster preparedness and/or response including but not limited to: Neighborhood Watch/USAonWatch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps, Citizen Corps Affiliate Programs and Organizations, and jurisdiction specific volunteer efforts
 - ❖ **Allowable expenditures 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 (e.g., sign language interpreters)
 - ✓ Evaluating volunteers
 - ✓ Organizational activities supported with CCP funding are limited to 25 percent of the grantee's CCP funding. Organizational activities include hiring of full or part-time staff or contractors for emergency management activities.

- 4. **Allowable Equipment Costs:** 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).
 - ❖ **Allowable Training Costs** Allowable training-related costs include, but are not limited to, the following:
 - ✓ **Developing, Delivering, and Evaluating Training** – Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
 - ✓ **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training

courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or 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 p.m. to 5:00 p.m.), even though such work may benefit both activities.

- ✓ **Travel** – Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- ✓ **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Payment of salaries and fringe benefits to full or part-time staff or contractors/consultants must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation as specified in section E.6. In no case is dual compensation allowable (see above).
- ✓ **Certification/Recertification of Instructors** – States are encouraged to follow the FEMA Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers. This information is contained in Information Bulletin #193, issued October 20, 2005.

6. **Allowable Exercise Cost:** 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, tribal, territorial, or national level, to include the National Level Exercises (formally known as Top Officials Exercise [TOPOFF]).

❖ **Allowable Exercise Costs include:**

- ✓ **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise** –
- ✓ Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use government facilities to conduct meetings and conferences whenever possible.
- ✓ **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full or parttime staff may be hired to support exercise-related activities. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) – whichever is more stringent – must be followed. In no case is dual compensation allowable.
- ✓ **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development, and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or 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 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- ✓ **Travel** – Travel costs are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of exercise project(s) or HSEEP programmatic requirements as described in the HSEEP website (e.g., Improvement Plan Workshops, Training and Exercise Plan).
- ✓ **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).
- ✓ **Other Items** – These costs include the rental of equipment (e.g., portable toilets, tents), food, gasoline, exercise signs, badges, etc.

❖ **Unauthorized Exercise-related Costs Include:**

- ✓ 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).
- ✓ Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

PROGRAM REQUIREMENTS

1. The following are required items to be provided to participate under the CERT Subgrant: (NOTE: Special exemption can be granted by the State Citizen Corps/CERT office.)
 - A. PPE Equipment
 - Hard hat
 - ID tag
 - Light stick
 - Latex or nitrile 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 subgrant:
 - 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/ODP priority. It is required to have a database 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 contract, or separate schedule. The Quarterly Report should include more extended training data, explanation on the expenditure of Subgrant dollars for the quarter, and any CERT 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.

TITLE PAGE

This is the start of the Application. Please do not send in the instruction pages before this page when submitting your application.

**FDEM/DHS Federal FY 10 Applicant Questionnaire
Citizen Corps/ CERT Sub-grant Program**

** If you are applying for both Citizen Corps and CERT Sub-grant funding you must submit separate applications

Citizen Corps

CERT

Date Received by FDEM

FDEM- Engaging Florida's Communities in All-hazard Preparedness

Application Type (please check one):

Start-Up

Expansion

Amount Requested for Sub-Grant: \$ _____

Please indicate the sponsoring agency/group:

___ N/A

___ City Emergency Management Office

___ County Emergency Management

___ Citizen Corps Council

___ Fire/Rescue Service

___ Native American Tribe

___ Fire Tax District

___ Sheriff/Police Agency

Applicant Information

Name of Organization: _____

Address: _____

City: _____ County: _____ Zip Code: _____

Federal ID #: _____

Point of Contact *(If this changes at any time please send e-mail with new individuals information to: CitizenCorps@em.myflorida.com and a follow up letter.*

Name: _____

Phone: _____

Fax: _____

Email: _____

.....
Authorized Signature (Please refer to the Note on page 2.)

Signature: _____ Title: _____ Date: _____

(Note: If the signature is not by the Mayor, Chairperson of the County Commission, President or Chairperson of the Tax or Fire District or government jurisdiction then a formal notice of delegation of authority to sign contracts by the governing body MUST be attached to this sheet.



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 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)

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?

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

*****This section is for Citizen Corps Programs Only*****

2. A) **Start Up Program:** ___ Yes ___ N/A

What is the cost per activity for this Subgrant?

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

B) **Existing Programs:**

What is the cost per handout for this Subgrant?

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

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

Program Name: _____

Allowable Expenditures	Quantity	Unit Cost	Total
1. Planning Activities			
Subtotal			
2. Organizational Activities (limited to 25% of grantee's award)			
Subtotal			
3. Equipment Activities			
Subtotal			
4. Training Activities			
Subtotal			
5. Exercise Activities			
Subtotal			
5. Management & Administration no greater than 3% of total award)			
Subtotal			
Total			

**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 three (3) 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 program. This should include, at minimum:
 - a. Strategy and methodology for recruitment;
 - b. A tentative schedule of training classes during the contract period (indicate tentative start date of each course taking place during the agreement period;
 - c. Plans to maintain members;
 - d. Plans to use members 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? Please list Registered Council below.

Yes

No

4. Name of the CERT Program(s):

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 the FDEM. FDEM reserves the right to make a final selection without further discussion of the applications submitted.
- B. Non-responsive Applications include, but not be limited to, those that:
- Irregular or are not in conformance with the requirements and instructions in this Application Guide;
 - Improper or undated signatures;
 - Fail to use or complete all required forms;
 - Conditional Applications;
 - Incomplete Applications;
 - Not received on or before the closing deadline;
 - Propose a project that cannot be completed within the grant period; and
 - 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 SHALL 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 2010/2011
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:

